



ARCH RISK MANAGEMENT

Arch Fleet Management: Safe Driving Policy

Safe Driving for Work Policy

The policy below can be used in part or full. Even small initiatives can still be of benefit. Your safe driving policy can be as simple or as sophisticated as you need and can afford and still give your company a return.

Driving policies should cover all employees who drive for work purposes, including those using company vehicles, hire vehicles, or privately owned vehicles used for business travel.

Key areas should include:

- Lone working arrangements
- Journey planning and scheduling
- Driver distraction (including mobile phone use)
- Driver capability and fitness to drive
- Incident and collision reporting and investigation

Aim of the policy

The aim of this policy is to outline the company position regarding Safe Driving for work and to reduce at-fault crash costs by over three years by promoting a safe driving culture within the organisation.

Scope

This policy applies to all employees. It applies to the use of (fleet, pool or personal vehicles).

Objectives of the policy

- To maintain all vehicles in a safe, clean and road-worthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times. Code of conduct
- To ensure that staff driving company vehicles always demonstrate safe driving and other good road safety habits when driving.

Code of conduct

To ensure that staff driving company vehicles always demonstrate safe driving and other good road safety habits when driving. The company's code of conduct states that, "While driving company vehicles and driving for work, staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving on company business". The following actions in company vehicles whilst driving for work will be viewed as serious breaches of conduct and dismissal may be a consequence:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a crash
- Demerit points suspension
- Any actions which warrant suspension of a license

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*Instructions for mobile phone use (also see “What the laws says” below)

Mobiles can cause distractions in two ways:

1. Taking your hands off the wheel
2. Becoming engrossed in an intense conversation and not concentrating on the road.

Hands-free use is permitted but can still cause distraction and impair driving performance. Staff should adopt the following policies:

- Keep mobile phone use to an absolute minimum when driving (e.g. divert to voice mail and check messages regularly when it is safe to pull over).
- Do not make calls; dial numbers, or text message while driving.
- Pull over safely and legally when it is appropriate to do so before making or answering a call.

You can get 6 penalty points and a £200 fine if you use a hand-held phone when driving.

New drivers who receive 6 or more penalty points within 2 years of passing their test will have their license revoked.

You can receive penalty points if you are not in proper control of the vehicle or do not have a full view of the road, for example under careless driving offences.

You can also be taken to court, where you may:

- Be disqualified from driving or riding.
- Receive an unlimited fine, up to £1,000 for most offences.
- Receive fines of up to £2,500 for certain offences involving goods vehicles or passenger-carrying vehicles.

*The Law - Hand-held Phones

It is illegal to use a hand-held mobile phone while driving. It is also an offence to cause or permit unlawful use of a hand-held mobile phone while driving. Employers may be subject to enforcement action if they require or encourage illegal use.

Hands-free Phones

It is illegal to hold a phone or sat nav while driving or riding a motorcycle.

Hands-free systems may include:

- A Bluetooth headset
- A built-in sat-nav
- Voice command
- A dashboard holder or mat
- A windscreen mount

The device must not block your view of the road and traffic ahead. Hands-free use is legal, but drivers can still be prosecuted if it leads to a lack of proper control or unsafe driving. Depending upon the individual circumstances, drivers could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving.

Any hands-free devices should be fully set up before you drive, so you can take calls without handling the device. The police still have the power to stop you if they believe you have been distracted by using a mobile phone while driving, even if it's fully hands-free.

You must always stay in full control of your vehicle. The police can stop you if they think you're not in control because you're distracted and you can be prosecuted. The law still applies to you if you're:

- Stopped at traffic lights
- Queuing in traffic
- Supervising a learner driver

The Police may check phone records when investigating fatal and serious crashes to determine if use of the phone contributed to the crash. Employers who require or pressure staff to use mobile phones while driving may face enforcement action if this contributes to unsafe driving or a collision. Claims in the civil courts could also result.

When you can use a hand-held phone

You can use a hand-held phone if either of these apply:

- You are safely parked
- You need to call 999 or 112 in an emergency and it's unsafe or impractical to stop