



**CONQUEST
CENTRE**

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Conquest Centre

Driving Policy

(for Conquest Centre vehicles and private cars)

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Animals • Wellbeing • Nature • Connection

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DRIVING POLICY

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DRIVING POLICY

1. Policy Statement

Conquest Centre's duty of care extends to all employees driving on Centre business, no matter who owns the vehicle, this includes personal vehicles being used to take staff and/or clients off site including replenishing stores or other outings. Recent revisions to the legislation relating to corporate manslaughter have created legal liabilities for company directors – Board of Trustees in the case of Conquest Centre – and management, should negligence be proved.

Passive observance of transport regulations, such as having a valid driving licence, the vehicle being properly licensed, insured and MoT tested is now insufficient to meet corporate obligations for staff safety. Active measures need to be taken to demonstrate that the employer recognised its duty of care to its staff and those for which it is responsible.

This policy should also be read in conjunction with our Safeguarding, H&S and Off-Site Policy.

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained, and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Conquest Centre Data Protection Policy.

3. Disclosure of Information

Any use or disclosure of information held within Conquest Centre, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

4. Conquest Centre's Responsibilities

To carry out weekly road safety checks on Conquest Centre road vehicles. Recorded in the vehicle logbook.

To Ensure Safedrive software is used actively, to manage driver and vehicle eligibility ensuring corporate risk is reduced and compliance assured.

All road vehicles carry a logbook, which will be completed by drivers before and after a trip. These are kept in the vehicle.

A current Insurance Certificate is held on file.

All vehicles are taxed at the appropriate level.

All Conquest Centre road vehicles have an annual MOT and service.

All vehicles carry a first aid kit which is regularly checked.

All vehicles carry a fire extinguisher, warning triangle and fluorescent vests.

All vehicles carry the relevant breakdown information.

All vehicles are fitted with dashcam equipment.

Conquest Centre will perform the following weekly checks: (see appendix A)

- Check oil, fuel, water, and screen wash levels are appropriate.
- Check tyres for wear and damage and that they are within the legal tread limits.
- Check all lights are in working order.
- Ensure First Aid kits are in place and suitably stocked.

5. Conquest Centre's Driver Responsibilities

To be eligible to drive passengers in any Conquest Centre, or individual's vehicle on behalf of Conquest Centre, the driver must:

- Hold a current driving licence, which is free of endorsements;
- Be aged 25 or older;
- Inform Conquest Centre of any changes to their licence;
- Not drive if taking any medication that may affect their fitness or ability to drive;
- Drivers are to be sufficiently fit to undertake planned journeys and nobody is to drive on behalf of the Conquest Centre under the influence of alcohol or drugs.
- Be familiar with the contents of the Highway Code and drive lawfully;
- Not drive a vehicle for longer than two hours without a minimum 20-minute break;
- Always carry an adequately charged mobile phone.

Before taking any vehicle out, the driver must carry out the following inspections along with others outlined in the vehicle log:

- Rear and side view mirrors are clean and adjusted as necessary.
- A charged mobile phone, warning triangle, fluorescent jackets are being carried.
- Fire extinguishers are in place and un-damaged.
- The general condition of the vehicle is good.

Before departure drivers will ensure the following:

- Muddy boots are cleaned before getting into the vehicle and the seats are protected against wet and muddy clothes.
- The vehicle logbook is completed.
- All seat belts are fastened.

After every trip the driver must ensure the following:

- Passengers are asked to remove all belongings and litter.
- The vehicle is checked for lost property, litter, or damage.
- Any litter is disposed of, and the vehicle is left in a clean and tidy condition.
- The vehicle is not left with an empty fuel tank and any fuel purchased is recorded in the logbook.
- Drivers are to report any faults found on Conquest Centre vehicles to the Centre Manager.
- Drivers are to report any use from the vehicles first aid kit.

6. In the event of a breakdown or accident:

Follow breakdown instruction as written in appendix c

- Ensure the vehicle is as far on the left-hand side of the hard shoulder or road as possible
- Switch on the hazard warning lights.
- Put the red triangular warning sign at least 45 metres (147 feet) to the rear of the vehicle, on the same side of the road (unless on a motorway).
- Summon help as soon as possible.
- Advise Conquest Centre manager as soon as possible.
- Never stand at the rear of the vehicle.
- Follow safety advice in accordance with the Highway Code.
- If it is unsafe to remain in the vehicle escort the passengers to a safe area.

7. Policy Review

The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.

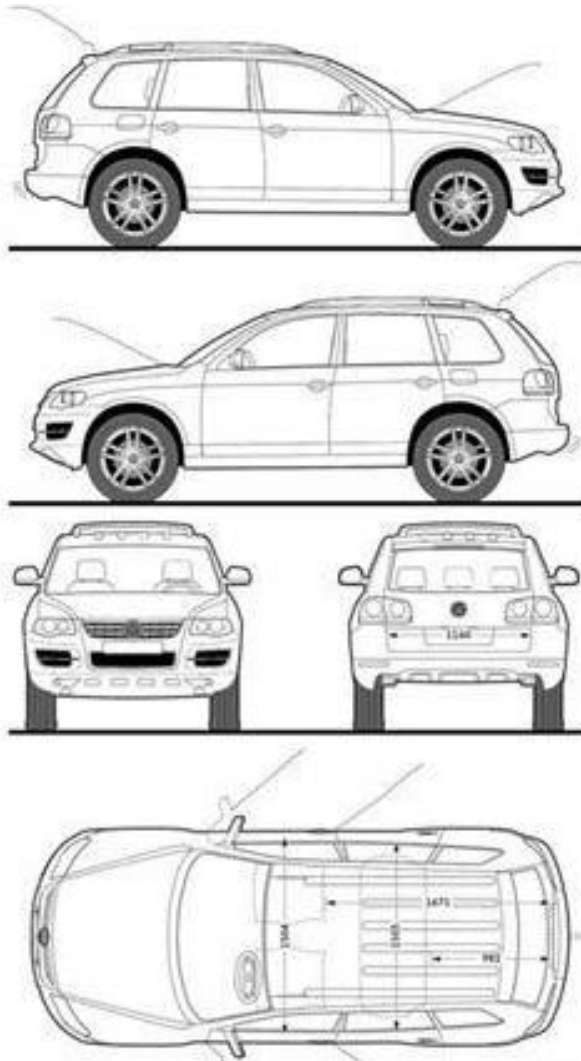
CAR MILEAGE FORM

Date	Time	Start Mileage	Destination	Fuel in litres if bought	End mileage	Name of driver

CAR WEEKLY SAFETY CHECK & INSPECTION SHEET

Date:	
Completed by:	
Vehicle registration:	
Mileage reading:	

Visual Inspection: Mark diagram and remark on any new damage



Comments:

✓ = Satisfactory

X = Repair required

If a repair is required, please, add comment and report to Centre Manager

Item Inspected	✓ or x	Comments
Interior checks		
Driver's seat		
Seat belts		
Mirrors		
Glass and view of the road (clean glass if required)		
Windscreen washers and wipers		
Horn		
Driving controls & warning lamps		
Interior of body, passenger entrance, exit steps and platforms		
Electrical check windows and locks		
First aid kit		
Breakdown Kit including hazard triangle, hi-vis vests and breakdown information		
Logbook, replace sheet if required		
Breakdown Instructions are in car		
Interior lights		
Exterior checks		
Doors		
Registration plates		
Headlights and indicators		
Headlights and indicators, visual check for damage		
Wheels and hubs		
Tyre pressure		
Tyre condition, tread and sidewalls		
Spare wheel		
Tow bar		
Oil level		
Coolant level visual		
Brake fluid level visual		
Washer fluid top up		
Washers and wipers check		

BREAKDOWN INSTRUCTIONS

1. Make sure you're in a safe place

- Move your vehicle off the road if possible (watch out for any soft verges).
- If you're on a conventional motorway and can't turn off at the next exit, pull up onto the hard shoulder. Make sure you stop as far to the left as you can, with the wheels turned to the left.
- If your vehicle breaks down on a smart motorway, try to make it to an emergency refuge area (ERA) or exit slip road. If you enter an ERA, try to position your vehicle within the marked area which is usually aligned with the emergency telephone. This will allow those assisting you to park behind or ahead of you as required.
- Once your vehicle's fixed and before you leave the ERA, contact the Regional Control Centre on the emergency telephone so the lane can be closed for you.
- The lane needs to be closed because there isn't enough space to build up speed in an ERA before rejoining the motorway.
- Never try to leave an ERA unless National Highways or your breakdown provider has said it's safe to do so.
- If your vehicle breaks down on a smart motorway and you can't make it to an ERA or slip road, you should switch on your hazard lights and try to position your vehicle as far over to the left as is safely possible (making sure you leave room to open the left-hand door). Then call 999. If it's dark or foggy, leave your side lights on in addition to your hazard lights.
- If you feel sure it's safe to leave the vehicle, do so through the left-hand door and stand well clear of the vehicle and moving traffic – preferably behind the barrier (if there is one) on the embankment or verge and upstream of oncoming traffic. Remember the grass verge may be soft or uneven underfoot.
- Once National Highways has moved your vehicle to a safe place, contact your breakdown provider for assistance. Remember to advise them of your new or current location.
- Leave any animals in the car.

2. Wear a reflective jacket

- Put on a high-vis jacket.

3. Warning triangle distance

- If you're on a motorway, it's not safe to use a warning triangle.
- If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.

4. To get UK emergency assistance, please call 01260 547 059 ref: 703464

Don't attempt even a simple repair if you're on a motorway.

If you don't have a mobile, walk to an emergency phone on your side of the carriageway. Follow the arrows on the white posts at the back of the hard shoulder – the phone is free and connects directly to the police.