

DRIVERS HANDBOOK

Driver Responsibility

When you venture out on company business in your own vehicle, you remain legally responsible for it. If the police or local transport authorities stop you, then you are personally liable for any transgressions of the law.

When driving a vehicle, you are not only responsible for your own vehicle, you are responsible for the lives of passengers, your life, and other drivers' lives. Be careful. If in doubt – do not do it.

Am I responsible for roadworthiness?

It is an offence to use an un-roadworthy vehicle on the road; as the driver you have a legal responsibility to ensure roadworthiness, this includes ensuring you have valid tax on the vehicle and your own vehicle insurance which covers business use.

Recommendations

We would recommend that you carry the following items in your car, however, this is down to your own discretion, and is not exhaustive (dependent on weather conditions, you may wish to carry additional items):

Map/Sat Nav
Fire Extinguisher
First Aid Kit
Emergency Warning Triangle

Risk Assessment

When fulfilling duties on behalf of Age UK Cambridgeshire & Peterborough, a risk assessment should be carried out. When giving lifts, or carrying passengers, a risk assessment needs to be addressed to ensure both the safety and the practicalities of providing transport.

See our policy on Risk Assessments

Vehicle Checks

You are responsible for the vehicle that you drive. If it is not road worthy – do not drive it. Below are the checks that should be carried out to ensure that your vehicle is road worthy and mechanically sound to complete the trip that you are about to go on.

Vehicle checks fall under four categories:

1. Vehicle exterior
2. Engine fluid levels
3. Vehicle interior
4. Vehicle systems – checked once vehicle is running.

Section A Checks: Vehicle Exterior

To do this, simply walk the vehicle, checking the following:

Mirrors	Are both wing mirrors present and undamaged?
Lights	Are any of the lights damaged?
Fuel cap	Is it present and does it work properly?
Tyres	check all tyres including spare for wear, pressure and any other damage?
Cleanliness	Are the lights, number plates and windows reasonably clean?

Section B Checks: Engine Fluid Levels

Open the bonnet and check each of the fluid levels. If you have a problem identifying any of the fluid reservoirs, consult your vehicle handbook.

- Oil level
- Brake fluid
- Power steering
- Radiator coolant
- Washer reservoir

Section C Checks: Vehicle Interior

Check that these are present

Tax disc	No longer visible. Ensure the vehicle is taxed
Seat belts	Check seat belts are undamaged and in working condition
Cleanliness	No rubbish lying around or present that could contribute towards an accident (ie become lodged under pedals etc)

Section D Checks: Vehicle Systems

These should be done once the vehicle is started.

Fuel	Has the vehicle got sufficient fuel?
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Lights	Check that all lights are working
Wipers and washers	Check wipers and water tanks
Brakes	Test the brakes
Steering	Test the steering

Driving the vehicle

There are a number of legal requirements that you as a driver must comply with when the vehicle is being driven on public roads.

- It is illegal for the driver to be over the legal limit for alcohol whilst driving, or be under the influence of any illegal narcotics or prescribed drug that may impair driving alertness..
- It is illegal to overload the vehicle with equipment, or carry more than the maximum permitted number of passengers. Doing this also nullifies your vehicle's insurance.
- It is illegal for any passenger to distract the attention of the driver without due course.
- The driver and passengers must use seat belts.
- The Highway Code must be obeyed at all times. This includes the following speed limits (where no traffic signs indicate a lower limit).

Road	Car/Car Derived Van
Motorway	70 mph
Dual Carriageway	70 mph
Single Carriageway	60 mph
Built up areas*	30 mph

* Unless otherwise posted speed limits apply.

Parking

When on sites, always obey the parking instructions
 Do not park in front of any doors, particularly Fire Exits
 Do not park on designated walkways
 Reverse into parking bays whenever possible
 Do not leave the keys in the vehicle
 Always lock the vehicle when you leave it

Mobile Phones

It is forbidden and against the law to use hand held mobile phones (company or private) whilst driving.

We would suggest – even when using handsfree devices - not answering the phone whilst driving but to listen and respond to messages regularly and when safe to do so, by finding somewhere safe to park.

See our mobile phone policy.

In case of breakdown

Should your vehicle break down on the highway, the occupants are immediately at risk and it is the driver's responsibility to ensure that the vehicle is placed in the safest possible position before assistance is summoned.

Attempt to stop the vehicle off or at the side of the road where it is out of danger. If this is not possible, unload all the passengers and get them to safety. Switch the hazard lights on, and erect a warning triangle at least 50 metres behind the vehicle, if you have one. If the vehicle is obscured by a bend, place the triangle around the bend.

If on a motorway:

- If practicable, leave the motorway at the next exit and seek assistance. Otherwise pull safely off the carriageway onto the hard shoulder.
- Try to stop near an emergency phone – they are one mile apart. You may coast along the hard shoulder to reach one. White posts positioned every 100 metres have an arrow indicating the direction of the nearest telephone.
- Park as close to the nearside of the hard shoulder as possible.
- Switch on the vehicle's hazard warning lights and, at night, switch on all other lights including interior lights.
- If possible, get all the passengers out of the vehicle using nearside exits.
- Keep passengers well away from the carriageway, preferably on the embankment.
- Do not cross the carriageway
- If your vehicle carries an emergency triangle, position it on the hard shoulder 150 metres behind the vehicle.
- Phone the police. The emergency phones are free and connect you directly with the Motorway Police Control Room. They will arrange any help you need. The emergency phones are coded so your exact location will be known.

In the event of Fire

- Stop immediately and switch off the engine.
- Get the passengers out and away from the vehicle, closing the vehicle doors behind them
- If you have time, remove the ignition key, close all windows and, if you think there may be an engine fire, release the bonnet catch. Do not open the bonnet.
- Call the emergency services

When the emergency services arrive, inform them if there is a hazardous load on board, for example gas canisters.

In case of accident

Assess the condition of any casualties. Do not attempt to move them unless they are in imminent danger as this could seriously worsen any injury.

Attempt to get the vehicle off or to the side of the road where it and any passengers are out of danger.

Telephone the emergency services if appropriate (ie any injuries or a disabled vehicle is left on the road).

For your insurance purposes, write down the name and address of all drivers and witnesses, and the registration numbers of all vehicles involved. If possible, take photographs or make a quick sketch of the accident. This can prove extremely useful for your insurance claims or any legal proceedings. If somebody is injured in an accident, it must be reported to the Police within 24 hours.

You are obliged by law to give your details to any person affected by the accident.

Declaration

I have issued with a copy of the Age UK Cambridgeshire & Peterborough's Driver's Handbook.

Signed

Date

Print

I have read and fully understood the Age UK Cambridgeshire & Peterborough's Driver's Handbook and agree to adhere to its contents.

Signed

Date

Print

This page will be kept with your personnel records.