

**This Handbook will be reviewed annually to comply with legal requirements and up to date amendments will be issued to all RJ Company vehicle drivers.**

## 1. Responsibilities

### 1.1 QHSE Manager

- Conduct spot checks on vehicles.
- Monitor accident rates and speeding notifications.
- Issue non-conformance and disciplinary actions to drivers.

### 1.2 Operations Director

- Assess drivers during recruitment.
- Conduct annual driver reviews based on spot checks and non-conformance records.

### 1.3 Company Fleet Team

- Issue and manage fuel cards.
- Provide insurance documents.
- Conduct vehicle handovers to new employees.
- Check driver licenses during recruitment and periodically.
- Ensure vehicles are taxed.
- Oversee vehicle maintenance and MOTs.
- Manage parking fines and road traffic offences.
- Issue parking permits.
- Handle vehicle hire arrangements.
- Record weekly mileage.
- Process insurance claims.
- Coordinate breakdown cover
- Reissue fuel cards as needed.

### 1.4 Drivers

- Ensure personal and others' safety under the Health and Safety at Work Act 1974.
- Understand and comply with this policy.
- Conduct daily vehicle checks (see Section 2.1).
- Avoid knowingly driving an unsafe / un-roadworthy vehicle (considered gross misconduct).

**1.5 Health and Safety Coordinator (HSE)**

- Oversee implementation and application of this policy.
- Assess drivers for risk and arrange necessary training.
- Collaborate with the Fleet Team to ensure compliance.

**Definition of Driver**

- Any employee assigned a company vehicle or who has had permission from their Line Manager to use an RJ Lifts Group Company vehicle.

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**2. Drivers' Duties**

**ALL VEHICLE FAULTS MUST BE REPORTED IMMEDIATELY TO THE COMPANY FLEET TEAM.**

- Treat company vehicles with respect and cleanliness (interior and exterior maintenance at employee's expense).
- Comply with the law—this is the minimum acceptable standard.
- Avoid poor driving habits (e.g., speeding, inconsiderate behaviour).
- Always follow the Highway Code.
- Be aware of common accident causes:
  - Careless/reckless driving
  - Tailgating
  - Speeding
  - Loss of control
  - Inattention/distraction (e.g., mobile phone use)
  - Poor judgment
  - Failure to give way
  - Unsafe manoeuvres

**2.1 Daily Checks (Before Each Journey) – Is the vehicle roadworthy. Report all concerns to the Fleet Manager immediately.**

- Fuel level
- Lights clean and functional
- Fluid levels (washer fluid, etc.)
- Clean windscreen and windows
- Tyre pressure and condition

- General cleanliness

(See Section 25 for detailed check protocols.)

- Vehicle condition checks conducted randomly.
- Avoid driving when fatigued (refer to Section 19).
- Drivers may take vehicles abroad with Managing Director's approval (must arrange additional insurance/breakdown cover).

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### **3. Vehicle Damage and Excesses**

Employees may be charged for any damage caused by misuse.

If you have an 'At Fault' accident, this will result in the driver paying the excess (See 3.2).

**All vehicle damage faults to be reported Immediately to the Company Fleet Team.**

#### **3.1 Driver Responsibility**

- Misuse (e.g., using incorrect fuel) may incur charges.
- At-fault accidents result in driver paying excess.

#### **3.2 Excess Charges**

- Under 25: £1,250.00\*
- Over 25: £1,000.00\* (\*Reviewed annually by insurers.)

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### **4. Vehicle Equipment**

Available to all employees:

- Generic risk assessment
- Job-specific risk assessment
- Servicing checklists
- No smoking/vaping signage

(Accessible via company Dropbox. Report deficiencies to HSE Manager.

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### **5. Authorised Drivers**

#### **5.1 Small/Electric Vans**

- Full UK licence, held for over 6 months
- Over 18 years of age

**5.2 Large Vehicles/Manager's Vehicles**

- Over 22 years of age
- Valid UK licence held for 6+ months

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**6. Unauthorised Drivers**

- Licence held for less than 6 months
- Under 18 years of age

Only drivers with a Valid UK driving licence may drive and RJ Company vehicle.

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**7. Non-Employed Drivers (Spouses)**

Only 'Authorised' employee spouses are permitted to drive RJ Company vehicle.

Definition of Spouse : a husband, wife or civil partner.

Permitted if:

- Over 25 years of age
- UK licence held for over 24 months
- Licence has <3 points
- Licence copy emailed to: [cheryl@rjliftdsgroup.co.uk](mailto:cheryl@rjliftdsgroup.co.uk)

(Learner drivers not permitted.)

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**8. Mobile Phone Policy**

- Only use hands-free while driving.
- Strictly no texting, browsing, or emailing.

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**9. Alcohol and Drugs**

- Driving under influence of alcohol/drugs is strictly forbidden.
- No possession of alcohol/drugs in vehicles or on company premises.
- Prescribed drugs: consult doctor and inform QHSE Manager.

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**10. Reporting Accidents**

- Report to Fleet Team within 1 hour.

- Report to Police if applicable; obtain crime reference number.
- Submit completed accident form to Fleet Team within 24 hours.

(Non-compliance may result in disciplinary action.)

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## **11. Vehicle Security**

- Remove company property if vehicle unattended (if feasible).
- Theft due to negligence may result in disciplinary action.
- Personal property is employee's responsibility.
- Report compromised security immediately to Fleet Manager.

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## **12. Driving Licence Checks**

- Licences checked before employment.
- Rechecked every 6 months.
- Employees must report:
  - New endorsements within 2 weeks
  - Address or licence status changes
  - Medical changes affecting driving – Please report this to HR & Company Fleet Team
- Partners licences will be rechecked periodically.

## **14. Offenses**

**14.1.** Offers of employment will not be made to individuals with more than nine points on their license. Existing employees reaching this threshold may face disciplinary action.

**14.2.** Motoring offenses resulting in temporary or permanent loss of a driving license will result in dismissal.

**14.3.** Pool cars and vans must be booked out in the name of the actual driver for traceability in case of any intended prosecution.

**14.4.** Assigned drivers must keep records of who is driving their vehicle (e.g. engineering mates) to help identify the responsible individual if the company receives an offense notice.

**14.5.** All pool vans must be booked through the Fleet Team with a minimum of 24 hours' notice where possible.

**Important:** Driving under the influence of alcohol or drugs/narcotics is strictly prohibited and subject to disciplinary action, including termination.

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**15. Telematic Monitoring**

**15.1.** The Telematics system is used to track hours worked, location, and driver scores. It monitors:

- Start and end times
- Locations visited
- Idle time
- Over-speed alerts
- Crash alerts (e.g. sudden or sharp braking)
- Mileage
- Fuel consumption
- Journey details
- Driving scores
- Vehicle faults
- Servicing schedules
- Fuel usage and emissions

**15.2.** Tampering with telematics is considered gross misconduct and will lead to disciplinary action.

**15.3.** All RJ lift Group Company vehicles are to be fitted with telematics and on-board cameras

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**16. Notification of Offenses**

**16.1.** A copy of every fine is emailed to the driver at fault.

Employees are responsible for all fines incurred while using a company vehicle (e.g. speeding, parking, other driving offenses).

**16.2.** The Company reserves the right to deduct such fines from an employee's wages or from final pay if informed by the Driver to do so.

**16.3.** If the Company pays a fine on the employee's behalf, it will deduct the cost from the driver's salary.

**16.4.** If a driver wishes to contest the offence, the fine will be transferred into their personal details and will not be handled by RJ Lifts Group and they are to resolve and settle privately. If you contest the fine, they must send a written response to the Company by emailing [Fleet@rjliftsgroup.co.uk](mailto:Fleet@rjliftsgroup.co.uk) within 5 working days of receipt.

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**17. Smoking and Vaping**

**17.1.** Smoking and vaping in company vehicles is prohibited under the Health Act 2006.

**17.2.** Employees violating this law may face a fine exceeding £1,000 and will receive a formal warning. The company will not be liable for these penalties.

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## 18. Risk Assessments

**18.1.** Every journey must be managed to minimize risks.

**18.2.** Managers and drivers are expected to adopt a responsible approach, considering various factors to reduce risks. Refer to the RJ Lifts Group Ltd Generic Risk Assessment file.

### **Key Risk Assessment Steps:**

- Identify hazards on public roads
- Determine who may be harmed
- Evaluate risks and current precautions
- Record findings
- Review and revise as necessary

### **Considerations:**

- Familiarity with vehicle
- Review manufacturer's handbook and driver policy
- Road types and conditions
- Journey distance and planning
- Sufficient breaks
- Potential traffic density and delays
- High pedestrian activity zones
- Speed limits, diversions, road conditions
- Weather conditions
- Working hours
- Vehicle maintenance
- Driver distractions
- Medication or health issues
- Necessity of the journey

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## 19. Fatigue and Tiredness

**19.1.** Drivers must take a 45-minute break after no more than 4.5 hours of driving. This may be split into two parts: one at least 15 minutes, the other at least 30 minutes.

**19.2.** Maximum daily driving time is 9 hours, extendable to 10 hours no more than twice per week.

**19.3.** Weekly driving limits:

- Maximum of 56 hours per week
- Maximum of 90 hours in any two-week period

**19.4.** Weekly rest must align with RJ Lifts Group Ltd.'s working time directive.

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## 20. Distraction Resulting in Accident

Distractions leading to accidents include but are not limited to:

- Smoking or vaping while driving
- Eating or drinking while driving
- Lack of concentration
- Using a mobile phone without a hands-free device

## 21. Vehicle Breakdown/Failure (Also see Section 25)

**21.1.** All vehicles are monitored per Road Traffic Laws, including regular servicing, MOTs, and health checks.

**21.2.** Drivers must conduct and record daily checks (e.g. oil, tires, fluids). Warnings must be reported to the Fleet Manager.

**21.3.** Any vehicle defects must be reported immediately to the Fleet Team.

**21.4.** Drivers have access to breakdown and recovery services (e.g. RAC, Northgate, VWFS, Enterprise).

**21.5.** In case of breakdown, the driver is responsible for contacting the appropriate service provider.

**21.6.** Provide accurate location and vehicle information to assist recovery.

**21.7.** Examples of necessary information:

- Vehicle make and model
- Tyre size
- Fault description

Providing complete and accurate details ensures timely and efficient vehicle recovery.

## 22. Medical Conditions

22.1. Employees must inform management if they have any medical conditions that legally prevent them from driving. R J Lifts will make reasonable adjustments where possible to accommodate such conditions.

22.2. Failure to disclose a relevant medical condition may result in disciplinary action or termination of employment.

22.3. During periods of 'Long Term Absence', any Company vehicle will be required to be returned to the nearest RJ Lifts Depot.

## 23. First Aid

23.1. If involved in or present at the scene of an accident, drivers may administer first aid, depending on their competence, while prioritizing their own safety.

## 24. Driver Assessments and Training

24.1. Any employee who drives a company vehicle for business purposes must complete a company risk assessment test, training, and e-learning.

## 25. Maintenance

25.1. All drivers must complete a Daily App Check, regardless of whether the vehicle is owned, a courtesy car, or a temporary vehicle. The Fleet Team ensures vehicles are serviced according to manufacturer specifications.

25.2. Drivers must ensure they have enough fuel to complete their journey or reach a filling station. Charges may apply for using the wrong fuel (see Section 3).

25.3. Tyres must be inspected before major journeys, and spot checks may be arranged by R J Lifts Group Ltd.

25.4. Tyres must be properly inflated and free from cuts or defects.

25.5. Tyre pressures must be checked when cold, including the spare. Always secure valve caps.

25.6. Monitor tyre wear and damage regularly. Replace tyres with:

- Tread depth less than 1.6mm across the central 3/4 of the breadth.
- Cuts exceeding 25mm or 10% of tyre width that reach ply or cord.
- Uneven wear suggesting potential faults.

Report any deficiencies to the Fleet Manager.

25.7 All employees are responsible for keeping company vehicles clean, both inside and outside. Cleaning of the vehicle must be carried out outside of working hours and is considered the responsibility of the driver assigned to the vehicle. Any costs associated with regular cleaning (e.g., car wash, vacuuming, interior detailing) are to be covered by the employee.

Failure to maintain a clean and presentable vehicle may result in disciplinary action or the reassignment of the vehicle.

**26. Spot Checks**

26.1. Drivers must perform regular vehicle safety checks. Unannounced spot checks may be conducted by the QHSE Manager. Serious faults will be escalated to senior management and may result in disciplinary action.

**27. Employee Fines and Damage Charges**

27.1. If an accident is deemed the driver's fault, R J Lifts Group Ltd may charge the employee the insurance excess (currently from £1,000).

27.2. Employees may be charged for damage resulting from use of incorrect fuel.

27.3. Employees are responsible for all fines related to vehicle use. Costs may be deducted from payroll or final wages.

27.4. Employees may be charged up to £100 for valeting and full repair costs if a vehicle is returned damaged or excessively dirty.

27.5. Charges will be deducted directly from payroll.

27.6. Upon termination, if a vehicle is returned requiring valeting or repairs not previously disclosed, costs will be deducted accordingly.

**28. Breaches in Policy**

28.1. Under Section 7 of the Health and Safety at Work Act 1974, employees must cooperate with employer safety requirements. Violations of this policy may result in disciplinary action.

**29. Emergency Breakdowns**

29.1. In the event of a breakdown, safely remove the vehicle from the road if possible and contact RAC, Northgate, VWFS, or Enterprise.

29.2. General Breakdown Guidance:

- Stop in a well-lit area if possible.
- Carry emergency supplies: reflective jacket, warning triangle, torch, blanket, and first aid kit.
- Know the location of the locking wheel nut key.

29.3. Single Carriageway Breakdown:

- Pull into a safe, well-lit area if possible.
- Move vehicle off the carriageway.
- Use hazard and side lights.
- Contact police if obstructing traffic, traveling alone, or needing advice.

29.4. Motorway or Dual Carriageway Breakdown:

- Do not stop on the carriageway.

- Exit at the next opportunity or service station. If not possible:
  - Pull onto the hard shoulder as far left as possible.
  - Stop near an emergency phone.
  - Use hazard and side lights.
  - Exit via the left door; keep animals secure.
  - Wait behind the barrier or on the verge.
  - Wear a reflective jacket.
  - Use the emergency phone (connects to police) and provide location.
  - Stay outside the vehicle unless necessary. 10% of motorway fatalities occur on the hard shoulder.
  - When help arrives, verify the responder's identity.
  - When rejoining, build speed on the shoulder, signal, and merge safely.

## 30. Seat Belts

30.1. Wearing seat belts saves lives and reduces the risk of serious injury in a crash.

30.2. The law requires everyone to wear a seat belt if one is available, unless exempt (certificates available only via GP).

30.3. It is illegal to carry an unrestrained child in the front of any vehicle.

### Seat Belt Requirements Summary:

Occupant	Front Seat	Rear Seat	Responsibility
Driver	Seat belt must be worn	N/A	Driver
Child under 3 years	Appropriate child restraint	Appropriate child restraint	Driver
Child aged 3–11 under 1.5m	Child restraint or adult seat belt*	Child restraint or adult seat belt*	Driver
Child aged 12–13 or 1.5m+	Adult seat belt	Adult seat belt	Driver
Passenger 14+	Seat belt	Seat belt	Passenger

\*If child restraint not available, adult seat belt must be used if available.

Do not place a child seat where an active airbag could impact it.

## 31. ABS (Antilock Braking System)

31.1. Check your vehicle manual or the dashboard for the amber ABS light.

31.2. ABS prevents wheel lock during braking; keep your foot firmly on the pedal, do not pump.

31.3. ABS maintains steering control during braking, especially in slippery conditions.

31.4. Expect pedal pulsation, drop, or buzzing/vibration when ABS activates.

31.5. ABS might extend stopping distance on certain surfaces but preserves steering.

31.6. Always maintain safe braking distances.

## **32. Fuel Consumption**

32.1. Adopt fuel-efficient driving practices to reduce costs and environmental impact.

32.2. The Fleet Manager monitors fuel use. Poor efficiency may lead to action (see Section 15).

## **33. Action in the Event of an Accident**

33.1. Prioritize safety of all involved and nearby road users.

33.2. Move affected individuals to safety (pavement, embankment).

33.3. Move vehicles off the road if safe (wear Hi-Vis if available).

33.4. Call police if:

- Anyone is injured.
- Roads are blocked.
- A third party is uncooperative.

33.5. If possible, record:

- Third party details (registration, name, address)
- Take photographs to support
- Witness contact information
- Road layout, vehicle positions, skid marks, and conditions
- Weather and visibility

33.6. Report accidents involving unidentified property to police within 24 hours.

33.7. Do not admit fault or make offers/promises. Provide full cooperation to police.

33.8. Inform QHSE Manager and Fleet Team within 24 hours. Pass any third-party correspondence to the Fleet Team.

## **34. Accident Investigation**

34.1. The Company may require any driver to undertake additional driver training at its discretion.

34.2. The Company may revoke driver authorisation as necessary.

### **34a. Determining Accident Preventability**

34a.1. The Transport Manager investigates accidents. If deemed avoidable, the employee will be interviewed.

34a.2. Repeated poor driving may lead to disciplinary action.

34a.3. First-time avoidable accidents may also result in proceedings depending on severity.

34a.4. At-fault damage may result in charge for excess costs.

## **35. Vehicle Security**

35.1. Prevent theft:

- Remove keys and lock vehicle.
- Set alarm.
- Close windows.
- Remove valuables.
- Do not leave documents inside overnight.

35.2. Use secure, attended parking.

35.3. Park in well-lit areas. Avoid leaving soft-top vehicles vulnerable.

## **36. Driving in Adverse Weather**

36.1. Use dipped headlights to improve visibility.

36.2. Use fog lights when visibility <100m; turn off when conditions improve.

36.3. Maintain safe following distances.

36.4. Use road markings to guide driving in fog.

36.5. Reduce speed on gritted, wet, or debris-covered roads.

36.6. On snow/ice, use high gears and drive slowly to prevent spinning.

36.7. Watch for other road users including pedestrians and cyclists.

## **37. Monitoring**

37.1. Drivers will be monitored via:

- Annual reviews
- Driving assessments
- Fuel use
- Random vehicle checks

37.2. QHSE Manager gathers accident and licence data.

37.3. Data is reviewed quarterly with Operations Director to determine training needs.

## **38. Company and Employee Records**

38.1. Driver records will be maintained to enforce policy compliance.

38.2. Records are stored securely with encryption.

38.3. Records are not shared unless legally required (e.g., police).

## **39. Personal Protective Equipment (PPE)**

39.1. Keep a coat in the vehicle for emergencies.

39.2. Use gloves when refuelling with diesel.

39.3. Follow up-to-date COVID-19 safety guidance. PPE is available from HSE Manager or on company systems.

## **39a. Private Use of Company Vehicle**

39a.1. "Reasonable use" allows up to 200 miles/month. Overages are subject to deductions using HMRC fuel scale charges.

39a.2. If private use is declared, the company must report it to HMRC as a benefit in kind.

39a.3. Employees must not pay for fuel personally. All fuel is paid by the company and deducted accordingly through payroll.

39a.4. For extensive private use (e.g. holidays), prior approval from the Line Manager and notification to the Fleet Manager are required.

39a.5. Unauthorized private use resulting in PCNs or charges (e.g. Congestion, Dart, tolls) without prior approval may result in gross misconduct and deductions from payroll.

## **40. Leased Vehicles and Employee Departures**

### **40.1. Return of Leased Vehicles**

All leased vehicles and temporary courtesy vehicles must be returned at the end of the lease period with a **full tank of fuel or a fully charged electric battery**, as applicable. Any refuelling or recharging costs incurred by the leasing company due to non-compliance will be **deducted from the employee's final pay**.

### **40.2. Vehicle Return Upon Leaving the Company**

When an employee leaves the Company, they must return the company vehicle to their **local RJ Lifts Group depot**. Failure to do so will result in a **£100 deduction** from their final pay, and the employee will be responsible for making their own travel arrangements.

The returned vehicle must be **clean both inside and out**. If the vehicle is returned in an unclean condition, or if any **damage is present**, an additional **£100 cleaning fee** will be deducted and the cost of repairs may also be charged.

### **40.3. Return of Company Tools**

All tools provided by R J Lifts Group Ltd must be **returned in good condition** upon the employee's departure. Any missing or damaged tools will result in a **deduction equivalent to the replacement value** of those items.