

**1.2.1 DRIVING POLICY – STATEMENT**

***Hannafin Contractors Limited*** - Driving Policy

Hannafin Contractors Limited considers driver safety to be a high priority when examining health and safety risks.

To this effect Hannafin Contractors will conduct risk assessments for company business travel and provide information and instruction for drivers on the risks identified and the control measures deemed necessary.

Where possible Hannafin Contractors Limited will reduce the need for travel by providing and encouraging the use of local accommodation and by vehicle sharing to and from sites.

All vehicles will be regularly serviced and inspected. To assist in maintaining vehicle safety all drivers of company vehicles must conduct basic checks as detailed in the company handbook and report any defects to their line manager immediately.

Hannafin Contractors Limited expects all staff whilst driving on Company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving. The following actions will be viewed as serious breaches of conduct:

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence

All employees who drive on company business will:

- Ensure they hold a current driving licence
- Immediately notify their line manager if their driver licence has been suspended or cancelled or has limitations placed on it
- Drive within legal speed limits
- Report vehicle defects before the start of their journey
- Comply with traffic legislation
- Do not use a mobile phones when driving – *see Policy document instructions for mobile phone use*
- Take regular and adequate rest breaks
- Plan journey ahead, taking into consideration pre-journey work duties, the length of the trip and post journey commitments
- Ensure that you are familiar with the vehicle that you are about to drive if you are unsure report to your line manager immediately
- Ensure that your vehicle has a valid MOT certificate and is in a roadworthy condition
- Ensure your insurance covers business travel

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| Name     | Peter Hannafin B.Eng          |
| Position | Managing Director             |
| Date     | 23 <sup>rd</sup> October 2020 |
| Review   | 23 <sup>rd</sup> October 2021 |