



**CLEARWATER**

BP 007A Driver's Handbook Private Vehicles

# **Driver's Handbook Private Vehicles**

## **Clearwater DC 2001 Ltd**



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In this booklet the responsible person is \_\_\_\_\_

## **Policy Statement**

Employees who drive in the course of their work are at risk of being involved in a road traffic accident.

Although you use your own vehicle on company business we retain some responsibility for your health and safety whilst you are driving on our behalf. We are committed to reducing the risk of your involvement in a road traffic accident so far as we can and have prepared this booklet which sets out our policy, our rules and general arrangements in respect of driving in the course of work.

By adopting this strategy we aim to prevent loss of life, injury and property damage caused by driving accidents. You should familiarise yourself with the instructions and information in this handbook.

## **Authorisation**

Employees must be authorised to use their own vehicles on company business before any such use and before any expenses for business mileage can be paid.

Authorisation requires the production of:

- a current valid driving licence and authorisation to check for ourselves at the DVLA webpage <https://www.gov.uk/view-drivinglicence> , and
- a valid Certificate of Insurance showing cover for business use and the transport of products and equipment.

We will take copies of these documents for our records. Falsification of any of these documents will be considered misconduct.

Subsequently we may, at any time, require proof that these documents remain current. Failure to produce them will result in the withdrawal of authorisation to use your own vehicle on company business.

Using the DVLA website , <https://www.vehicleenquiry.service.gov.uk/Default.aspx>, we will check that your vehicle is currently taxed and MoT tested for use on the road. It is your responsibility to ensure that both remain current.

You must also inform us if;

- you receive any fixed penalty enforcement notices.
- you are prosecuted for any road traffic offence.
- you become aware of any issue that affects your insurance.
- ill-health affects your ability to drive.

## **Seatbelts**

You and occupants of your vehicle must wear seatbelts when travelling on company business.



Where children are carried it is the driver's responsibility to ensure that seatbelts or child restraints are used as specified in the Highway Code.

The latter if fitted must be appropriate for the age and weight of the child.

## **Alcohol and Drugs**

We do not expect you to drive on company business while under the influence of alcohol or drugs. This is strictly forbidden and will be subject to disciplinary action.

## **Medical Conditions - Driving**

You must not use your vehicle for business purposes if you suffer any medical condition that affects your driving ability. You must inform us if this is ever the case.

## **Journey Times and Rests Breaks**

We expect you to follow the rules set out in the Highway Code you should be fit to drive and not begin a journey when tired.

- avoid driving long journeys between midnight and 6 am, when natural alertness will be at a minimum.
- plan your journey to take sufficient breaks - 15 minutes after every two hours of driving is recommended.
- take additional breaks if you feel at all sleepy. Stop in a safe place - not on the hard shoulder of a motorway.
- the most effective way to counter sleepiness is to drink, for example, two cups of caffeinated coffee and to take a short 15 minute nap.

We do not expect you to work excessively long hours. Overnight accommodation should always be considered if the total travel time and working day, including breaks, exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

## **Smoking in Vehicles**

The law does not prohibit you from smoking in your own vehicle, but if you carry company passengers please be considerate towards nonsmokers.

## **Mobile Telephones**

Handheld mobile phones should never be used when driving. The practice is illegal and it also an offence to use them when stopped at traffic lights or in a traffic queue.

Although it is legal to use a 'hands-free' phone drivers can be prosecuted if they are not in proper control of their vehicle whilst using them. Driving carelessly or dangerously when using a hands-free mobile could lead to prosecution and disqualification, a large fine or up to two years in prison.

The safest approach, which we expect you to adopt, is to find a safe stopping place and switch off the engine before making or answering a call or text message.



## Satellite Navigation Equipment

Always programme your satellite navigation equipment before setting off, and do not input instructions whilst driving. If you need to set or adjust a journey avoid the risk of prosecution for dangerous or careless driving by pulling over to a convenient safe location.

Check the route selected by the navigation system to make sure it is practical. Planning a journey in advance will reduce your reliance on the satellite navigation system and will also prompt you to think about issues such as fatigue and the best time to do the journey.

Keep the navigation equipment updated with new maps, new road layouts and new one way systems.

Position portable units where they can easily be seen; do not allow them to obstruct your view of the road. Do not put them in front of airbags.

## Reporting of Incidents and Damage

All incidents, including accidents, thefts, vandalism and damage of any kind must be reported to your supervisor or manager.

## Road Traffic Accidents

At the scene of the accident you should:

- stay calm and act in a manner which does not expose anyone to danger.
- inform emergency services for assistance if required.
- If you are involved in an accident you should not discuss or admit liability.

Try, wherever possible, to obtain the following information:

- date, time and location of accident.
- vehicle registration numbers of third party vehicles( s)
- third party driver's name, address and Insurance Company.
- third Party Insurers policy number.
- name and number of any Police Officer attending the accident.
- police incident number.
- sketches or photographs of the accident scene showing position of vehicles, road markings etc.
- names and addresses of any other witnesses.
- any other applicable information.

If the vehicle(s) involved in the accident have only suffered minor damage and it is safe to do so they can be moved from the immediate scene to a place of safety where details can be exchanged. As soon as possible after the accident you should inform your manager or another manager in our company.

If the vehicle can be legally driven you must return to your normal base or home address.



If you have to make arrangements for the vehicle to be recovered make sure that you remove company property and valuables.

## **Theft of Vehicle and or Contents**

If your vehicle is broken into, stolen or vandalised the circumstances must be immediately reported to the Police.

Valuable items of company property including mobile telephones, computers and briefcases must not be left on display whilst the vehicle is unattended; take them with you or put them in the boot space.

For security when refuelling, unless you have a passenger, remove your keys from the ignition and lock the car.

If company property is stolen from your car report the details without delay to your manager.

## **Offences and Fines**

You will always be responsible for parking offences and other road traffic offences.

## **Vehicle Operation and Controls**

You should be fully aware of the vehicle controls and their functions including the location and operation of the spare wheel, jack and brace and security system before driving the vehicle. The handbook will also provide useful information on the vehicle, its functions and capabilities in respect of safe driving.

## **Care and Condition of Vehicle**

You should ensure that your vehicle is kept clean and presentable both inside and out.

## **Weekly and Daily Maintenance Checks**

Before using the vehicle you should complete the following checks and any others specified in the vehicle's handbook.

### **Weekly and Daily**

- Mirrors and glass
- Windscreen washer level
- Oil, coolant and fluid levels

### **Daily**

- Condition of side and roof rack and securing straps
- Tyre pressures and condition (inc. spare)
- Road lights and damage
- Brake and control functions

Make sure that a vehicle jack, wheel brace and inflated spare wheel are available.



## **Standards of Driving**

Clearwater DC 2001 Ltd is justifiably proud of its image and reputation. We expect staff to uphold our reputation and standards in all aspects of their work; this includes driving on company business.

Follow the Highway Code to avoid becoming involved in an accident. Take care to look out for cyclists and motorcyclists; be particularly careful when pulling out of a side road or turning left.

Do not drive in a way that causes road rage in other drivers and avoid being provoked into road rage by other drivers. If you are faced by a driver with road rage the situation must be immediately calmed. Do not react to provocation by using signs, foul language, aggressive behaviour or aggressive driving. If you have sufficient details to do so you may wish to report incidents to the police.

Where we receive a report of road rage by one of our employees in the course of their work the incident will be fully investigated and appropriate action taken.

## **Tyre Condition and Punctures**

Ensure that tyre pressures are correct for the type of load and driving conditions. It is your responsibility to ensure that tyres are roadworthy. In the event of a puncture, change the vehicle wheel if possible as instructed in vehicle handbook. If this is not possible contact the breakdown services or a mobile tyre repairer.

Remember that if the spare is narrower than the standard tyre the maximum speed at which the vehicle should be driven will be significantly restricted. This will normally be displayed on the wheel and explained in the handbook.

## **Windscreen Damage and Replacement**

If the vehicle windscreen suffers serious damage you should make immediate arrangements to have it replaced by an authorised person or as approved by your insurance company.

## **Servicing Arrangements**

It is your responsibility to service and maintain your vehicle so that it roadworthy. It is your responsibility to make alternative transport arrangements for those times when your vehicle is being serviced or under repair.

## **Breakdown and Recovery**

Breakdown and recovery is your responsibility.

## **Safe Loading of Vehicles**

Make sure that any items being carried in the vehicle are secure and will not affect the vehicle's performance or present a hazard to occupants or other road users.

We do not expect you to use your vehicle on business if it is overloaded.



## Appendix 1. Legal and General Information

### Maximum Speed Limits

Do not exceed the maximum permissible speed limits set out in the following table.

Type of vehicle	<b>Built-up areas <sup>A</sup></b>	<b>Single Carriageway</b>	<b>Dual Carriageway</b>	<b>Motorway</b>
	<b>mph (km/h)</b>	<b>mph (km/h)</b>	<b>mph (km/h)</b>	<b>mph (km/h)</b>
<b>Cars &amp; motorcycles</b> (including car-derived vans up to 2 tonnes maximum laden weight)	<b>20 (32) or 30 (48)<sup>A</sup></b>	<b>60 (96)</b>	<b>70 (112)</b>	<b>70 (112)</b>
<b>Cars towing caravans or trailers</b> (including car-derived vans and motorcycles)	<b>20 (32) or 30 (48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>60 (96)</b>
<b>Buses, coaches and minibuses</b> (not exceeding 12 metres in overall length)	<b>20 (32) or 30 (48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>70 (112)<sup>B</sup></b>
<b>Goods vehicles</b> (not exceeding 7.5 tonnes maximum laden weight)	<b>20 (32) or 30 (48)<sup>A</sup></b>	<b>50 (80)</b>	<b>60 (96)<sup>D</sup></b>	<b>70 (112)<sup>C, D</sup></b>
<b>Goods vehicles</b> (exceeding 7.5 tonnes maximum laden weight)	<b>20 (32) or 30 (48)<sup>A</sup></b>	<b>50 (80) England &amp; Wales</b> <b>40 (64) Scotland &amp; N Ireland</b>	<b>60 (96) England &amp; Wales</b> <b>50 (80) Scotland &amp; N Ireland</b>	<b>60 (96)<sup>D</sup></b>
<p><sup>A</sup> The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise; but <b>note</b> that many residential roads have been restricted to 20 mph.</p> <p><sup>B</sup> Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be <b>62 mph (100km/h)</b></p> <p><sup>C</sup> 60 mph (96 km/h) if articulated or towing a trailer.</p> <p><sup>D</sup> Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be <b>56mph (90km/h)</b>.</p>				

### Stationary Vehicles

When a vehicle is stationary on a road (except in traffic) the engine should be switched off to prevent unnecessary noise or exhaust emissions.

It is an offence to leave a vehicle unattended unless the engine has been stopped and the handbrake applied.

### Use of Horn

At night, between 23.30 and 07.00, it is an offence to use the horn unless it is as a warning to other drivers.



## **Hazard Warning Lights**

Hazard warning lights may be used when the vehicle is stationary due to breakdown, for the purpose of warning other road users if the vehicle is causing a temporary obstruction, or on a motorway or un-restricted dual carriageway to warn approaching drivers.

## **Use of Lights during Daylight Hours**

Where visibility is reduced vehicles must have side and rear lamps switched on.

Front and rear fog lamps may only be used in conditions where visibility is seriously reduced (at other times it is illegal to use front fog lights as driving lights).

Any projecting loads must also be lit.

## **Parking and Loading Restrictions**

Statutory restrictions on parking, loading and unloading indicated by yellow markings on kerbs and in gutters are in force in most town and village centres and on busy roads.

- single marks at the pavement edge indicate no loading at peak hours or at other stated times.
- double marks at the pavement edge indicate no loading throughout the working day or if stated at any time.

## **If you have to stop on a Motorway**

It is an offence to stop on a motorway other than in an emergency; you should not stop to consult maps, use mobile telephones or to go to the toilet. If you do need to stop in an emergency

- use the hard shoulder as a deceleration lane.
- pull as far to the left as possible and park with wheels turned towards the nearside verge.
- turn on hazard warning lights.
- leave the vehicle by the passenger door and stand as far away as possible from the vehicle.
- use motorway emergency telephones.



## Appendix 2. Winter Driving Precautions

During winter additional driving hazards have to be considered. These include adverse weather (rain, snow, frost, standing water) and long hours of darkness. Following the advice given below will help you stay safe when driving in these conditions:

- a) Make sure you have plenty of fuel.
- b) Allow extra time for the journey and reduce speed.
- c) Increase the distance between your vehicle and the vehicle in front - in ice and snow stopping distances are ten times larger.
- d) In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- e) Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- f) Remember snow is visible but ice, especially black ice, is often invisible .
- g) Avoid sudden braking, harsh acceleration or steering manoeuvres.
- h) Keep all windows and mirrors clean, clear of snow and ice and free of mist. Keep lights and indicators clean.
- i) Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack and a hot drink, especially if you are driving through isolated areas.
- j) If you are planning a long journey advise someone of your destination and approximate expected arrival time. Carry a mobile phone with you making sure that it is fully charged. Remember not to use it while driving.
- k) If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether the journey is necessary or whether it could be postponed. Consider whether alternative transport would be better.
- l) If stranded by bad weather try not to block access for emergency and rescue vehicles. Remain with your vehicle unless there is shelter nearby. Maintain circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over ensure that an airway is maintained.

This policy on Driver handbook has been reviewed by

Signed

Murray Pitcairn  
Managing Director

Date: 10/01/2022  
Review Date: 10/01/2023



## **CONFIRMATION OF RECEIPT OF DRIVER'S HANDBOOK**

**Name**

.....

**Department**

.....

**Please read the note below and then sign this form.**

- I have read the Clearwater DC 2001 Ltd Drivers Handbook.
- I understand, accept, and will comply with the contents.
- I understand that compliance with the rules and conditions set out forms part of my contract of employment.
- I will keep myself aware of its contents and any updates that are brought to my attention.

**Employee's signature**

.....

**Date**

.....



<b>TITLE: Vehicle Accident Procedure</b>		<i>Appendix 1</i>
<b>PURPOSE:</b> What to do if you are involved in a vehicle accident. Guidance on completion of <b>Notes at the scene of an accident</b> form.		
<b>Details</b>	<b>Recorded On</b>	
<ol style="list-style-type: none"> <li>1. <b>You must Stop.</b> The law insists that you must stop for a reasonable time if any vehicle (other than your own) has been damaged or if anyone has been injured, or if any dog, sheep, pig, goat, mule, donkey, horse or cattle has been injured. (Exclude cats)</li> <li>2. <b>Attend to Injuries.</b> If there are serious injuries, call for an ambulance and the police. Give whatever help you can to casualties but remember unnecessary movement, however slight, may aggravate injuries – only move people if they are in serious danger from fire or from other traffic. If you make the call yourself, stay calm and be clear – about where you are, the number of casualties and the type of vehicles. If any tanker vehicle is involved provide details of its <b>HAZCHEM</b> label. Stop all smoking in case of spillage of fuel or chemicals. Check if it is necessary to warn on coming traffic of the accident.</li> <li>3. <b>Exchange Details.</b> Note the name, address, telephone number, registration number and make of vehicle of other driver(s). ask for their insurance company's name. Find out if the driver is owner of the vehicle, if not, get owner's details. You should only provide our company's insurance details to someone with reasonable grounds for requiring information.</li> <li>4. <b>Note any Witnesses.</b> It is important to get witnesses details as quickly as possible – they might not stay at the scene for long. Names, addresses, and telephone numbers of as many independent witnesses as possible. Registration numbers of any vehicle whose occupants may have seen what happened.</li> <li>5. <b>Keep Quiet.</b> Don't admit liability, apologise or offer any payment even if you think the accident was your fault. If you admit blame, <b>it may invalidate our insurance.</b></li> <li>6. <b>Write Notes.</b> Take careful notes, covering the following: The time and date of accident. The state of the traffic (e.g. heavy, fast moving). Weather conditions and visibility. Road surface conditions. Any signals that were being made by you or anyone else. Details of other vehicles, their colours, their general condition, whether they had lights on etc. What was said by other people and by you. The station collar of any police officer involved.</li> <li>7. <b>Make a Sketch Map of scene showing.</b> The immediate road layout with names, widths and which ways north. The positions of vehicles immediately before and after the incident- note any distance between vehicles, from road signs or junctions, away from the kerb etc. Take photographs of the accident scene and damage <b>prior</b> to the vehicles being moved</li> <li>8. <b>Police Involvement.</b> If anyone is hurt you <b>must</b> call the police. Also call them if you think the other driver has commit an offence or if you're damaged someone's property but can't find them to tell. In some circumstances, the police may ask you to produce your insurance certificate (either immediately), or within 24hrs at a police station of your choice.</li> </ol>	<p>Vehicle Accident Form / procedure to be carried within all Clearwater2010Ltd vehicles at <b>all times.</b></p> <p><b>Contact the Office.</b>  <b>Note.</b> The accident report form must be <b>fully completed</b> and returned to the company within <b>24hours</b>. If the vehicle cannot be driven to base, telephone the office and obtain the name of approved repairer for the make of vehicle and arrange for it to be taken to the garage.  <b>Note.</b> Prosecution – If as a result of an accident you receive a note of intended prosecution from the police it should be passed immediately to the company. It will then be sent to our insurance broker.</p> <p><b>Recorded: Vehicle Accident Form Section 1</b></p> <p><b>Recorded: Vehicle Accident Form Section 2</b></p> <p><b>Recorded: Vehicle Accident Form Section 3</b></p> <p><b>Recorded: Vehicle Accident Form Section 4</b></p> <p><b>Note.</b> The police may ask you for a statement. You don't have to make one straightaway – you may be in a state of shock and wish to gather your thoughts. You can make a statement some hours later when you have had time to think.</p>	
<b>approved By:</b>	<b>Date:</b>	