



## DRIVING POLICY

Motor vehicles are a necessary requirement for the fulfilment of Company business and the Company recognises that transporting people and equipment carries significant risks to people, property and the environment.

We take our duty of care very seriously and will ensure that all drivers of Company vehicles do so in a manner that minimises risks to employees, pedestrians and other road users. Where its own vehicles and drivers are concerned, it is the Company's intention to actively manage and control the risks which arise from their use.

The Company places heavy emphasis on the proactive management of its vehicles and the employees who use them.

In order to implement and support this policy the Company:

- Operates an authorised driver scheme whereby all prospective drivers of company vehicles are vetted for suitability and may only drive company vehicles once written approval has been given
- Issues the Driver Vehicle Handbook to all authorised drivers. This document, approved by the Board and our insurers, sets out the rules, procedures and regulations that all drivers must adhere to whilst using company vehicles
- Engages competent mechanics to regularly maintain and service the vehicles
- Reviews transport requirements on a contract by contract basis in order to assign suitable vehicles
- Will only allow properly authorised and trained personnel to drive, load and unload goods vehicles
- Monitors and measures fuel use in order to cut our emissions

Signed

A handwritten signature in black ink, appearing to read 'P. Trant', is written over a horizontal line.

Date 06/01/2018

P.N. TRANT  
Managing Director