

The logo for Watling Tyres features the brand name in a bold, italicized, sans-serif font. The text is dark blue and is set against a bright yellow rectangular background. A dark blue swoosh underline is positioned beneath the text, starting from the left and extending towards the right, ending in a sharp, upward-pointing arrowhead.

WATLING TYRES

In-vehicle

Road Safety Handbook

Introduction

The Company recognizes its responsibility to provide, so far as practicable, for the health, safety and welfare of all employees and others who may be affected by our activities.

The health and safety of employees and members of the public is of great importance to the successful management and operation of this Company. In order to assist the Company in meeting its responsibility and in order to promote and ensure your welfare, as well as members of the public, the Company must rely upon each employee to adopt and maintain a responsible attitude in regard to the well being of others.

Safe driving is a vital element in each individual's ability to perform his or her particular job effectively. The Company must look to each employee to uphold the highest standards of driving and safety.

The Company philosophy is that, irrespective of blame, all road accidents are preventable and all risks can be contained. Consequently the Company operates to a policy of zero accident involvement. As a vehicle user you are not only responsible for your own safety, you are also responsible for the safety of others who may be affected by your actions. Therefore you are required to operate your vehicle, at all times, in a manner that is safe, responsible and entirely without accident.

Your vehicle is a valuable item of business equipment, which must be both available and maintained in a road worthy condition at all times. The Company must look to each employee to uphold the conditions of road worthiness demanded by law.

Note: The above applies irrespective of whether the Company supplies the vehicle and/or whether your own private vehicle is being driven on Company business.

ROAD SAFETY IS EVERYBODY'S RESPONSIBILITY. THINK ABOUT THE HEALTH AND SAFETY OF YOURSELF AND OTHERS.

Signed..........
Title.....Managing Director.....

Date...3rd March 2015...

MOBILE PHONES

Increasingly employees are using mobile phones as a necessary adjunct to their employment. The use of a mobile phone whilst on the move is considered to be distracting to the point where safety may become impaired, therefore their use whilst driving a moving vehicle on Company business is forbidden.

ALCOHOL AND CONTROLLED DRUGS

It is categorically forbidden for employees to drive a vehicle, whether on or off duty, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue, or to be in possession of illegal drugs on Company property or in a Company vehicle or your own vehicle if it is being driven on Company business.

The law also includes **eight drugs commonly associated with medical use, that are sometimes abused**. These have been set at higher limits based on the available evidence on the road safety risk and to reflect their use as medicines.

Of the drugs specified in the offence, the following are most associated with medicinal use:

- **Clonazepam**
- **Diazepam**
- **Flunitrazepam**
- **Lorazepam**
- **Oxazepam**
- **Temazepam**
- **Opiate/Opioid based medication such as methadone/morphine**
- **Amphetamine and selegiline (to be added in the longer-term)**

Taking any of the above medication will not necessarily result in a conviction for the offence. The new law does not seek to criminalise legitimate users of these medications; rather to catch out those who abuse medicinal drugs and who take illegal substances.

If an employee is confirmed as taking relevant medication, you should advise them to carry proof that they are legitimate users of the drug with them whilst driving. This includes (where possible) a copy of their prescription, along with any accompanying information connected with the medication which they take.

Employees taking medicines or prescribed drugs under the direction of their G.P., Dentist or Hospital Doctor must notify their immediate Line Manager.

WORK AND BREAKS

The Company requires that when driving long distances a 15 minute break must be taken at least every 2 hours and sooner if the employee feels tired.

Drivers of commercial vehicles must follow their own regulations.

SMOKING

Whether a driver or passenger, whether on or off duty, smoking is strictly prohibited in any Company vehicle at any time. The “no smoking” ban also applies to individuals who drive or ride in a non-company vehicle whilst it is being used on Company business.

DRIVING LICENCES

It is expressly forbidden to drive vehicles on any Company activity unless your licence is valid for that class or group of vehicles. In order for the Company to meet its legal obligations your driving capability and eyesight will be assessed and your driving licence will be validated with the DVLA. Both driving capability and DVLA licence validation will be subject to random and routine checks thereafter. A copy licence will be held by the Company, The Company must be notified immediately of any changes which affect the validity of your licence, e.g. convictions and or disqualification, and /or any DVLA notifiable medical condition. Licences must be sent to the Company when requested at six monthly intervals.

VEHICLE CHECKS

Your vehicle together with all parts affecting road safety must be maintained and serviced.

Note: you as the driver share those responsibilities with the Company. This means that you too could be prosecuted as well as the Company if you drive a defective vehicle.

Daily Vehicle Checks:

At the beginning of each working day you are required to check the following;

Glass; (Windscreen, lenses, reflectors) must be clean to ensure maximum visibility.

Oil; must be midway between minimum and maximum levels.

Water; washers, coolant must be at the correct levels.

Electrics; all lights must be in full working order.

Tyres; check pressures and tread depth, look for damage.

Defect Books; you will be supplied with a Defect Book to be completed if a defect occurs, you will provide your Line Manager with a copy.

ACCIDENT PROCEDURE

In the event of an accident;

At the scene

- STOP
- Exchange details with the Third Party;
 - Name and address of any party involved.
 - Registration marks of all the vehicles involved and nature of damage.
 - Request insurance details from parties involved.
 - Name and address of witnesses.
 - Number of any police officer present.
 - Details of width of road and road names, position of vehicles involved, speed, direction of travel, skid marks, position of traffic signs, traffic islands, turnings etc, in the area. Show these details in a sketch.
 - Weather conditions and visibility.

If in the event of an accident you are unable to trace the owner of a vehicle or property, you must then report the accident to the police within 24 hours. Failure to report an accident is an offence.

Don't admit liability or fault regarding your driving or the condition of the vehicle. No offers or promises should be made to third parties without the prior consent of our insurer and without taking legal advice. The police should otherwise be given all reasonable assistance.

REPORTING THE ACCIDENT

You are required to notify your immediate Line manager without delay after the accident and in any event within 24 hours. If you receive any letters to your home address from third party insurers, hand them over to your Line Manager immediately. Do not enter into any correspondence or communication.

Complete all the relevant documentation without delay and definitely no later than 24 hours after the accident, pass these documents to your Line Manager.

In turn Line Managers will without delay and as previously instructed contact our brokers The Waterhouse Group of Rochester for the attention of Julie Brann who will take over the claim processing.

Note; these documents will form the basis for an investigation and will be used in the event of any disciplinary action.

An investigation will be used to determine whether or not you were driving to prevent the accident, if it is deemed following investigation that the accident was avoidable then you will render yourself liable to pay the Company's insurance excess.

DISCIPLINARY ACTION

Following the investigation if the accident is deemed to have been avoidable then you will render yourself liable to disciplinary action.

Disciplinary action will be taken in every case where an employee's driving / safety performance is persistently below standard and where other methods have not led to improved performance.

BREAKDOWN PROCEDURE

In the event of a breakdown;

- Notify your Line Manager of the breakdown and the customer you are unable to attend.
- Ensure the vehicle is parked safely and is secure.

TRAFFIC OFFENCES

All breaches of the Highway Code are your responsibility and all fines for traffic and parking offences are payable by you.

The following must be reported to your Line Manager without delay;

- If you are charged by the police or warned that charges may be brought against you.
- If you receive a summons or letter informing you that the police are not taking further action.
- The result of any prosecution under Road Traffic against you.
- If you are requested to produce the vehicles documents to the police.

Note: This applies equally if you have been charged for any offence whilst in charge of a vehicle which is Company property or privately owned.