



Driver Policy

1. Drivers Legal Requirements

1.1. Oxford Hydrotechnics is a responsible employer and takes its duties seriously. Therefore this policy document, which clarifies your responsibility as a driver of a company vehicle, has been drawn up in line with current legislation and in union with the Freight Transport Association

1.2. The law states that it is the driver as well as the operator of the vehicle that is responsible for the proper operation and roadworthiness of the vehicle being driven. That means that you, the driver can be fined or have your license endorsed or removed. There are even prison sentences for serious offenders.

1.3. To satisfy the basic legal requirements you must:-

- Hold a valid driving licence for the vehicle you drive
- Be covered by the appropriate insurance
- Ensure that the tax disc is valid and displayed
- Follow the Highway Code
- Make sure the vehicle is safely loaded and not overloaded
- Check that the vehicle is in a roadworthy condition and has a valid MOT certificate and Tax disc

2. Tips on Staying Legal

- **Do Not** drive a company vehicle unless you are authorised by the company to do so
- **Do Not** let other people drive unless they are authorised to do so
- If you wish to use the vehicle for private purposes, **Make Sure** this is allowed – you may not be insured
- **Do Not** drive if you are not well enough or not in an appropriate condition to do so safely.

3. Medical Rules

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Date: 19.06.2018

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3.1. If you have a medical condition which has become worse since your licence was issued or you develop a new medical condition you must inform the Drivers Medical Unit, DVLA Swansea. A list of conditions which must be reported to the DVLA are detailed in the Drivers Handbook, located in the office.

3.2. It is a criminal offence to drive any motor vehicle if you cannot read a standard number plate in good daylight from 20.5m (67 feet) using glasses if necessary. If you need glasses or contact lenses to do this, you must wear them every time you drive.

4. **Drinking and Driving and Driving under the influence of Drugs (prescribed or otherwise)**

4.1. It is an Offence to: -

- Drive, attempt to drive or to be in charge of a motor vehicle when unfit through drinking alcohol, or having consumed drugs
- Drive with more than the permitted level in the breath, blood or urine
- Refuse to take a breath test or roadside test (with limited exemptions, for example, if on medical advice it would be dangerous to take the test)

5. **General Traffic requirements – Accidents**

5.1. Duty to Stop

The driver of the vehicle must stop if involved in an accident that causes: -

- Injury to another driver
- Injury to an animal (horse, cattle, ass, mule, sheep, pig goat, dog) not carried in the vehicle.
- Damage to a property on or adjacent to the road (for example, lamp posts, trees, gates); or
- damage to another vehicle

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5.2. If required to do so by a person with reasonable grounds, for example the owner of a damaged vehicle, the driver must:-

- give his/her name and the name and address of the owner of the vehicle (i.e the Company)
- give the vehicle's registration number; and
- produce the insurance certificate (if available)

5.3. Never admit liability

The driver must stop for long enough to enable persons with the right to do so to request the above information.

The driver must also ensure they get the following information:-

- Make, model and vehicle registration number of all vehicles involved in an accident
- Name, address and insurance details of persons involved in the accident (also phone numbers if possible)
- Name and addresses of any witnesses

5.4. Duty to report an Accident to the Police

If having stopped, the above procedure is not completed for any reason, the driver must report the accident to any police constable, or at any police station, as soon as is reasonably practicable, and in any case within 24 hours. Alternatively the police must be called to the scene of the accident.

6. Safe Driving

6.1. It is the Company's policy to uphold the law. Therefore all company vehicles should be driven with care and consideration and within the restrictions of current legislation.

6.2. Trackers have been fitted to all company vans and it is the individual driver's responsibility to ensure that their tracker fob is used on every journey.

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- 6.3. Speeding is illegal and if seen on the weekly tracker download, the individuals concerned shall be subject to investigation and may lead to disciplinary proceedings.

7. Telephones

- 7.1. In accordance with legislation it is an offence to use a mobile phone whilst driving.

- 7.2. When you can use a phone in your vehicle

If you're the driver, you can only use your phone in a vehicle if you:

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

- 7.3. Using hands-free devices when driving

You can use hands-free phones, sat navs and 2-way radios when you're driving or riding. But if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised.

Drivers are fully responsible for ensuring that their mobile phones are used in accordance with current legislation.

8. Company Transport

- 8.1. Where transport is provided, the vehicle is only to be used in relation to your employment with the Company. When not used in relation to your employment, vehicles must be returned to the parking area, outside the stores at Baynards Green.

- 8.2. Any private use must have prior written agreement in writing from the Company and you will be responsible for all fuel costs, damage, punctures, etc. arising during such use.

- 8.3. All and any defects or damage to vehicles must be immediately reported to the Operations and Store Manager and any necessary paperwork required including an accident form duly completed. If you fail to report defects or damage immediately the Company may at its discretion require you to pay the full cost of repair or replacement up to the equivalent of the excess on the relevant insurance policy, which at present is £1,000.

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- 8.4. Vehicles and vehicle contents must be kept secure at all times.
- 8.5. Vehicles are to be kept clean and tidy. If you fail to keep the vehicle clean and tidy and it is left in a poor state on return the Company may at its discretion require you to pay a fee in the sum of £15 to cover the cost of cleaning.
- 8.6. Fuel, oil and water levels must be checked on a daily basis and replenished as necessary. Tyres and tyre pressures must be checked and adjusted as required on a weekly basis. Brakes, lights and other MOT requirements must be maintained in working order. Number plates are to be kept clean.

Weekly check sheets are provided and it is compulsory that they filled in on a weekly basis and handed back to the storeman or the office. Failure to do so, will lead to investigation and possible disciplinary action.

- 8.7. These standards also apply to any trailer or towed plant.
- 8.8. The foregoing does not replace your obligations under current legislation.
- 8.9. The Company will not accept responsibility for costs incurred in parking fines or other offences committed by the driver or passengers. The use of tracker fobs will enable the office to determine who is at fault. If the tracker fobs are not used and no one admits liability, the entire crew of the vehicle in question will share liability and any costs incurred.
- 8.10. When own vehicle is used, the company will reimburse any expenditure that has been previously agreed. A mileage form must be completed for all journeys made on behalf of the company. This form must be sent to the office the last day of every month. You must ensure that you vehicle is roadworthy and have adequate insurance cover. A copy of your policy document must be kept on file.

Should there be any deviation by a member of staff to the above or any breach of company policy without the express permission of a director, then this would constitute gross misconduct and disciplinary action may be taken

Any informal waiver of the above does not constitute a change in these Conditions of Employment or an ongoing commitment by the Company.

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