

Motor Vehicle Safety Policy

Introduction

This policy is applicable to all A Bright Solution Ltd. Limited employees who drive a vehicle whilst on company business

All drivers of cars and vans used whilst on company business must be in possession of a full valid driver's licence.

Line managers are to inspect all employees' driving licences upon commencement of employment and at intervals not exceeding 12 months, and examined to ensure it is valid for the class of vehicle that they shall be driving and to ensure that employees have not been disqualified from driving vehicles.

The driving of company vehicles, including the operation of forklift trucks, as part of an employees work activity carries with it several hazards and risks.

The company asks all applicable staff to play their part and ensure they inform their responsible manager/ supervisor of any reason that would make the operation of a vehicle, forklift, or other plant or equipment, dangerous.

Driver/ operators will remain responsible for their safety and others and must comply with the relevant risk assessments covering the use and operation of their vehicles.

It is the responsibility of drivers/ operators to inform their responsible manager of;

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as limitations, expiry
- vehicle defects that affect ability/ safety to drive
- any accidents/ incidents that occurred whilst driving

Managers

Managers should ensure that the risk assessment results are brought to the attention of driver/ operators and;

- challenge unsafe attitudes and behaviours and encourage staff to operate safely
- monitor compliance with the risk assessment/ policy through periodic checks and audits

Reversing Vehicles

Nearly a quarter of all deaths involving vehicles at work occur while vehicles are reversing – many more do not result in injury but cause costly damage to vehicles, equipment and premises – most accidents happen at low speeds and could be prevented by taking some simple safety precautions.

The Management of Health and Safety at Work Regulations 1999 require an assessment of all risks to the health and safety of our employees and anyone else who may be affected by our work activity. This risk assessment will identify what measures we need to take to comply with the law. The regulations also require us to provide employees with adequate health and safety training.

The 'KEY' is to look critically at how people can be put at risk and consider how reversing can be carried out safely and then take any reasonably practicable measures to reduce the risk of injury. Our approach is based upon the HSE guidance contained in the leaflet – Workplace Transport Safety (HSG 136) – which provides guidance as to the preparation of risk assessments and how to

develop an approach to the development of safe systems of work for reversing.

Vehicle Operation Requirements

All employees who drive or operate vehicles whilst on company business must adhere to the following requirements:

- All journeys must be planned with safety in mind, allowing sufficient time to enable the person to travel at safe speeds and comply with speed limits – taking account of reasonably foreseeable weather, road, and traffic conditions and allowing time for rest breaks to avoid fatigue.
- No employee should ever drive faster than road or driving conditions safely allow. Employees must obey speed limits at all times. Persistent failure to do so will be regarded as a serious matter. Managers must ensure that no work targets, systems of work or performance related methods of remuneration are put in place which may cause employees to use speed inappropriately and travel at speeds which are likely to be unsafe or in excess of set speed limits.
- No employee should drive while dangerously tired. They must ensure that they are not over-tired at the start of journeys and that they do not drive for an excessive number of hours. Managers should ensure that their employees are made aware of the need to get an adequate amount of good quality sleep before starting to drive.
- Avoid the dangers of spending too long engaged in evening hobbies, social activities or domestic work that may limit time available for sleeping. Employees whose sleep may be interrupted, for example, by having to care for young children or sick or elderly relatives during the night should report this to their manager who in turn must reassure them that this will not lead to them being discriminated against unfairly.
- It is advisable to take a break of at least 15 minutes after every 2 hours of driving to try and help reduce the effects of fatigue. Where a two man crew are available, driving duties are to be equally shared.
- Any person who has to drive while working must be physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health. Employees who drive as part of their duties must report to their manager any permanent or temporary impairments in their health which could affect their ability to drive safely. Employees should discuss with their manager any reasonable vehicle adaptations that may be required to cope with health problems, for example, adaptations to help prevention of lower back pain or other musculo-skeletal disorders.
- No employee shall consume alcohol, illegal drugs or prescribed drugs which may affect their ability to drive safely, before or during driving for work. Contravention of this requirement will be regarded as gross misconduct. Those with alcohol, drug and substance abuse problems will be treated sympathetically and in confidence if they come forward for treatment. Where appropriate, medical opinion should be sought to determine fitness to drive when staff are taking drugs for medical purposes obtained via their doctor. Remember that alcohol stays present in the blood for some time and it may be possible to be over the legal driving limit in the morning following the night before.
- Any vehicle used in the course of work must be fit for the purpose (for example, it will carry loads correctly and safely) and be properly maintained. Drivers using their own vehicles on company business are responsible for ensuring that their vehicle is serviced and maintained in line with any manufacturer recommendations. They must also ensure that it is insured for the purpose of

use on company business, displays a current road fund licence, and if necessary, that they are in possession of a current MOT certificate for that vehicle.

- No employee shall use / operate a handheld phone, PDA, satellite navigation system or any other handheld device whilst driving. If an employee is required to use the phone, they shall park in a safe position and turn off the vehicle engine before phoning. However, in the case of two-man teams being in any vehicle, the passenger may answer / dial out on the phone
- Vehicles fitted with hands free phone kits are acceptable, however calls should be kept to a minimum.



Signed.....
Mick Barrett
Director
8th August 2025



Signed.....
Sam Pailor
Director
8th August 2025