

AIR DRYER TECHNOLOGY LTD.

ROAD TRANSPORT POLICY

YOU MUST NEVER CONTRAVENE THE HIGHWAY CODE OR THE ROAD TRAFFIC ACT WHEN DRIVING IN THE COURSE OF BUSINESS

GENERAL

It is the company's policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets our procedures on work related driving, but details what we expect from our employees; both in terms of complying with relevant legislations and our own standards. These cover a variety of areas including the documentation that we need to see from vehicle drivers, as well as basic guidelines on driver health.

We as a company have a duty under the Health & Safety at Work Act 1974 to take steps so far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health & Safety at Work Regulations 1999.

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their immediate supervisor must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even short distances. Research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise the company of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

All drivers must be familiar with the legal requirements of the legislation for road transport. They must be properly trained and certified as competent to drive and/or operate the particular vehicle they are instructed to drive.

No person shall drive or operate machine, industrial truck or vehicle on any Air Dryer Technology Ltd. premises, work sites or on a public highway without a valid licence, or, without having received the proper training and instruction in its use.

Permission to drive or operate the said machine or vehicle must be obtained before any driver/operator shall commence work. That person shall hold a current licence to drive or operate the said equipment.

Any alterations to the validity of the licence, such as penalty points or total ban, are to be immediately reported to the Company.

No driver, employee, agent or sub-contractor may enter a company vehicle or perform a service for the company whilst under the influence of alcohol or any controlled substances. No unauthorised passengers are to be carried e.g. hitch hikers, children etc.

All drivers are to examine their vehicle and its fittings weekly paying particular attention to:

Tyres, Engine, Radiator, Fuel, Lights, Screen wash, Horn, Brakes, Windscreen and Windscreen wipers. Ensure that coolant, oil and fuel levels comply with all relevant manufactures instructions. (See checklist at end of this document).

Any defect found must be reported immediately to the Supervisor for the necessary action to be taken before the vehicle is moved.

Any defect occurring during the working day must be reported to the company before further work is carried out.

Where appropriate, the driver may be given responsibility for carrying out regular maintenance, washing, oiling and greasing etc. as directed.

If an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition. If the vehicle is more than three years old, the driver must be in possession of a current MOT certificate. The vehicle must be insured, included in the insurance must be provisions for use of the vehicle on company business; and the driver must provide the company with a copy of the said insurance.

LOADS

When any vehicle is being loaded, unloaded or waiting, the engine shall be switched off. Drivers will not move overloaded or dangerously loaded vehicles and if in any doubt, the driver must seek the advice of the company.

Drivers are reminded that the 'Duty of Care' applies to them under Section 2 and 7 of the Health and Safety at Work etc. Act 1974, as well as the Requirements applicable under the Road Traffic Act.

The vehicle, its control and operation, and security of loads are the drivers responsibility at all times. This duty applies equally when travelling loaded or unloaded.

Under no circumstances must any driver employed by the company allow their vehicle to be overloaded for any reason.

The load shall be placed in such a position on the carrier that no danger or nuisance is caused to any person, other road users or property. Special care must be taken to prevent any debris falling or being blown onto roadways. The load shall be so positioned and secured that there shall be no movement of the load or part of it in relation to the body of the vehicle that may adversely affect the stability and roadworthiness of the vehicle.

It is the responsibility of each driver to ensure that the load they are carrying is safely secured at all times. Straps etc., which may be required to restrain the load, must be properly in position and well secured.

TRAVELLING SPEEDS

Vehicles must be driven in accordance with the prevailing road conditions and with proper regard to speed limits. Drivers must have their vehicle under control at all times and all rules declaring particular routes unsuitable, or barring particular vehicles must be observed.

ENGINE OVERHEATING

Never open the filler cap of a radiator when it has overheated. Wait until the radiator has fully cooled (approx 30 minutes minimum), only then attempt to remove the cap. This should be done in stages to relieve any pressure gradually.

WARNINGS

Warning signals made by use of the horn must only be given when absolutely necessary in accordance with the requirements laid down in the Road Traffic Act and as amplified in the Highway Code.

Automatic warning systems must be operational where fitted. Every effort shall be made to fit all vehicles with limited rear vision capability with these warning devices.

REVERSING

Extra care must be taken when reversing, the driver must satisfy themselves that there is no obstruction or danger to themselves or others before this operation is carried out. Before reversing onto a public highway or around a blind corner, get a second person (Banksman) to guide you.

PARKING

When leaving a vehicle unattended, the engine must be switched off, the hand brake applied, the ignition key removed and the appropriate gear (neutral) engaged by the driver.

Vehicles must not be left where they obstruct roadways or walkways, parked on 'blind' corners or bends, obstruct fire doors or other emergency exits, any areas designated clear for Emergency Services or in any position where they may endanger either themselves or other road users.

USE OF MOBILE PHONES/BLACKBERRY

Hand Held Mobile Phones and Blackberry's are to be turned off whilst driving. The use of a hand held mobile phone or Blackberry to send or receive messages or texts whilst driving is illegal and not allowed. Where practicable, the vehicle should be stopped and parked safely with the engine turned off, prior to making or receiving calls.

SATELLITE NAVIGATION SYSTEMS

Satellite Navigation Systems (SatNav) are not to be programmed or re-programmed whilst driving. If you have a SatNav system fitted to or in your vehicle, destinations are to be entered/programmed whilst the vehicle is stationary prior to starting your journey. If you have to alter your destination, for whatever reason, stop the vehicle and park in a safe place with the engine turned off, and then enter your new destination.

SEAT BELTS

Where fitted, seat belts are to be worn at ALL TIMES. This is a legal requirement under the Road Traffic Act.

SMOKING

Smoking is NOT allowed in any Company vehicle, this is a statutory legal requirement. It is also a criminal offence to wilfully or maliciously remove any No Smoking signs from Company vehicles.

BREAKS

Do not drive without a break for more than 4 hours at any one time. When driving between 12.30 and 13.30 hours, you must stop and take at least 30 minutes break.

FOOD & DRINKS

The consuming of food or drinks whilst in control of any vehicle is contrary to the requirements of the Road Traffic Act and therefore is not allowed whilst in control of any Company vehicle at any time.

BREAKDOWNS

In the event of a breakdown of a Company vehicle, the company should be contacted immediately by the fastest possible means. The exact location of the vehicle should be given, together with an indication as to whether the vehicle can continue to be driven or requires recovery. The company will make all necessary arrangements to get the vehicle to the maintenance garage if required.

If the vehicle is privately owned, it is up to the driver of the vehicle to contact their own breakdown service to arrange recovery and inform the company at the earliest opportunity.

ACCIDENTS

NOTE: On the public highway, the Police may have to take the initiative.

If an accident occurs owing to the presence of a vehicle on a road and damage or injury results to any person, vehicle or animal, or if there has been damage to any other property built on, fixed to or growing on the road or on any land adjoining it, the driver of the vehicle must stop immediately. Any person having reasonable grounds

may demand the name and address of the driver and also the name and address of the owner. "Animal" means any horse, cattle, ass, mule, sheep, pig, goat or dog.

If in the event of such accident the driver for any reason does not give their name and address to any such person, then he must report the accident at a police station or to a police constable as soon as possible – in any case, not later than 24 hours after the accident.

Accidents involving personal injury to a third party must be reported within 24 hours, unless the relevant certificate of insurance was produced at the time of the accident to a police constable or any other person legally entitled to see it, such as the other driver.

The following particulars should be noted by the driver involved in an accident:

- The name and address of any witness.
- The name and address of the driver and any occupants of other vehicles involved, their registration numbers, and details on Insurance Certificates (if shown).
- The number of any police constable, AA or RAC etc. patrol present.
- Exact place and time of accident.
- Directions in which vehicles were travelling.
- The speed at which own vehicle was travelling and approximate speed of other vehicle.
- The manner in which vehicles were being driven.
- Warning of approach given by any of the vehicles.
- If during lighting-up time, whether obligatory lighting was shown on the other vehicle.
- The condition of the driver of the other vehicle, supporting this by witnesses' observations if drunkenness is suspected.
- The condition of the road surface.
- The position of all vehicles involved (make a sketch giving exact measurements from fixed positions on the road and showing wheel tracks of all vehicles).
- Particulars of personal injury.

No money should be given to a person involved in the accident, nor should any statement be made which might be taken as an admission of liability (never admit fault). No communication should be made to the third party except the Company's legal adviser or insurance company. Do not write or sign any statement except at the request of a police officer. Do not drive a damaged vehicle in case it is unsafe, or damaged is increased.

DRIVERS WEEKLY VEHICLE CHECKLIST

Driver(Print name) Reg No.

It is the duty of every driver to ensure that safety checks are carried out weekly. All defects are to be reported to the Office before the vehicle is used.

THE FOLLOWING ARE TO BE CHECKED AS A MINIMUM:

1. Tyres (tread depth & any visible damage)
2. Wheels for any visible damage
3. Lights working including indicators and brake lights
4. Mirrors are correctly adjusted, clean, not cracked or broken
5. Wipers serviceable and washer bottles full
6. Brakes working satisfactorily (including hand brake)
7. Engine oil level
8. Engine coolant level
9. Engine emission (excessive smoke)
10. Tachograph (as applicable) & instruments functioning
11. Fuel level
12. Tax disc and operators licence displayed
13. Windscreen clean and free from chips or damage
14. Horn working
15. Number plate and reflectors clean

DAY	DATE	FAULT/REMARKS	SIGNATURE
Monday			
Monday			
Monday			
Monday			
Monday			

Show the position of any external damage on your vehicle using the space below

DRIVERS ARE REQUIRED BY LAW TO REPORT DEFECTS TO THEIR EMPLOYERS

(To be signed by all Company vehicle drivers and returned to the Company)

I THE UNDERSIGNED CONFIRM THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ARTICLES OUTLINED IN THE COMPANY'S TRANSPORT POLICY.

Signed: _____

Print Name: _____

Date: _____