



DRIVING POLICY STATEMENT

Driving any vehicle is covered by extensive legislation. We would like you to demonstrate safe driving and other good road safety habits when driving your vehicle or any other vehicle. It is the individual's responsibility to understand the Law and to comply with it.

We would like to encourage all agency workers when they are driving to their destination the following points:

- Ensure your vehicle is well maintained and in a road worthy condition, check your vehicle prior to the journey to ensure that your vehicle is within safe operating conditions. Checks should include but not limited to proper inflation of tyres clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order.
- Be aware of fatigue and ensure you have had sufficient sleep/rest. At the first signs of fatigue, you should stop somewhere safe and take at least a 15-20-minute rest break. Driving for too long without a break is very dangerous. You are strongly advised not to drive continuously for long periods without a break.
- Never operate any phone whilst driving, hand held or otherwise inclusive of Texting. If necessary, you should stop in a safe place to return urgent calls, checking messages when your vehicle is stationary, and the engine is turned off.

Substantial research shows that using hand-held or hands-free mobile phone while driving is a significant distraction and substantially increases the risk of the driver crashing and using a hands-free phone whilst driving, does not significantly reduce risks, because the problems are caused mainly by the mental distraction and divided attention, (RoSPA).

- Plan your journey ahead and determine clear directions before departing, taking into consideration pre-journey work duties, the length of the trip, factors that need to be taken into account are the likely weather and traffic conditions etc. and post journey commitments.
- No person should drive whilst under the influence of alcohol or drugs. If you are taking prescribed, or over the counter medication, read the label or seek advice from your doctor on its potential side effects before driving.
- Other factors you should take in to account are:
 - Ensure you hold a current driving licence and Do-not Drive while disqualified, or not correctly licensed.
 - Ensure you stop after you have seen or been involved in an accident
 - Wear safety belts
 - Drive within legal speed limits

Driving licence checking & validation

As your agency, *were required*, driving licence checking and validation to ensure that drivers are appropriately licensed may be required, therefore a copy of your driving license and consent may be requested which will allow us to check and validate your licenses, including a list of which vehicles you can drive, and the information held direct with the source authority the DVLA

This policy is for guidance only.