

Little Forest Folk

Driving and mobile phone use policy

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What this policy covers

This outlines the Company's expectations and your responsibilities when driving either a vehicle provided by the Company or your own vehicle for business purposes and mobile phone use whilst driving.

It also highlights the actions that you must take to ensure you drive safely and the procedures you must follow in the event of an accident. In addition, it sets out the circumstances in which the Company can recover related costs if you are responsible for an accident or damage to a vehicle provided by the Company.

It also deals with the driving of Company minibuses and additional duties associated with this.

Your responsibilities

It is your responsibility to ensure that you are familiar with the procedures and that you understand your responsibilities when using a vehicle for business purposes to ensure the vehicle is roadworthy and does not pose a risk to other users. You are also responsible for ensuring your health and safety and that of your passengers and/or other road users.

Driving whilst carrying out your duties

To be permitted to drive as part of your duties, you must hold a full and valid driving licence that permits you to drive in the UK.

Prior to driving for business purposes, you are responsible for ensuring that your vehicle is roadworthy. You may also be responsible for completing any checklist relating to the vehicle as instructed by management. Under no circumstances should you drive a vehicle that is not roadworthy, does not have a valid MOT or is illegal to drive.

You are required to drive in a safe, lawful and efficient manner, paying due regard to all traffic and weather conditions. You must use the most direct route when carrying out your duties and you should advise management of any problems or delays that could affect the scheduling for that day.

You must normally be at least 25 years old to be permitted to drive a vehicle belonging to the Company unless otherwise authorised by management.

**Mobile phones and driving**

You must not use a mobile phone, including a hands-free phone, while driving. Mobile phones should only be used when the vehicle has been parked in a safe place and the engine has been switched off.

You should divert your phone to voicemail so that messages can be left while you are driving and picked up when it is safe to do so.

Driving under the influence of alcohol or drugs

You must not drive a vehicle provided by the Company while you are under the influence of alcohol, illegal drugs or prescribed drugs if the prescribed drug has any potential effect on your fitness to drive.

Company vehicles

Any entitlement to drive a vehicle provided by the Company and any provision in respect of payment of private mileage will be set out to you by your Manager.

You are not authorised to permit anyone else to drive a vehicle provided by the Company without prior approval from your manager. You are not permitted to carry passengers in Company vehicles except for employees of the Company, unless otherwise agreed with management.

If you are absent from work for any reason, the Company reserves the right to require you to make your Company vehicle available for business use by other employees.

The safety and security of the vehicle, passengers or loads are your responsibility and you must always lock and alarm the vehicle when you leave it unattended.

You must wash and clean your Company vehicle, both inside and outside, as often as is necessary to maintain a smart professional image. Failure to comply may result in the Company arranging for the vehicle to be valeted and deducting the associated costs from your pay.

The Company will normally meet the costs of maintaining and repairing Company vehicles if those costs arise in the course of normal use of the vehicle.

If damage to a vehicle provided by the Company is incurred as a result of your negligence or breach of this policy, you will be liable for the total cost of repairing the vehicle, for paying any insurance excess and/or any increase in premiums following a claim as a result of damage to a vehicle provided by the Company. Payments will be deducted from your pay unless an alternative method of payment is agreed with management.

Using your own vehicle when carrying out your duties



If you use your own vehicle when carrying out your duties, it is your responsibility to ensure that your vehicle is roadworthy and properly taxed and that your vehicle insurance cover extends to business usage.

The Company rules relating to Vehicles and Driving also apply if you drive your own vehicle at any time for the purpose of undertaking your duties. You must read, understand and follow these rules.

Vehicle tracking

You should be aware that all vehicles provided by the Company might be fitted with a tracking system that allows the Company to locate vehicles provided by the Company at any time and to analyse its use.

Interference with the tracking unit is viewed as a gross misconduct offence and will result in disciplinary action up to and including dismissal without notice.

You should be aware that data obtained from the tracking system will be analysed and may be used in any disciplinary proceedings. If evidence of inappropriate use of the vehicle whilst undertaking your duties is obtained, disciplinary action may be taken against you.

Procedures

Taking your driving licence details

If you drive a vehicle provided by the Company, you must give access to your DVLA driving licence record to the Company every year, and you must also notify your manager whenever there is any change to the details on your driving licence, such as the addition of penalty points.

Accidents and damage

If you are involved in an accident in a vehicle provided by the Company, you are responsible for obtaining the full contact and insurance details of any third party and any witnesses to the incident.

You must immediately report to management all damage to the Company's vehicle. The Company may require you to provide a full written report of the circumstances in which the vehicle was damaged.

Driving offences

If you are charged with, or convicted of, a driving offence, or if your driving licence is endorsed, you must report this fact to your manager at the earliest opportunity and, in any event, within 24 hours.

Driving-related fines are your responsibility, whether or not they were incurred in the course of undertaking your duties for the Company, and you must pay these as soon as is reasonably practicable. If you fail to pay a driving-related fine, and the Company pays it on your behalf, the Company will deduct the cost of paying this fine from your pay.

If you are disqualified from driving, and you are required to drive for all or a significant proportion of your job, the Company reserves the right to terminate your employment.



Driving the Little Forest Folk minibus

You are not able to drive the Little Forest Folk minibus without approval of your manager. Drivers must agree to comply with the requirements as given in the Little Forest Folk Driver's Manual, must not drive until an induction has been carried out and signed the induction declaration.

There are important legal requirements for the Traffic Commissioner and drivers of the minibus must be aware of and comply with these.

You must hold the correct driver's licence in order to drive this vehicle. A written inspection report must be completed before the minibus is driven each day.

When reversing the minibus there must always be a member of Little Forest Folk staff behind the vehicle (as a "banksman") to ensure that the passage of reversing is safe.

Breach of this policy

In the event that you breach this policy or the procedures to be followed, this may result in disciplinary action, up to and including dismissal without notice.