

# TRANSPORTATION YOU CAN RELY ON

P9 – Driving Policy

01.08.2021



## P9 – Driving Policy

It is the policy of McLanachan Transport Limited that only those who we have deemed as competent for driving are allowed to drive for business purposes whether this is using own or company supplied vehicle.

**Safe Driving** - Employees must ensure that they have proper control of a vehicle that they are driving at all times. The consumption of alcohol or drugs before or during the course of driving is strictly prohibited.

All drivers must;

- Observe speed limits, all other road traffic laws and the highway code;
- Drive considerately and courteously and avoid conflict with other road users;
- Develop a safe and economical driving style;
- Report any medical condition or if taking any medication that can affect the ability to drive;
- Report any changes to existing or new medical conditions that may affect the ability to drive;
- Use all provided safety equipment, when required and appropriate;
- Wear corrective eyewear if needed (It is a criminal offence to drive a motor vehicle if a driver cannot read a standard number plate in good daylight from 20.5 metres);
- Take particular care when vulnerable road users are evident and to look out for vulnerable road users;
- Ensure any load is adequately secured and the vehicle is not overloaded or unevenly loaded;
- Comply with driving hours and working times;
- Comply with this policy and all company safe operating procedures;
- Ensure that necessary paperwork and documentation is in the vehicle at all times.

### Preventing Fatigue While Driving

At McLanachan Transport, we continually monitor and work within industry driving legislation guidance. HSE guidance suggests that drivers should take a 20-minute break for every 2 hours of driving to avoid fatigue which is a significant cause of driving incidents due to loss of concentration.



Drivers should not drive if they are overly tired or in danger of falling asleep, and if feeling tired, drivers should stop in a safe location and take a break before continuing their journey. Long journeys or journeys with a very early start / late night should be avoided wherever possible, with consideration given to an overnight stay where practicable.

### **Fuel-Efficient Driving and Reduction of Engine Idling**

Driving style can have a significant impact on fuel efficiency as can avoiding engine-idling wherever possible. We encourage drivers to understand and implement fuel-efficient driving techniques including;

- Looking well ahead and anticipating slows or stops to try to keep the vehicle moving and avoiding unnecessary gear changes;
- Fuel used is proportional to the speed of a vehicle when travelling. A 5% reduction in fuel consumption can be achieved simply by reducing your speed rate from 56 to 50 mph;
- Using the momentum of the vehicle will save fuel;
- Harsh braking uses more fuel, increasing the number of fuel-inefficient gear changes;
- Drivers should use constant speeds on motorways, and dual carriageways, meaning fewer gear changes, less wear and tear and improved fuel efficiency;
- Correctly inflated tyres offer less resistance on the road, improving fuel economy, providing greater stability and reducing the risk of accidents.

### **Route Planning**

We work with drivers and clients to consider and plan every journey. When planning a journey consideration should be given to selecting the safest and most efficient route avoiding congestion hot-spots and also minimising the potential for interaction with vulnerable road users. Routing should consider weather conditions, driver fatigue and light and visibility levels.

### **Use of Technology / Mobile Devices**

It is a criminal offence to use hand-held mobile phones while driving and something that McLanachan Transport Limited take seriously. Drivers will be liable for prosecution and payment of any fines if found holding a mobile phone or any other type of hand-held device to send or receive data.



The law states that drivers will be deemed to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for you to use hand-held mobile phones while driving.

We do, where appropriate, make mobile phones available in vehicles. However, drivers may only use these devices for business purposes or in an emergency unless prior authorisation for alternative use is in place and approved if drivers do use mobile devices, they must so follow the law at all times.

We only permit drivers to use mobile phone devices or tablets, safely and following the law. In the instance of receiving or making a call, voice-activated use using hands-free systems, without need to hold the phone at any time is our policy.

When you need to operate the mobile phone, you must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off.

### **Commercial Vehicles**

If you are the driver of a commercial vehicle, you are responsible for any load up until a signed receipt for delivery is received. It is your responsibility to ensure that signatures are legible and accompanied by the receiver's printed name. You must comply with all statutory and company regulations regarding the recording of daily mileage, journeys undertaken and driving hours, and must not exceed maximum driving hours.

### **Drivers Hours and Working Time**

We regularly monitor drivers' hours to ensure they continually meet legal requirements in terms of driving hours and working time regulations.

From daily driving limits, weekly and fortnightly operating limits are all monitored as well as daily and weekly rest periods. Where fitted, Tachographs provide data on an ongoing basis, and we act upon any infringements identified.

### **Commercial Vehicle Manoeuvring**

Danger to pedestrians - where possible, drivers are requested to ensure there are no pedestrians in the area before any manoeuvres and if not possible seek assistance to clear and direct pedestrians.

Reversing should be kept to a minimum, but if it is required, ensure that you have a clear view at all time and look out for pedestrians and other vehicles.

General manoeuvring – Always ensure the area around the vehicle is clear before engaging gear for forward or reverse movements, turning or parking.



Before reversing you should always ask;

- Can I avoid the need to reverse,
- Can I remove people from the danger area,
- Is there enough space for reversing the vehicle.
- Can I minimise the reversing distance

### **Incident Reporting**

You must immediately report every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

#### **In the event of an accident or collision;**

1. Stop - if you are involved in an accident it is an offence not to stop and identify yourself to other drivers
2. Call emergency services if required and do not leave the scene of the accident unless it is unsafe to remain
3. Report directly to management
4. Do not give any statement to any other party unless requested to do so by police
5. If another party admits liability, ask them to write and sign a statement to this effect
6. Provide your details and take details of all other parties involved in the accident/collision and if safe to do so take photos

**Note:** You do not have to be involved in an accident with another vehicle for it to be considered a road traffic accident. Colliding with and damaging property, road furniture or colliding with an animal are all considered to be road traffic accidents.

#### **Approved by:**

Damian McLanachan  
Managing Director  
McLanachan Transport

Date: 01.08.2021