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**Vehicle Use Policy**

As part of our overall health and safety policy, Sheen Panel Service is committed to reducing

the risks which our staff face and create when using vehicles as part of their work. We ask all our staff to play their part in the implementation of this important policy.

When driving for any work-related activity, staff must always drive within road traffic laws, safely and responsibly. Failure to comply with the policy may be regarded as a disciplinary matter.

**All staff who drive vehicles related to employment must:**

* Drive road traffic laws, safely and responsibly according to this policy.
* Identify the dangers and consequences of poor driving.
* Agree to driver assessment and training if required.
* Competently manage all risks related to vehicle use especially relating to:
* Vehicle speeds and loads
* Road testing vehicles
* Driving long distances
* Driving in difficult climatic condition
* Loading / unloading and transporting machines
* Driving when subject to high emotional stress or fatigue.
* Apply company standards applicable to safe driving and vehicle use.
* Report any vehicle faults.
* Have vehicle properly maintained according to the Vehicle Owners Handbook and Company procedures.
* Report any driving accidents, cautions, summons or convictions of driving offences, to their Supervisor.
* Present their driving license upon request.
* Co-operate with all driving-related monitoring, reporting and investigation procedures.
* Accept responsibility for all legal fines and penalties.
* Accept responsibility for all non-insured loss due to illegal activity, such as damage to vehicles or property caused by driving while intoxicated
* Not use handheld mobile phones for conversations or messages when driving. If a call must be taken on a handheld mobile phone, the vehicle must be stopped while the telephone is in use.
* Report and discuss any change in status to your driver’s license or driving capabilities to your immediate supervisor