

## AGE UK Cambridgeshire and Peterborough Company Vehicle Use Procedure

### **Objectives of the procedure**

1. To make drivers aware of the main risks they face or create when driving for work
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all Age UK vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impact of Age UK vehicles on the environment.

### **Code of Conduct**

While driving Age UK vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

The following actions in an Age UK vehicle will be viewed as serious breaches of conduct with Disciplinary Procedures being a consequence:

- Drinking or being under the influence of drugs or alcohol while driving
- Driving while disqualified or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after a collision
- Acquiring penalty points leading to suspension of licence
- Using a handheld mobile phone (personal or work) while driving

### **Employee Responsibilities**

Every driver of an Age UK vehicle must:

#### *Safe driver*

- Hold a current driver licence for the category of vehicle they are driving and carry the licence when driving an Age UK vehicle.
- Show their driving licence to their supervisor or manager when requested.
- Immediately notify their supervisor or manager if their driver licence has been suspended or cancelled, or has had limitations placed upon it.
- Declare to their supervisor or HR Manager any medical condition which may affect their ability to drive.
- Drive according to the Highway Code, The Road Traffic Act (1991) and all other relevant legislation.

- Never drive under the influence of alcohol or drugs. Do not drive if taking prescription and over the counter medication if they cause drowsiness.
- Report to their supervisor any issues that may affect their ability to drive.
- Do not drive when tired; ensure sufficient rest breaks are taken, journeys are planned to avoid driving for two or more hours without stops, and that drivers remain well-hydrated throughout the working day.
- Avoid verbal and physical conflict with other road users.

#### *Safe vehicle*

- Take time to familiarise themselves with the vehicles' handbook.
- Carry out a full daily walk around check prior to using the vehicle; refer to the daily checklist in Appendix 1 at the end of this document for full details. Report any defects to your supervisor immediately.
- Carry out a full monthly check of the vehicle; refer to the monthly checklist in Appendix 2 at the end of this document for full details. Report any defects to your supervisor immediately.
- Ensure all loads are secure before setting off and that loads do not exceed the vehicle's safe working load (found in vehicle's handbook).
- Never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation.
- Ensure valuables are kept out of site in the vehicle and the vehicle is left locked at all times. Keys must never be left in the ignition while unattended.

#### *Safe journey*

- Be responsible and accountable for their actions when operating an Age UK vehicle or driving for the purposes of work
- Display the highest level of professional conduct when driving the vehicle
- Assess hazards while driving and anticipate 'what if' scenarios
- Read and understand the Adverse Weather Policy, and liaise with your supervisor to avoid driving during adverse weather, especially if emergency services and motoring organisations have advised against travel unless absolutely necessary.
- Drive within the legal speed limits, including driving to the conditions
- Wear a seat belt and make sure all occupants wear their seat belt at all times
- Avoid distraction when driving – if you need to, adjust or set sat-navs/car stereos/mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so
- Never use a handheld mobile phone while driving. A hands-free mobile phone may be used as a sat-nav only, provided it is connected to the vehicle's screen or placed in a holder or mount and set up prior to setting off. Calls should not be made or received while driving under any circumstances.
- Report any incidents or near-misses to your supervisor.
- Complete the vehicle log book at the start and end of your working day, recording the mileage and confirming the daily checks have been completed as per Appendix 1 at the end of this document.

## Employer Responsibilities

The employer will take all reasonably practicable steps to ensure Age UK vehicles are safe and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

The employer will do this by:

- Fitting all company vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle.
- Establishing and monitoring daily and monthly vehicle checks by employees, to include oil, coolant, water, power steering fluid and windscreen wash levels, tyre pressure and condition.
- Keeping maintenance schedules in the glove boxes of all company vehicles, which are completed each time the vehicles are serviced in any way
- Following the maintenance schedule in the vehicles' manuals and servicing the company vehicles according to manufacturers' recommendations
- Ensuring the company vehicle has a valid insurance policy and tax is maintained in accordance with DVLA requirements.
- Providing guidance on defensive driving and safe journey planning to all drivers of company vehicles.
- Checking an employee's driver's licence at induction and annually thereafter.

## What to do in the event of an incident in an Age UK vehicle

**Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.**

1. Apply the handbrake and switch off the engine.
2. Switch on the vehicles' hazard warning lights.
3. Ensure your own safety first, put on your hi-vis vest before exiting the vehicle.
4. Ensure any passengers put their hi-vis vest on before getting out.
5. If the vehicle is on fire – get out immediately
6. Help any injured people and call for assistance if needed.
7. Try to get the following information:
  - Details of the other vehicle(s) and registration number(s)
  - Name(s) and address(es) of the other vehicle owner(s) and driver(s)
  - Name(s) and address(es) of any witness(es)
  - Name(s) of insurer(s)
8. Give your name and company details.
9. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

**You must report the incident to your line manager as soon as is practicable to do so.**

I can confirm I have read and understood the above guidance and agree to comply with the information set out within this document.

Staff Member ..... Date .....

Supervisor..... Date .....

All copies of this document will be retained in your personnel file.

## Appendix 1: Daily Vehicle Checklist

Employees using an Age UK vehicle must check the following at the start of each working day before setting off:

1. External walk-round, checking for condition and cleanliness of:
  - Bodywork
  - Windscreen and wipers
  - Windows
  - Mirrors
  - Lights
  - Number plates
  - Tyre pressure and tread (min. 1.6mm)
2. Internal check, checking for function of:
  - Hazard lights
  - Lights
  - Wipers
  - Brake
  - Horn
  - Mirrors
  - Fuel level
  - Seat belts
3. Storage, checking that:
  - All loads are secure
  - Vehicle safety kit, inc. extinguisher, triangle and hi-vis vests are present
  - First aid kit is present

**Please note that these checks do not need to be documented, but any deficiencies must be reported to your Team Leader immediately.**

## Appendix 2: Company Vehicle Monthly Condition Checklist

Name of person carrying out check:

Date of check:

Vehicle registration:

Item	Checked	Any Defects? Highlight Y/N		Comments (inc. location of any defects) and actions taken
<b>Fluid Levels</b>				
Engine oil	<input type="checkbox"/>	Y	N	
Coolant	<input type="checkbox"/>	Y	N	
Windscreen wash	<input type="checkbox"/>	Y	N	
Brake fluid	<input type="checkbox"/>	Y	N	
Power steering fluid	<input type="checkbox"/>	Y	N	
Check engine & ground for signs of leaks	<input type="checkbox"/>	Y	N	
<b>Tyres</b>				
Tyre tread (min depth 1.6mm)	<input type="checkbox"/>	Y	N	
Tyre sidewalls	<input type="checkbox"/>	Y	N	
Tyre pressure	<input type="checkbox"/>	Y	N	
Wheelnuts secure	<input type="checkbox"/>	Y	N	
<b>Vehicle Safety Kit</b>				
First aid kit contents sufficient and in date ( <i>refer to list included with kit; request additional items from H&amp;S Coordinator</i> ).	<input type="checkbox"/>	Y	N	
Safety kit contents present & in good condition ( <i>warning triangle, hi vis vest x2, emergency hammer, torch &amp; batteries, thick gloves, spare screen wash. Winter months: de-icer &amp; ice scraper, snow shovel, blanket</i> )	<input type="checkbox"/>	Y	N	
Fire extinguisher present, unused, locking pin/tamper seals in place.	<input type="checkbox"/>	Y	N	