



Driver Handbook

Contents

1. General Introduction & Driver Responsibilities
2. Health & Safety – Driver Responsibilities
3. Certificate Of Motor Insurance
4. Passengers
5. Private Use
6. Business Use
7. Personal Car Management
8. General Servicing & Maintenance
9. Repairs – Non-Accident
10. Window Screens
11. Tyres
12. Batteries
13. Fuel Reimbursement
14. Speedometer
15. Mobile Phones
16. Vehicle Security
17. Return / Hand Over Of Vehicle
18. Insurance Policy & Cover
19. Accidents & Breakdowns
20. Moring & Parking Offences
21. Useful Hints
22. Declaration



General Introduction & Driver Responsibilities

You are expected to maintain your vehicle in good condition and ensure it is always roadworthy. If it is kept in good order it will be a good advertisement not only for you but also for the Company.

This handbook details the Company's requirements on the use, servicing, running and many other aspects of Company vehicle operation. Please read it carefully and make sure you understand the contents fully. If you have any questions please contact your On-Site Manager in the first instance.

The Company has the right to vary any of the procedures and/or rules at any time. Any variation(s) will be notified to you by circular and by means of amended pages in this handbook.

We wish you trouble-free and safe motoring in your vehicle.

Manufacturer's Handbook

The manufacturer's handbook is supplied with the vehicle and should be read carefully even when you may have driven a similar model before as vehicles continually change and modifications are often introduced which may need slightly different methods of operation or safety procedures. The handbook should be kept in the vehicle at all times as a point of reference, for technical data; e.g. tyre pressure, and general maintenance information.

Driving Licence

You and all other persons authorized to drive must hold a full current and valid driving license, which must be made available for examination when required by the Company. You must report to your manager any event (e.g. endorsements or convictions) which could invalidate your driving license. All endorsements should be reported for insurance purposes. It is your responsibility to renew your license including the photo card (where your license was issued after July 1998) and it should be carried with you at all times.

PCP, Cash for Car and Own Vehicles Used on Company Business



Health and Safety legislation including Corporate Manslaughter apply to occupational road risks. The same requirements in respect of checking licenses, ensuring the vehicle is suitable for the journey, has a current MOT, etc need to be included.

Permission To Drive

You are responsible for the vehicle and for conforming with and carrying out the instructions explained in the handbook. You are also responsible for ensuring that no unauthorised person drives the vehicle whilst it is in your care. Outside of these conditions the Company's insurers reserve the right to refuse insurance if the risk is considered to be unacceptable. Provisional License holders are never allowed to drive Company vehicles. If an unauthorized person drives your vehicle, neither the vehicle nor the driver, is covered by the Company Motor Insurance. You should note that any person driving an uninsured vehicle is liable to police prosecution, as well as for any damage caused in the event of an accident.

Driver Fatigue

Driving when tired significantly increases the risk of having an accident and/or crash. Statistically it has been proven to be as dangerous as drink driving. Various guidance is provided under the Journey section to manage the fatigue risk. To minimize this risk of fatigue, drivers should follow the following guidance:

Managing Driver Fatigue

- Consider whether the journey is absolutely necessary; where meetings are concerned consider other methods of communication such as teleconferencing. Consider other means of transport - train/bus?
- Risk assessments need to be carried out to ensure that the risk of driver fatigue is correctly managed.
- Ensure wherever possible that you plan work patterns to minimize the likelihood of driver fatigue.
- Drivers should attempt not to drive for more than 2 hours without having a break. Ideally drivers should be encouraged to take short, frequent breaks during journeys.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Some foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease but not prevent the onset of fatigue on a journey. Examples are:
 - Temperature: Cool dry air, especially on your face, helps keep you alert.
 - Sound: Irregular or variable sounds e.g. conversation can stimulate alertness.



- Environmental light: bright light tends to increase alertness while dim light leads to drowsiness.
- Aroma: Studies have found that some smells, e.g. peppermint, make people more alert. Others, like lavender, have a sedative effect.
- When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place
- Stop & Park Safely
- Have a high energy or caffeinated drink
- Set their alarm or mobile phone
- Take a 'powernap' for no more than 15 minutes
- Do not drive until fully alert

In-Car Distractions

Portable in-car driving aids such as satellite navigation, speed camera detectors and mobile phones can be business-efficient but, simultaneously, hazardous. Vehicle manufacturers' systems are fitted to the highest standards in order to help drivers concentrate. But there are concerns about the fitting of aftermarket devices. For example, satellite navigation systems and speed camera detectors can be fitted on a vehicle's dashboard or windscreen, often obscuring clear vision. Also, some systems can be adjusted by the driver, so diverting attention away from the primary task, that of driving safely.

Poor location of devices can also affect safety features, such as airbags, or injure the driver in a collision. Those without a dimmer light facility can also reduce driver vision at night. Incorrect fitting and placing of brackets for mobile phones – often at a driver's knee level – can be potentially lethal in a road crash.

Therefore, the company policy for drivers is as follows:

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of aftermarket equipment should be approved by the vehicle owner, including contract hire and leasing companies, as well being compliant with vehicle manufacturer guidelines.
- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving, such as screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in-car devices while driving.

Health & Safety – Driver Responsibilities

Drivers at work are expected to make themselves familiar with the company driving for work policy and should ensure that they always practice safe methods of driving. Under the health and safety at



work act 1974 Section 7 & 8 every driver has a duty to ensure the health, safety and welfare of themselves and others whilst at work. This means that you are duty bound under the law to ensure that you “Work” safely and must not knowingly do anything which may put yourself or others (Co-workers or members of the public) at risk.

Drinking / Drugs & Driving

The company policy is that drivers must not consume alcohol whilst on duty. Any breach of this rule will render the driver liable to instant dismissal. Drivers should always remember that it is still possible to be ‘over the limit’ from alcohol consumed the previous night. Drivers are also reminded that it is an offence, under Road Traffic Act legislation, for vehicles to be driven whilst under the influence of certain types of drugs. If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you, that you are required to drive as part of your role. Failure to disclose the use of either legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police, this will also result in loss of driving license and a hefty fine.

Drug Driving - What is it?

Drug driving is the term used to describe anyone who gets behind the wheel of a vehicle under the influence of any substance (legal or illegal) that is likely to impair their driving ability

- It’s an offence to drive a motor vehicle while under the influence of a controlled drug;
- Police Officers have powers to undertake roadside drug tests on drivers.

Working Time Directive & GB Domestic Rules

Duty time

If you work as a driver for a company, duty time is any working time. If you’re self-employed, duty time is only time you spend driving the vehicle or doing other work related to the vehicle or its load.

Daily driving limit

You must not drive for more than 10 hours in a day on public roads.

Daily duty limit

You must not be on duty for more than 11 hours in any working day. This limit doesn’t apply on any working day when you don’t drive. Breaks and rest are not part of duty time. You must record your hours on a weekly record sheet or on a tachograph. After 5 hours 30 minutes of continuous driving, you must ensure to take a break of at least 30 minutes for rest and refreshment. Within any period



of 8 hours 30 minutes, you must take at least 45 minutes in breaks. You must also have a break of at least 30 minutes at the end of this period unless it's the end of the working day.

Length of working day ('spread over')

You must not work more than 16 hours between the times of starting and finishing work - including non-driving work and any times when you're off.

Daily rest periods

You must take a rest of 10 hours before the first duty and immediately after the last duty in a working week. You must take a rest of at least 10 hours between 2 working days (or spread overs) - this can be reduced to 8.5 hours up to 3 times a week. All duties must start and finish within a 24-hour period.

Fortnightly rest periods

Every 2 weeks you must take at least one period of 24 hours off duty. A fixed week is from 00:00 hours on Monday to 24:00 hours the next Sunday.

Emergencies

The GB domestic rules are relaxed, the driving and duty limits are suspended for the duration of the emergency in cases where immediate action is needed to avoid:

danger to the life or health of people or animals; serious interruption of essential public services (gas, water, electricity or drainage), of telecommunication or postal services, or in the use of roads, railways, ports or airports; or serious damage to property.

But you **MUST** ensure you get **adequate rest**, means you should have regular rest periods. These rest periods must be sufficiently long and continuous to ensure that you do not harm yourselves, fellow workers, or others and that you do not damage their health in the short or long term.

It is your responsibility to keep track of your breaks and working hours and you should advise your OSM of any foreseeable problems or issues when receiving work details. Any unreasonable demands being made with regard to working hours by the planning dept. should be reported to your OSM.

Penalties

Driving under the influence of drugs carries the same penalties as drink driving (www.thesite.org/homelawandmoney/law/introuble/drugdrivingthelaw) - a ban and a fine of up to



£5,000 or up to six months in jail. If a person under the influence of drugs causes a fatal accident, they could face a two-year ban and a maximum of 10 years in jail.

Sleep Apnoea

It is generally appreciated that driver fatigue and tiredness compromise safety. It is important however to be able to recognize “Sleepiness” where it is due to an underlying medical condition such as OSA (Obstructive Sleep Apnoea). Many drivers with OSA have had a motor vehicle accident due to falling asleep at the wheel. Most sufferers do not realize that they have the condition. Invariably, OSA victims suffer from excessive daytime sleepiness and other symptoms include:

- Loud Snoring (with periods of silence followed by gasps)
- Generally restless sleep
- Falling asleep during the day
- Morning Headaches
- Difficulty concentrating / forgetfulness.
- Irritability and/ or mood/behaviour changes

If any person suspects they may have this condition, they should consult their GP. The condition is generally fully treatable without the need for surgery.

DVT (Deep Vein Thrombosis)

DVT affects individuals who are seated in a confined space for extended periods of time. To minimize the risk, it is recommended that both drivers and passengers take the following precautions

1. Stop and take a break at least once every two hours where practical
2. Get out of the vehicle, walk around, exercise the lower legs, and take in fresh air.
3. Drink plenty of water, to stay hydrated
4. Wear loose fitting clothing.

Symptoms of DVT may include -

1. Swelling of the legs
2. Redness and an increased temperature of the leg
3. Noticeable pain

If any person suspects they may have this condition, medical assistance should be sought.



Smoking Policy

It is a legal requirement that smoking is not permitted in places of work, including business vehicles. Where the vehicle may carry more than one specified employee a 'No Smoking' sign must be displayed. Smoking is not prohibited in any company vehicle or any vehicle being used on company business.

Certificate of Motor Insurance

Didcot Hire holds the Certificate of Motor Insurance for company vehicles, copies of the certificate should be always kept in the vehicle.

Passengers

In general, there are no restrictions on transporting passengers other than Hitchhikers, who should not be carried. However, at no time must the seating capacity of the car/van be exceeded and passengers must occupy a factory fitted seat equipped with a seat belt. Passengers should not be carried for hire or reward under any circumstances.

You Must not bring minors under the age of 18 in to work. All passengers must have gone through all the vetting checks before below allowed on site.

Child Car Seats & Seat Belts

All children aged under 12 years who are also less than 135cm (4'5") tall must use an appropriate child restraint when travelling in cars. Children aged 12 years or over (or over 135cm tall) must wear a seat belt. For all children under 14 years it is the driver's responsibility to ensure that the appropriate restraint or seat belt is being used by the child.

Company Policy

Drivers must not carry children in company vehicles during normal working hours as defined in the terms and conditions document. Before carrying children of any age in a company vehicle or in fact any vehicle used on company business, all drivers must familiarize themselves with the comprehensive explanation of the law. The law provides detailed safety advice on correct seat selection, with help and advice at every stage.

Private Use



The vehicle must only be used for normal road travel. The vehicle must not be used for, racing, pace making, trials, hill climbing, sprinting or in any competition, or any off-road event. We do not allow any form of driving tuition in company cars. The vehicle must not be over laden or used for a purpose for which it was not designed.

Business Use

Only contractors of the Company are allowed to use the vehicle for business purposes. Other authorized drivers not contracted by the Company must not use the vehicle. Company vehicles are provided for business use and contractors must ensure that the vehicle is available for that purpose. You must keep full and accurate details of your business mileage.

Personal Car Management

It is your responsibility to ensure that the vehicle allocated to you is kept in good working order and is always operated in a safe and legal manner. It will be liable to spot checks periodically by your depot manager or a technician. The following sections detail the main elements of personal car management.

Seating Position & Safety

There have been an increase in the number of drivers suffering from back, neck or shoulder problems, aggravated by long journeys in poorly adjusted seating and/or posture. To minimize this risk and also provide you with improved neck and spine protection the following seating position should be adopted:

- The lower chest should come forward and up in order to relax the shoulder blades back and down.
- Shoulder blades should be in good contact with the back of the seat. The lower spine should not push into the back support.
- The back of the head should be lightly resting on the head restraint.
- Hands should be in the ten to two position with arms relaxed.
- The steering wheel should be directly in front of the driver and the driver should be able to rest their wrist on top of the steering wheel without stretching.
- The driver should be able to reach and operate all the controls without effort.

How to adjust your head restraint for maximum protection against whiplash injuries

To be effective, a head restraint must be as close to the back of the head as possible (touching is best) and the top of the restraint should be as high as the top of the head. Remember it is a head restraint, not a headrest.



Daily/Weekly Checks

For your own safety and to ensure that the best reliability is obtained from your Company vehicle, get into the habit of making the following checks detailed below.

Daily

- Visual Tyre Check
- Ensure all lights are operating correctly. Its an offence to drive if your lights are not functioning properly
- Ensure you have sufficient fuel
- Clean the windscreen, all windows, mirrors, headlamps and all other light lenses and number plates

weekly

- Check and correct the tyre pressure and tread wear including the spare wheel. Keep to the pressures recommended in the maker's handbook. It is an offence to have defective tyres.
- Check the engine oil level weekly and/or before setting out on a long journey.
- Check the battery. Keep the terminals clean and ensure that all connections are secure.
- Check the radiator water - anti-freeze mixture level weekly and/or before setting out on a long journey.
- Top up the windscreen washer reservoir at least once a week. Check the action of the windscreen wipers and the condition of the wiper blades at the same time. It is an offence if your windscreen washer is inoperative for any reason.
- Check the clutch fluid and brake fluid reservoirs (where fitted).
- Complete a visual check of the engine compartment and report any defects.

Load Carrying

Unrestrained loads in cars – especially estates - can cause major accident damage and personal injury by becoming a missile 'flying' through the vehicle if the driver brakes or swerves suddenly. Load restraining features – common in the commercial vehicle sector – are either not fitted or not used by car drivers.

When carrying any type of load and this can include documents, sales literature and samples, IT equipment, toolboxes and personal items, they must be restrained. Load carrying risks can be minimized by ensuring that your vehicle is capable of safe load carrying.



This means the need for restraining hooks, straps and cargo nets. Smaller items should be inside a storage box, secured in the boot. These requirements apply to all motor vehicles used on company business, regardless of size and use. Staff should understand that the biggest single “unrestrained” risk is from passengers not wearing a seatbelt or child restraint.

A risk assessment of load carrying by vehicles should be completed to identify safe work practices and drivers who may need additional training. Any additional equipment required such as straps, storage boxes or nets are available from the fleet/transport office.

General Service & Maintenance

Preventative maintenance through inspection and regular servicing can reduce the defect rate and help improve reliability and safety. It is therefore important that your Company vehicle is properly maintained.

Servicing & Maintenance

Company vehicles must be serviced in line with the manufacturer’s recommendations. Authorized dealers should be used, please contact the office if you require assistance with this. Ensure that the servicing garage stamps the service book when the vehicle is serviced. The service book must be passed on with the vehicle when it is transferred to another driver or returned to the Company.

Servicing Dealer

All work must be carried out only at the manufacturer’s authorized dealer otherwise, problems will arise in connection with repairs carried out under warranty. Employees may be liable for any costs incurred if this instruction is not strictly adhered to.

Repairs – Non-Accident

Providing the vehicle has been maintained and serviced at the required intervals all repairs will be accepted by the Company (Leasing Company from which the vehicle was obtained), and where accounts have been opened, the invoices will be dealt with directly between the servicing agent and the Company (Leasing Company).

Should payment be requested from the driver they should obtain a refund from the Company (Leasing Company) by sending the invoice(s) to the Company (respective Leasing Company).

Windscreens

My windscreen is only slightly damaged - should it be replaced?



A chip in your windscreen will only get worse if neglected and cracked windscreens are a major reason for MOT failure. However stone chips can be repaired by means of resin injection and most insurance companies will pay the full cost of a windscreen repair. This not only prevents the damage from getting worse, it also saves the expense of having to pay any glass excess required for a replacement windscreen.

Tyres

The life of tyres depends to a large extent on the manner in which the vehicle is driven. Excessive speed, braking or acceleration will cause tyres to deteriorate. If they are repeatedly driven against kerbs or large stones the walls of the tyres will weaken.

Similarly, if tyres are not maintained at the manufacturer's recommended pressures accelerated wear will occur. You are required to pay particular attention to these points. You should regularly check tyres and, if there is doubt, any authorized tyre depot will check your tyres and advise on replacement as necessary.

In case of a puncture when on the road do not attempt to change the wheel at the roadside under any circumstances. Contact the tyre provider for roadside assistance (Best to have all emergency numbers in your speed dial). Put on your High Visibility Vest/Jacket, Secure the vehicle and move to a safe area and wait until the assistance arrives.

Batteries

Most modern batteries are sealed units and maintenance free should you experience any problems with your battery contact your main dealer.

Fuel Reimbursement

All fuel for use on Company business must only be purchased using the Company's Fuel Charge card. Lost cards must be notified to the Accounts Department immediately. The driver must pay for fuel and other costs related to private mileage.

Heads of Departments receive, on a monthly basis, full details of all fuel purchased by members of their department. Any abuse of the system, whereby private fuel is being bought using the Company's Charge card, for instance, will be considered a disciplinary offence.

Speedometer

It is an offence to drive the vehicle when the speedometer and/or odometer are defective. It is your responsibility to ensure that the speedometer is always in proper working order. If the odometer is



faulty then this must be advised to the Company (Leasing Company) immediately as they/we are under legal obligation to provide an accurate mileage record when disposing of the vehicle.

Mobile Phones

Mobile Phone Safety Policy

It is an offence to:

- Speak or listen to a phone call on a handheld phone.
- Send or receive text messages or images.
- Use any handheld device to access data, including the internet.
- Hold any electronic device used for "accessing" oral, textual or pictorial communications.
- Driving is defined as sitting at the wheel of the vehicle with the engine running.

It is worth noting that as employers we will not be legally liable for supplying a mobile phone to a driver or inadvertently phoning them when in the vehicle. As an employer we cannot and will not "cause or permit" the offence of driving a vehicle that someone cannot properly control.

Using a mobile phone while driving a motor vehicle is an endorsable offence (CU80), where 3 penalty points will be applied in addition to a fine.

Policy

As a consequence we prohibit the use of hand held mobile phones whilst driving. In addition, where hands free kits are provided these should only be used for incoming calls and then only when it is safe to do so. The message should be brief; outgoing calls should only be made when the vehicle is parked in a safe, legal place with the engine turned off. These rules apply to the use of all types of mobile or fixed communication or other electronic equipment including satellite navigation and telematics equipment.

Vehicle Security

New cars and light commercial vehicles will have a good level of engine immobilization fitted as standard. It is becoming very difficult for thieves to "hot wire" a vehicle. This has led to a rise in theft of keys and carjacking. Always drive with your doors locked. In the unlikely event that a person forces you to hand over the keys to your car, do not resist. You are more important than the vehicle. Phone the police and try to give a clear description of the thief.

Night Parking



You should take all sensible precautions regarding parking. At night, garage the vehicle if possible; do not leave property in the vehicle overnight especially laptop computers, mobile phones and portable satellite navigation systems, always lock your car when there is no one in the vehicle (even at fuel service stations). Do not park it in the more vulnerable positions in car parks try and park in a well-lit area so it is safer when you return to your vehicle.

Vehicle Key Security

One vehicle is stolen every two minutes of every single day!

This statistic shows that although vehicle crime is falling, your car could still be stolen if you do not take sensible precautions to secure it! Over the years vehicle manufacturers in conjunction with Insurance companies have worked very hard to develop more effective alarms and Immobilizers to stay one step ahead of the opportunistic and professional car thief. However, car thieves are fighting back and finding new ways to steal cars.

As a consequence, drivers should be alerted to the increased number of thefts from private houses, where the prime object is to steal vehicle keys and subsequently the vehicle when parked on the driveway, in the road or even from the garage. Once they have the keys, it only takes a few seconds for them to jump in and drive away with your car. No one can guarantee that your car will not be stolen but you can take simple steps to protect your car and your possessions.

Vehicle keys should be kept in secure position at all times and not left within easy reach such as on a hall table or key board overnight or when the house is unattended. Never leave the keys in an obvious place, be always vigilant and remain Key Aware by following these simple steps:

Always take and keep your keys with you even when:

- Filling up with Fuel.
- Popping into the newsagents.
- Loading Items into the boot/tailgate area.
- Delivering parcels.

Never leave your vehicle unattended when:

- Warming up your car in the winter.
- Cooling it down in the summer.

Always keep you keys safe when not using your car:

- Keep them out of sight.
- In a secure place.



- Away from windows and Doors.
- Do not leave keys on a desk in an open office area, especially where there is public access.
- Avoid displaying the registration number on the key ring.

So whether you are out and about or just at home, you need to keep your keys safe and out of sight. Remember if they can find your keys, they can steal your car. It's that easy.

Be Always Key Aware

Return/ Hand Over Of Vehicle

When returning your vehicle you must ensure that it is clean inside and out, serviced up to date and has no damage. A fully completed service voucher book and manufacturer's handbook must be left with the vehicle. Please note that the Company has to rectify undue wear and tear, and any such costs will be passed on to the driver.

All wheel trims must be present and all original equipment refitted when the vehicle is returned at the end of its leasing period; badges, towbars and additional aerials must be removed and any resulting damage properly repaired. The cost in rectifying burns, tears, heavily stained areas or excessive wear to the inside of the vehicle and luggage area will be charged to the driver.

The cost of rectifying body damage, which would normally be repaired under the terms of the insurance policy, will be charged to the driver.

Insurance Policy & Cover

The Company has arranged comprehensive insurance with Allianz that covers loss of or damage to the vehicle and protects against third party liabilities. However, the insurers may refuse cover if for example the vehicle is not maintained in a roadworthy condition and may also be invalidated if the vehicle is driven by a person who is not authorized or not qualified to drive it. Allianz will deal with all claims made by the third parties and so under no circumstances are you to admit liability or to make any arrangements for payment yourself.

Following an incident, any third-party communication, notice of intended prosecution or summons. must be passed to the company, unanswered, immediately. Allianz have full discretion in the conduct of any proceedings or the settlement of any claim.

Personal belongings are not insured against loss or theft, therefore you are recommended to take out separate or additional cover especially when for example you are going on holiday. In your own interest, please adopt the following best practice:

- Where possible do not leave any items in unattended vehicles.
- If items must be left in the vehicle, they should be securely locked in the boot.



- Property ought not be left in the vehicle overnight.

Additional Insurance Terms

In the event that our insurers impose an additional policy excess and/or charge additional premium in respect of an individual driver because of their record, (usually for reasons of very poor claims experience, or driving convictions), that extra cost will be charged by the Company to the driver concerned.

Disciplinary action, possibly leading to the withdrawal of vehicle entitlement, will be taken against an employee convicted of a serious (e.g. drink / drug) driving offence whilst on Company business and/or with a very poor 'own fault' accident record.

Accidents & Breakdowns

To comply with the terms of our motor insurance policy, it is essential that the reporting procedures detailed below are strictly observed following any incident occurring in connection with the vehicle (whether or not involving a third party). The sooner our insurers are notified of incidents, the quicker our vehicle can be repaired and other party claims dealt with. Prompt action will undoubtedly save us money and also help to enhance our corporate image. Your hire company will provide all details.

Incident Reporting Procedure

In the event of an impact or injury:

1. At the scene, make sure that the emergency services are contacted if required.
2. Provide any person having reasonable grounds for so requiring, with our driver, vehicle and insurer details. At no stage admit responsibility and make no comment or statement regarding the accident (except to a police officer).
3. If a camera or camera phone is available, photograph the incident location from a number of different directions and take pictures of any vehicles / property damaged. Road measurements may also be useful to record.
4. Complete an 'Incident Recording Form'.
5. Notify the matter by telephone immediately to your depot manager. On return to the depot please ensure you have a completed incident form, pictures taken from the scene of the accident and both parts of your driving license so that an up to date copy can be taken for insurance purposes.

In relation to all other instances of loss or damage (including theft, malicious damage, fire etc.) an 'Incident Recording Form' should also be completed and the matter reported immediately to the company for further instruction. Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately but must still be reported.



NOTE 1

Incidents involving personal injury must be reported to local police within 24hrs and it is also necessary to notify police of damage to lampposts, telegraph poles, bollards, manhole covers, road signs or other public property. Remember that if you fail to stop after an accident and fail to notify the other party or the police, you may be prosecuted.

NOTE 2

In order to better understand the causes of motor accidents and with a view to improving future health and safety, you may expect your depot manager to interview you following all incidents.

NOTE 3

If, because of the deliberate late supply or inaccurate nature of information surrounding an incident, the Company is involved in additional costs, the driver responsible will be subject to disciplinary action.

Breakdown

Should the vehicle suffer mechanical or electrical problems, where possible you should avoid stopping in a dangerous place (such as on a roundabout, or where other road users will have difficulty seeing the vehicle).

Do not attempt to repair the vehicle yourself, please call for assistance. While waiting for the breakdown service to arrive, you should switch off the engine, switch on hazard lights and wait away from the vehicle in a safe place away from traffic.

On a motorway this should be beyond the hard shoulder, up the embankment if there is one, or the other side of any crash barrier. You and any passengers should exit the vehicle from the nearside and never cross the motorway.

Motoring/ Parking Offences

Any traffic offence, endorsements, imposition of penalty points etc. must be reported to your Manager who will review the insurance implications. Failure to notify your Manager may well invalidate your insurance. You are personally responsible for any fines resulting from the above. If you are convicted of a driving offence and consequently lose your driving license it may mean your suspension and subsequent loss of work.



Company drivers are required to pay any fixed penalty, such as for a parking offence, within the prescribed time; any such charges will be deducted from your salary. Any charge from the leasing company (damage bills, insurance excess) will be similarly deducted from your salary.

Useful Hints

- Carrying spare bulbs for your vehicle is always very handy. In fact, in Europe its compulsory to carry an emergency bulb kit. Just put them in your boot and make sure your owner's manual is handy so you know how to fit them.
- Check your vehicle's oil level when the engine is cold and you are parked on level ground. If you do it after the engine's been on, the oil may be deposited higher on the dip stick and, on some vehicles, could give a false reading.
- Try to avoid hitting your tyres against kerbs, especially when parking. It can cause the tyre to weaken without showing any damage on the outside and, also damage your wheel which may affect your tracking.
- Check your spare tyre from time to time you never know when you might need it. And it's an offence to fit a spare that is not roadworthy.
- Don't just use screen wash to stop your water freezing in the winter. It great at removing insects from your windscreen in the summer too.
- We recommend you change your wiper blades every six months, even if they haven't been used very often. This is because the rubber deteriorates over time when exposed to the atmosphere. In the interim period an occasional wipe with methylated spirit will avoid streaking.

Always keep this handbook in your glove compartment.

Declaration

I confirm that I have read and understand this document (ATA Driver Handbook) and will abide by the rules etc. contained within:

Name (Print): _____

Signature: _____

Depot Location: _____

Date: _____