

NTF outline Lorry Driving Policy for Handbook

Note, this does not cover Animal Transport Certificates or Route planning requirements. It does not go into detail about keeping driver hour records or tachograph records. It is for employers to adapt to suit their own business needs as not all sections will apply to different situations.

Overview

Aim of this Policy

To promote a safe driving culture within the organisation.

Status of Policy

This policy is non-contractual and may be amended by us at any time.

Objectives of the Policy

To make sure that employees who drive vehicles in the course of their work drive in accordance with road traffic legislation, demonstrate safe driving skills and other good road safety habits at all time

To maintain company vehicles in a safe and roadworthy condition

To ensure employees understand the conduct expected from them when driving for work

Operator's Licence [delete if not relevant]

This is the Company's responsibility and we are required to have such a licence if we use a vehicle of more than 3.5 tonnes gross vehicle weight for carrying any kinds of goods including livestock in connection with our business.

Your Transport Manager [delete if not relevant]

The Company's Transport manager is

Your conduct

Whilst driving company vehicles or your own vehicles for work purposes, you must comply with traffic legislation, be aware of the speed limits for the vehicle you are driving and be conscious of road safety.

You must drive safely according to the weather, traffic conditions and read the road conditions and be courteous to other road users. Whilst driving you are representing the company [in a vehicle displaying the company name].

A breach of this policy or other misconduct will be dealt with under the company disciplinary procedure and a serious breach may result in dismissal without notice for gross misconduct.

Your Responsibilities

Driving licence

You must:

- upon request produce a copy of your licence to us as we need to ensure that you have the correct licence for the size and type of vehicle you are using and how it is being used. This will be photocopied and the copy processed and retained in accordance with our Data Protection Policy.
- report any conviction involving licence endorsement or disqualification to [] immediately. You are responsible for any fine.
- notify us immediately if your driving licence is suspended or withdrawn.
- report any medical conditions which affect your licence to [] immediately. Any medical information will be treated as sensitive personal data in accordance with our Data Protection Policy.
- report to us as soon as it is safe to do so any accidents in a company vehicle – see Appendix...
- report to us any accidents in non-company vehicles

Documents

You must

- carry your driving licence and, where relevant, driver qualification card and tacho card with you. If you are asked by the police or a DVSA examiner to produce your licence at any time and cannot do so a fixed penalty issue may be issued. You can nominate to produce it at a police station within 7 days or to a DVSA office within 10 days. Any fines will be your responsibility.

Transporter Authorisation

You are required to hold a valid transport authorisation and you must carry this with you.

Tachographs [delete if not relevant]

Tachographs are fitted and used in all vehicles over 3.5 tonnes.

If you drive a vehicle with a tachograph, you must

- *ensure that you keep correct and continuous records. If you need any refresher or additional training upon the use of tachographs, please notify the office.*
- *if the tachograph breaks make a written record of that and record the information you would normally record on the tachograph. You must report the fault to us without delay.*

As driver, you are liable to a fine if the vehicle is not fitted with a fully calibrated tachograph which is used in line with regulations. As a company we would also be liable for an infringement unless we can show we have met our obligations and cannot reasonably be held responsible. There are exemptions such as a journey to a centre to have a tachograph installed or repaired where the driver has made a manual recording because of the equipment failure.

Driver CPC [delete if not relevant]

As a professional lorry driver driving a vehicle over 3.5 tonnes you are required to hold a Driver Qualification Card

You must

- *keep your Driver CPC up to date. You can be fined up to £1,000 for driving professionally without Driver CPC. Any fine will be your responsibility.*
- *keep the DVLA aware of your up-to-date address as that is the address used for the card.*

You should discuss with us your training requirements to ensure that these are spread over the five year period.

*The company will pay/reimburse the cost of approved driver CPC training – approval must be signed off by the company in advance of the training being booked. * delete/amend as appropriate*

Medicals

You are responsible for ensuring that you are fit to drive.

Where you require a D4 medical examination in order to drive, it is your responsibility to ensure this is obtained and kept up to date.

**[The company will reimburse you the cost of the medical upon an expenses claim application from you] [see below re tax relief if employee is paying the cost themselves]*

It is your responsibility to inform the DVLA if you develop a medical disability which could last over three months which could affect your fitness to drive.

You must also notify us immediately should you not pass a medical examination to drive or you inform the DVLA of a medical disability.

Income Tax relief

The cost of renewing an LGV driving licence and the cost of medical examinations qualify for income tax relief. This does not apply to the costs of obtaining the first licence, the first medical examination or the cost of taking an LGV driving test. If you need help with applying for tax relief then please speak to us.

Vehicle checks

You are responsible for making sure the vehicle is safe before you drive it.

You must

- carry out a vehicle check before driving it. This includes a check of the tyres.
- not leave this to someone else.
- never drive a vehicle if you know it is in an unroadworthy condition

The check list is in the vehicle – if the check list is missing then please report this to the office.

If there are any faults found on the daily vehicle check, please report these to the office and the vehicle must not be used if in an unroadworthy condition.

If whilst driving the vehicle any fault develops which makes the vehicle unroadworthy you must park in a safe place, see Appendix 3. In all other cases where the vehicle is safe to continue the journey, please report the fault as soon as possible or upon your return.

Specific vehicle checks for horse box and trailer

You must:

- check the safety of the sides, floor, partitions, doors, ramp and any loading gates. In particular check that there are no sharp edges, projections or gaps which could cause injury.
- check that ventilation (windows, roof vents, fans etc) and interior lighting is safe and in working order
- where needed, check that temperature monitors are in working order
- ensure that the horse area of the lorry is clean
- check any permanent items that may have been used (for example medical kits, any other emergency equipment that is carried) and replace as appropriate

Vehicle Loading

You must ensure that the vehicle is never over the axle and gross weight shown on the vehicle's plate. If you need any further advice upon this please speak to the office.

Other company requirements

Mobile Phones

*We refer you to our mobile phone policy or

Mobile phones and other hand-held devices such as tablets or sat navs must not be operated whilst driving. You must not use your phone to text, email, check social media or take photos whilst driving and you must not use your phone to search or select music choices whilst driving.

**If you have a hands-free mobile, that should only be used when safe and necessary to do so and must not be used in a way that distracts your attention from driving. Using a hands-free mobile in certain circumstances can result in a driver being prosecuted for failing to have proper control of their vehicle. * Amend if you wish to have a different restriction on the use of hands-free mobiles, for instance that hands-free must only be used in an emergency unless parked up and engine switched off.*

Dash cam

If the vehicle is fitted with a dash cam, then you must ensure it is switched on during all journeys.

Smoking

Smoking is prohibited in our company vehicles.

Traffic offences

Any traffic offences traced to a company vehicle will be directed to the designated driver. We may also take action under our disciplinary procedure.

Tiredness

Stress and tiredness can cause serious accidents. You must take appropriate breaks and if you feel unfit to drive, then you must not drive and you must notify us immediately so that alternate arrangements can be made.

Reversing

You should be able to use properly adjusted mirrors to avoid leaning out of the cab. Even with visual and audible reversing warnings and properly adjusted mirrors, there may still be blind spots behind the vehicle. If you have someone assisting you to check that the area is clear whilst reversing, ensuring that they do not stand in a position with they may be trapped or crushed themselves.

Loading/Unloading

Never stand or allow anyone else to stand directly behind the ramp when it is being raised or lowered. This should be done by standing at the side of the ramp.

First Aid

A first aid kit will be provided in the lorry. Human medication must be kept in the cabin of the lorry and not taken into the horse area due to the risk of cross contamination.

If the first aid kit is missing from the vehicle, then please report this to []

Security of the vehicle

You must ensure that the vehicle is locked when not in use or unattended.

Personal possessions

We do not accept liability for any personal possessions and our insurance does not cover those.

Children

You should not carry young children in your cab. Children are unlikely to be aware of the dangers involved and the carrying of children may not be permitted under the vehicle insurance.

Misuse of Alcohol and Drugs – *delete as appropriate

*We refer you to the company drugs and alcohol policy or

* We operate a zero-tolerance policy for drivers and if you drive a company vehicle or your own vehicle for work whilst under the influence of alcohol or drugs, other than legal medication as provided for below, it will constitute gross misconduct and you will be subject to the company disciplinary procedure, which could result in dismissal without notice.

Legal Medication – If you are taking prescribed or over the counter medications you must ensure that they do not affect your ability to safely drive – check the leaflet which comes with the medication and follow the instructions given by the doctor or pharmacist.

If you are prescribed any of the medications listed below additional traffic legislation applies and you must check with your doctor if you should drive. If you are taking these medicines as directed and your driving is not impaired, then you are not breaking the law. You must not drive until you know how these medicines affect you and you must not drive if you feel drowsy, dizzy, unable to concentrate or make decisions, or if you have blurred or double vision. If your driving is impaired then you are breaking the law.

- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs, e.g., codeine, tramadol or fentanyl
- oxazepam
- temazepam

Our Responsibilities

We will ensure that vehicles are appropriately serviced and we will set up a procedure to rectify any defects brought to our attention as soon as practicable.

We will monitor and manage work schedules to ensure they do not encourage unsafe driving practices.

We will have breakdown insurance in place for company vehicles.

We will place a copy of insurance details and emergency breakdown cover in all company vehicles.

We will place a copy of this driving policy in all our vehicles so that you know what to do in case of an accident

We will provide suitable warning equipment such as a hazard triangle, hi-viz vests and first aid kits in our company vehicles

We will assist you in undergoing training when required.

International Driving

You should ensure that you know about the law in any country you are driving in.

Each country has its own set of regulations about speed, signalling, parking, lighting, seat belts, rights of way and a set of rules about commercial vehicles.

If we require you to drive abroad, we will discuss with you what sources of information are available and access training if required.

Related policies

We have a range of other policies within the company which sit alongside this policy and employees should familiarise themselves with:

Health and Safety Policy

Misuse of Drugs and Alcohol policy

Safeguarding Policy

Disciplinary and dismissal policy

Grievance policy (resolution of disputes)

Social Media Policy

This list is not exhaustive and other policies may apply.

Appendix 1

Drivers Hours for vehicles under 3.5 tonnes - Vehicles exempt from EU Rules are covered by British domestic rules.

A summary is provided below and further guidance can be found at the Gov.uk website. You must familiarise yourself with the Government guidance.

<https://www.gov.uk/guidance/drivers-hours-goods-vehicles/2-great-britain-domestic-rules>

<p>Maximum Daily Driving</p> <p>The day is the 24 hour period beginning with the start of duty time.</p>	<p>10 hours</p>	<p>This is the maximum driving permitted in any 24-hour period. Applies to the time spent behind the wheels of good vehicles on public roads.</p> <p>Applies to time spent working for an employer, including off road driving and non-driving work.</p>
<p>Maximum daily duty</p> <p>In the case of an employee driver this means being on duty (whether driving or otherwise) for anyone who employs them as a driver. This includes all periods of work and driving but does not include rest or breaks.</p>	<p>11 hours</p>	<p>In any working day the maximum amount of duty permitted is 11 hours. A driver is exempt from the daily duty limit (11 hours) on any working day when they do not drive.</p> <p>A driver who does not drive for more than 4 hours on each day of the week is exempt from the daily duty limit for the whole week.</p> <p>A week is the period from 0000 hrs on a Monday to 2400 hrs the following Sunday.</p>
<p>Rest</p>	<p>Adequate and regular rest – these must be sufficiently long and continuous to ensure workers do not harm to themselves or others and do not damage their health in the short or long term.</p>	<p>Under working time legislation, drivers of vehicles under 3.5 tones must have adequate rest. (Working Time Horizontal Amending Directive 2003)</p>

Emergencies

The driver can go over the limits in exceptional circumstances, for example:

If events are likely to cause danger to life or the health of people or serious damage to animals or property

Record Keeping

Under British domestic rules, if the driver is not driving a vehicle under the scope of an Operator's Licence on that day, then no record keeping is required under the drivers rules.

**If the company has its own record keeping requirements it should set them out in this policy.*

If the driver drives a vehicle that is in the scope of the operator's license on a particular day and drives for more than four hours and then records are required by law for that day either through a logbook or a tachograph record. If the driver does not drive outside a 50 km radius of vehicles operating centre in that day then no records are required by law. Where a weekly record book is used, this must be handed to us within 7 days of completion for us to sign and check. We will then keep the duplicate copy and return the book to you.

Appendix 2

EU Drivers Hours –Vehicles over 3.5 tonnes

Applies to:

Drivers of vehicles with a gross vehicle weight exceeding 3.5 tonnes, or vehicle and trailer combinations with a gross train weight of more than 3.5 tonnes when used commercially. Commercial use is hire and reward or in connection with a trade or business.

These must have tachographs fitted

EU Drivers Hours Rules

A summary is provided below and further information is on the Gov.uk website below. You must familiarise yourself with these rules as set out in the Government guidance.

<https://www.gov.uk/guidance/drivers-hours-goods-vehicles/1-eu-and-aetr-rules-on-drivers-hours>

Maximum Driving Time Driving time means the duration of the recorded driving activity for example on tachographs.	Maximum of 9 hours Extendable to 10 hours no more than twice a week Weekly driving limit of 56 hours Maximum of 90 hours in any two consecutive weeks.	The Road Transport (Working Time) regulations also apply A mobile worker must not exceed 60 hours in a week and must not exceed a weekly average of 48 hours in any reference period
Breaks from Driving	No less than 45-minute break in or immediately after a 4.5 hour driving period	Can be split into a 15-minute break followed by another break of at least 30 minutes
Daily Rest	Regular daily rest is 11 hours within each 24 hour period. . Daily rest can be split into two periods: three hours followed by nine hours.	Can be reduced to nine hours no more than three times between any two weekly rest periods
Weekly rest	A regular weekly rest of at least 45 hours. Maybe reduced from 45 hours consecutive to 24 hours once per fortnight. The other weekly rest period in that fortnight must stay at 45 hours.	Any reductions must be compensations in one block by an equivalent rest added to another rest period of at least 9 hours before the end of the third week following the week in question

Multi-manning daily rest	A 9-hour rest must be taken within a period of 30 hours that starts from the end of the last daily or weekly rest period. For the first hour of multi-manning, the presence of another driver is optional, but for the remaining time it is compulsory
Ferry/train daily rest	A regulation rest period (of at least 11 hours) may be interrupted no more than twice by other activities of not more than 1 hour's duration in total, provided that the driver is accompanying a vehicle that is travelling by ferry or train and has access to a bunk or couchette

Working Time

Alongside the drivers hours, the Working Time legislation applies. It is important to note that EU driver's hours break requirements take precedence over these breaks when driving and it is important that you are taking the correct break periods when combining driving with other work.

Emergencies

To reach a suitable stopping place, the driver may depart from the above rules to the extent necessary to ensure the safety of persons, vehicle or the load but only provided that road safety is not thereby jeopardised.

The driver must indicate the reason for the department from the rules manually on the record sheet of the recording equipment or on a printout from the recording equipment or in the duty rota at the latest on arrival at the suitable stopping place.

Penalties

Drivers and employers who contravene drivers' hours risk heavy fines, the loss of a licence and even a prison sentence.

Appendix 3 - What to do in the event of a breakdown or other emergency (not accident)

Stop the lorry in a safe place, off the road if possible

Do not put yourself in danger.

Wear hi viz vests when out of the vehicle

Put out emergency triangle/s

Use hazard lights or any other reasonable means to alert other drivers.

If a breakdown, then call the rescue service on [] and contact the office on [] to make arrangements for alternative transport for the horses, if a repair cannot be effected.

Appendix 4

What to do in the event of an accident

However minor you think an accident is, you must stop. Failing to stop at the scene of an accident you are involved in becomes a criminal offence if you know or suspect that a person or animal has been injured, or if damage to another vehicle or to property (such as a building or wall) has occurred.

Do not put yourself in danger – more collisions could happen or a fire could start.

Switch off your engine and if possible tell others to switch off their engines.

Check yourself and any passengers for injuries

Warn other traffic

If safe to do so, put out emergency cones/triangles to alert other road users/put on hazard lights and any other reasonable means.

Wear hi viz vests when outside the vehicle

Who to call after an accident

Call or get someone else to call the police and if appropriate an ambulance or fire brigade.

Ensure the police are aware that there is a lorry with horses on board involved. If you need a vet, the police may be able to assist with emergency contact details.

If a vehicle involved displays a dangerous load hazard warning sign ensure the police are told immediately and if possible give them information about the markings.

If you do not need an emergency response, then you should considering calling the police on 101 instead of 999.

The police should also be called if the accident is blocking the road or if you feel suspect you are a victim of a 'crash for cash' scam, for example, where a driver deliberately causes an accident to make a fraudulent insurance claim.

As soon as it is safe to do so, you must notify us and we can liaise with you over contacting recovery services, if needed, for the vehicle/alternate transport for you, passengers or horses.

Safety

Do not remove people trapped in vehicles who are hurt unless they are in more danger. Any uninjured people should move to a place of safety.

Giving details after a car accident

If, as a driver, you are involved in a road-traffic accident and one or more of the following occurs:

- a person, other than yourself, is injured,
- damage is caused to another vehicle or to someone else's property
- an animal has been killed or injured, except in your own vehicle or trailer (an 'animal' is defined as 'any horse, cattle, ass, mule, sheep, pig, goat or dog')

You must:

- stop and remain at the scene of the accident
- give your vehicle registration number, your name and address, and that of the vehicle owner (if different), to anyone with reasonable grounds for asking for those details
- report full details of the accident to us without delay (when safe to do so)
- If you do not exchange those details at the scene, you must report the accident at a police station or to a police constable as soon as you can, and in any case within 24 hours

Where injury is caused to another person, then in addition to the above you must also:

- Produce your certificate of insurance, if anyone at the scene has reasonable grounds to see it
- If you do not, you must report the accident at a police station or to a constable as soon as is practicable and in any case within 24 hours. You will need to produce your certificate of insurance.

Statements

If involved in an accident do not make any statement in which you admit liability or fault regarding your driving, the condition of the road or the security of the load. Do not make offers or promises to third parties.

You must give the police all reasonable assistance.

If involved in an accident please make a note of:

- names and contact details of other drivers and ask for their insurance details and try to establish whether they are the registered keeper of their vehicle. If they are not, find out who is and make a note of their name and address.
- Names and contact details of any witnesses
- Name of police officer in charge and where they are stationed
- The weather conditions
- The condition of the road surface and amount of traffic
- If a camera is in the vehicle ensure, if possible and safe to do so, that the footage is secured by pressing the capture button
- Time and exact location – make a drawing of the scene if possible or take photographs
- If possible, make a list of damage to vehicles and injuries to pedestrians, drivers or passengers.
- Write down what happened as soon as possible and keep it in a safe place

Call 999 straightaway if someone leaves the scene of the car accident without giving their details.

Speed Limits

Set out below are speed limits for goods vehicles in England and Wales, provided that lower limits are not in force.

Scotland has some lower limits for some vehicles and these are shown in brackets.

The speeds are in mph.

Vehicle Type	Motorways	Dual carriageways	Other roads
Rigid goods vehicle up to 7.5 tonnes gross vehicle weight	70	60	50
Rigid goods vehicle towing one trailer with an aggregate laden weight of not more than 7.5 tonnes	60	60	50
Articulated goods vehicle up to 7.5 tonnes maximum laden weight	60	60	50
Rigid goods vehicle over 7.5 tonnes gross vehicle weight	60	60 (50)	50 (40)
Articulated goods vehicle over 7.5 tonnes gross train weight	60	60 (50)	50 (40)
Goods vehicle towing one trailer, with an aggregate maximum laden weight over 7.5 tonnes	60	60 (50)	50 (40)