



Driver Handbook

This handbook is divided into 3 sections, which are the 3 main risk areas: Driver, Vehicle and Journey.

The Driver

Driving Licences

All drivers are to hold a valid driving licence which covers the class of vehicle they are required to drive.

Copies of driving licences will be held on file by *the appropriate department*.

Driving licences will be checked on employment and at regular intervals after that (to be checked every 6 months). Driver are asked to inform TVN immediately of any alterations to their Licence. Should a Licence carry more than 6 current points then a risk assessment will be carried out in order that the Driver can continue with their role.

Drivers must sign a mandate to authorise the company to check licences with the DVLA.

All drivers are to report new traffic offences to *the appropriate department*.

All drivers are to report any changes in their health to the DVLA and to *the appropriate department*. Community Transport Minibus drivers who reach 70 must complete a medical healthcheck in order to continue with their role. Volunteer Drivers over the age of 73 are asked to present confirmation from their GP that there are no issues regarding their health which would preclude them from continuing with their role.

Company vehicles may not be driven after a driver has been disqualified or been declared medically unfit.

Drivers are responsible for ensuring their licence has not expired. Note: photocard licences must be renewed every 10 years.

Drivers are responsible for ensuring that no unauthorised person drives company vehicles.

Motoring Offences

Drivers will be responsible for their own fines and / or penalties, however incurred. This includes parking and speeding penalties.

The Highway Code

All TVN vehicles will be issued with an up to date copy of The Highway Code, and must sign a declaration to say they have read and understood it. All drivers must drive in accordance with The Highway Code at all times

Alternatively:

A copy of The Highway Code is held in the offices of TVN. All drivers must familiarise themselves with it, and drive in accordance with it at all times.

Mobile Phones

Mobile phones (hand held AND hands free) must not be used at any time whilst driving on company business.

Any driver found to be using a mobile phone when driving, including hands free, will be subject to disciplinary procedures.

Reading and sending texts, and connecting to the internet via a mobile phone is forbidden when driving.

Private phone calls, even on hands-free, are forbidden at all times whilst driving on company business.

Options:

If the office urgently needs to contact staff when they are known to be driving, they will ring and leave a message. The driver must then stop in a safe and convenient place and call the office.

Satellite Navigation Systems

If you choose to use sat-nav to find your destination, it must be programmed BEFORE starting the journey. If you need to make alterations to the settings, you must stop in a safe and legal place before adjusting it.

On no account must any driver attempt to programme the sat-nav whilst driving. Drivers must always remove marks on the windscreen, made by suction pads, when the vehicle is left unattended.

Smoking

Smoking is prohibited in company vehicles. Any driver found to be in breach of this will be subject to disciplinary procedures.

Driver Training

New drivers must undergo a driving assessment before being allowed to drive on company business. All drivers will be asked to complete MiDAS training.

Any driver who receives points on their licence or who is involved in an incident whilst driving for work may be offered further training to reduce the likelihood of it happening again following the appropriate risk assessment.

If any driver would like to receive further training, please speak to your manager



Seatbelts

Seatbelts must be worn at all times whilst driving, in accordance with the Highway Code, see table below.

	Front seat	Rear seat	Who is responsible?
Driver	Seat belt MUST be worn if fitted		Driver
Child under 3 years of age	Correct child restraint MUST be used	Correct child restraint MUST be used. If one is not available in a taxi, may travel unrestrained.	Driver
Child from 3 rd birthday up to 1.35 metres in height (or 12 th birthday, whichever they reach first)	Correct child restraint MUST be used	Correct child restraint MUST be used where seat belts fitted. MUST use adult belt if correct child restraint is not available in a licensed taxi or private hire vehicle, or for reasons of unexpected necessity over a short distance, or if two occupied restraints prevent fitment of a third.	Driver
Child over 1.35 metres (approx 4ft 5ins) in height or 12 or 13 years	Adult seat belt MUST be worn if available	Adult seat belt MUST be worn if available	Driver
Adult passengers aged 14 and over	Seat belt MUST be worn if available	Seat belt MUST be worn if available	Passenger

Drivers must ensure that passengers wear seatbelts at all times.

All delivery drivers **must** wear a seatbelt between deliveries, unless the delivery points are less than 50m apart.

Any driver seen to be driving without a seatbelt will be subject to disciplinary procedures.

Distractions Whilst Driving

Driving distractions are a major contributor to fatal road accidents, many of which are caused by motorists having a cigarette or eating whilst driving.

Driving distractions can result in a delay in processing information. The increased cognitive load results in a greater length of time staring straight ahead, rather than checking mirrors. They also reduce the ability to fully concentrate on the task in hand.



Avoid distractions when driving such as:

- loud music (this may mask other sounds)
- trying to read maps
- inserting a CD or using in-car entertainment
- eating and drinking
- smoking

The Highway Code does not make it a specific offence to smoke while driving, any more than it is currently an offence to change a CD, read a map or eat. However, if any of these behaviours lead to a loss of vehicle control then a charge of careless driving, or not being in a position to control the vehicle becomes a distinct possibility. They can also be used to show dangerous driving, an offence which could lead to imprisonment, particularly if the dangerous driving causes a death.

Drivers must not smoke in company vehicles, or eat whilst driving. Always ensure you allow plenty of time for your journey so you have adequate breaks.

Personal Safety

The following guidance will help keep you and the vehicle safe.

- Always ensure your mobile phone is fully charged
- Keep doors locked and windows up in slow moving or stationary traffic
- Always lock the vehicle when you leave it, even when paying for fuel
- Never pick up hitchhikers or offer lifts to strangers
- Always leave room to manoeuvre around the vehicle in front
- Park in well used and well lit areas and car parks, and unless you need to access the boot always reverse into a parking space
- Remove all valuables from view (and rub suction marks from sat-nav off the windows)
- Always remove the keys from the ignition, especially if you have been hit from behind
- Never leave the vehicle unattended with the engine running
- Ensure someone is aware of your journey and your approximate arrival time, especially if travelling alone

Fitness to Drive

Alcohol and Drugs

No driver is to drive a vehicle on company business whilst under the influence of alcohol or drugs. The company reserves the right to carry out spot checks.

Drivers should be careful of driving the morning after a night out – nearly 1 in 6 drivers are caught the following morning. As a guide, if you drink 4 cans of strong lager it will be at least 13 hours before you should consider driving a car.



Care should be taken with over the counter or prescriptions drugs which may affect your ability to drive safely. All drivers should check with their doctor that they will be safe to drive before taking medication. Always ask for non-drowsy medication.

Eyesight

The company will check that each driver can read a number plate from a distance of 20 metres, (or 20.5 metres where the old style number plate is used) as advised in the Highway Code, on an annual basis. Drivers must wear corrective vision when driving if advised to do so by an optician.

All drivers are advised to have their eyesight checked by an optician at least every 2 years.

Fatigue

Sleep related crashes are often more serious than other crashes, due to the high speeds often involved. Drivers are most likely to fall asleep on long boring stretches of road such as motorways and dual carriageways.

It is important that drivers can recognise the first signs of fatigue, and take action to avoid falling asleep at the wheel.

These include: fidgeting, rubbing eyes, repeated yawning, eyes going out of focus, staring blankly, frequent/long blinks, difficulty keeping eyes open, which leads to head nodding and sleep.

At the first of these signs drivers should:

- Stop somewhere safe
- Drink some caffeine or energy drinks
- Get around 15-20 minutes sleep
- Go for a brisk walk
- Only drive on if you feel safe to do so

A break of at least 15 minutes must be taken every 2 hours. Drivers must not spend this time on their laptops/phones but must get out the car and move around to stimulate blood flow and energy levels.

The Vehicle

Insurance

All company owned vehicles are insured for business use and the documents are kept by *the appropriate department*. If a driver is involved in an incident when driving a company vehicle then on no account must they admit liability.

All privately owned vehicles being driven on company business must have insurance *with cover for business use*, and documents must be shown to the appropriate department on an annual basis.



Vehicle Maintenance – Company Vehicles

All vehicle will be serviced regularly and in accordance with the manufacturer's guidelines, and also have a current MOT certificate, if applicable, and a current valid tax disc on display.

Copies of MOT certificates must be given to the appropriate department on an annual basis.

In addition, *daily* checks must be carried out in accordance with the checklist. Checklists must be given to *the Manager* at the end of each month. Spot checks will be carried out by the company to ensure vehicles are being maintained correctly.

If the driver notices anything unusual when carrying out the daily checks – ie always having to put air in a certain tyre, or the fluid levels dropping, the appropriate department must be notified so a repair can be carried out.

Any damage to a vehicle must be reported to the appropriate department as soon as possible.

No modifications must be made to company vehicles without prior authorisation.

Vehicle Maintenance – Private Vehicles

It is the responsibility of the driver to ensure the vehicle is serviced regularly and in accordance with the manufacturer's guidelines, and also has a current MOT certificate, if applicable.

Copies of MOT certificates must be given to *the appropriate department* every year.

In addition we recommend that *pre journey* checks should be carried out in accordance with the checklists. TVN can provide a sample checklist upon request.

Drivers using private vehicles on company business must make their own arrangements for servicing and/or repair but must ensure they never use a faulty car or vehicle.

Vehicle Security

No items of any value must be left on display in a vehicle at any time. Be aware that failing to take reasonable care in securing your vehicle and its contents may mean that the company's insurers refuse to cover any losses.



Vehicle Contents

Each vehicle will contain:

- A Hi-viz vest, to be worn at all times when moving around outside the vehicle, and always in the event of a breakdown or incident
- A warning triangle, to be placed 45m from the vehicle in the event of an incident

If any of these items are used, they must be returned to the vehicle after use.

The Journey

The first thing to consider is 'is the journey really necessary'? Consider if the meeting can be carried out by telephone, or if alternative transport can be used.

If using the car is the best option, drivers must car share wherever possible, and plan routes to travel:

- At the quietest times of day
- On main roads wherever possible
- Avoiding known areas of congestion or road works

All drivers must take at least a 15 minute break every 2 hours, or sooner if they are feeling tired.

Driving in Adverse Weather

Drivers must check weather forecasts before making a journey, and must not set off if the weather conditions make it unsafe to do so. If unsure check with the office who will make the final decision.

If drivers are working away from home they may book a hotel if the weather makes it unsafe for them to drive home.

The Highway Code contains information for drivers on driving in adverse weather conditions and all drivers must ensure they have read this and follow the advice given.

Breakdowns

If you break down, you should:

- Get your vehicle off the road if possible
- Warn other traffic by using hazard warning lights
- Wear the hi-viz vest provided
- Put a warning triangle at least 45 metres behind your vehicle (these mustn't be used on a motorway)
- Keep sidelights on if it is dark or visibility is poor
- Do not stand between your vehicle and oncoming traffic
- Do not stand where you will prevent other road users seeing your lights

All company vehicles have breakdown cover. If you do breakdown please call:
Caroline 07899916224



All drivers using private vehicles are recommended to have adequate breakdown cover.

Speed

Speed limits must be adhered to at all times. Remember that the speed limit is the absolute maximum and not the target – always drive at an appropriate speed for the road you are on and the conditions at the time. Driving too fast for the road and traffic conditions is dangerous.

All speeding offences must be paid for by the individual.

Drivers must remember that not all vehicles have the same speed limits, as shown in the table below. Drivers must always ensure they stay within the speed limit for the type of vehicle they are driving.

	Built-up areas *	Single carriage-ways	Dual carriage-ways	Motorways
Type of vehicle	mph (km/h)	mph (km/h)	mph (km/h)	mph (km/h)
Cars & motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing caravans or trailers (including car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Buses, coaches and minibuses (not exceeding 12 metres in overall length)	30 (48)	50 (80)	60 (96)	70 (112)
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	70 (112) **
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30 (48)	40 (64)	50 (80)	60 (96)

* The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

** 60 mph (96 km/h) if articulated or towing a trailer.

Accidents

Any driver involved in an accident which causes damage or injury to any person, vehicle, animal or property must:

- Stop
- Give your own and the company name and address and the registration of the vehicle to anyone with reasonable grounds to require them
- If you do not give your details at the time of the incident you must report it to the police as soon as possible, and within 24 hours
- Obtain the names, addresses, registration plate and insurance details of anyone else involved in the incident
- If anyone is injured the driver involved must produce their insurance certificate to anyone who has reasonable grounds to require it, or show it to the police within 24 hours
- NOT admit liability

The incident must be reported to the appropriate department as soon as possible.

If the driver is found to be at fault, they will be asked to take part in driver training.



Declaration

I have read and understood this Driver Handbook.

Name:

Signature:

Date: