

## **Elliott Nash Limited Car Driving Procedure (SHE 13)**

Elliott Nash Limited recognizes that safe driving whilst on company business is a vital element in an individual's ability to perform his or her duties. Elliott Nash Limited therefore expects each employee to uphold the highest standards of driving and safety and to meet the conditions of road-worthiness demanded by law. The Elliott Nash Limited philosophy is that all traffic accidents are avoidable and therefore operates a policy of zero accident involvement. All vehicle users, whether company or owned, are required to operate their vehicles, at all times, in a manner that is safe, responsible and without accident.

### **Insurance**

Any person driving on behalf of Elliott Nash Limited at any time must be in possession of an adequate car insurance policy including business use cover. This applies if the car or insurance is registered in another person's name.

### **Fit for Use**

Employees using their own private vehicles are responsible for ensuring that the vehicle is maintained in accordance with the manufacturers' recommendations and that they must have a valid MOT certificate if applicable to the age and make of the vehicle.

### **Fitness to Drive**

All Elliott Nash Ltd employees must ensure that they are fit to drive on public highways at all times. If they are not fit to travel they must declare to their line manager that they have a medical condition that may adversely affect their driving performance. This may be due to the medical condition/injury or the subsequent medication taken.

### **Eyesight**

All Elliott Nash Ltd employees have a legal duty to satisfy the prescribed eyesight test as laid down within the Road Traffic Acts (Various) and Highways Code.

The test of eyesight shall be a test of the candidate's ability to read in good daylight (with the aid of glasses or contact lenses if worn), a motor vehicle registration mark containing letters and figures -

- (a) 79 millimetres in height and 50 millimetres wide at a distance of 27 metres; or
- (b) 79 millimetres in height and 57 millimetres wide at a distance of 27.5 metres.

Section	Revision No	Issue Date	Review Date	Approved
SHE 13	1	July 2011	July 2012	Yes/BP

## Vehicle Pre Use Checks

Employees must ensure that the vehicle is in a condition of road worthiness as defined by the Road Traffic Act and that the pre-vehicle checks are undertaken before the vehicle is used either on the highway or client/privately owned premises.

It is strongly recommended that Elliott Nash Ltd staff intending to drive any vehicle should at minimum undertake the following pre-use vehicle checklist.

## Mobile Phones

Drivers are to be aware that it is a criminal offence to use their mobile phones whilst under the control of a motor vehicle. Elliott Nash Ltd employees must also be aware that it can be deemed an offence if they are not in control whilst using a hands free system.

## Disqualification.

If an employee is disqualified from driving they must inform their line manager at the earliest opportunity.

## Management

Managers must ensure that employees fully understand what the company expects from each person whilst driving on company business. Managers must make adequate time to ensure that workers only use legal, safe and fit for purpose vehicles. This is to lead by example in line with this policy. Managers are to carry out suitable risk assessments of ALL their staff and all control safety measures put in place prior to those employees traveling on company business. Managers are required to ensure that all potential employees complete a pre-employment driving questionnaire.

All Managers are to read the HSE guidance document.

Managers pre-employment questionnaire (for all interviews)

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SHE 13	1	July 2011	July 2012	Yes/BP

## Highway Code

Managers are required to check that newly recruited staff have read and fully understand the Highway Code. Managers are then required to periodically check that their personnel are compliant with this Policy.

Highways Code Link

<http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm>

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## Elliott Nash Ltd Employees Declaration of Vehicle Safety

To be completed by employees who use their own vehicle on Elliott Nash Ltd company business .

Name.....

Job Title.....

Office Location.....

Vehicle Registration.....

### I confirm that:

My motor vehicle is insured for "Business use" purpose

The vehicle is and will be maintained in a roadworthy condition

The vehicle has a current MOT certificate

An MOT certificate is not required

I have a current, valid driving license, appropriate to the vehicle

I do not have a medical condition, which prevents me from driving

I have read and understand the Highway Code

Signature of member of staff.....

Signature of manager.....

Once completed please fwd a copy to the following persons – Sharon Jones

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