



DRIVERS HANDBOOK

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AMENDMENTS

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					MSM	Programme Director
1.1	18/12/14	General review of policy and removal of accident statistics and safe journey planner illustration.	J Dennis	J Cousins		

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Please note: This document is up-dated regularly however some elements of its content may be out of date due to recent changes in legislation. In all circumstances minimum legal requirements will apply.

0.2 - SCOPE AND OBJECTIVES

This handbook contains minimum standards and guidance on managing driving risk.

This document should be considered as a minimum standard for all work practices relating to driving within the UK.

These minimum standards apply to:

- All at-work drivers (e.g. engineers, managers driving to meetings), as well as professional Light Commercial Vehicle (LCV), Large Goods Vehicles (LGV) and Passenger Carrying Vehicle (PCV) drivers.
- Company vehicles and privately owned vehicles used for the purposes of business travel - covering car fleet and vehicles up to 3.5 tonnes. NB to drive privately owned vehicles on Company business the driver must have personal insurance which covers personal and business use.
- Hire vehicles if used for the purposes of business travel.

It is an EDAL mandatory requirement that drivers read this document and are familiar with the guidance of the Highway Code

0.3 – DOCUMENT CHANGE AND CONTROL

Exeter Airport Limited undertakes all document changes and controls in line with the Document Management Governance Document CIMS/GT/01 which describes how all users prepare, reviews and issues procedural documentation that forms part of Exeter Airports CIMS.

0.4 – RESPONSIBILITIES

The Human Resources Manager is responsible for:

- The development and upkeep of this policy.
- Ensuring this policy and subsequent updates are communicated to relevant departments and personnel.

All managers, and in particular the Human Resources Manager, are responsible for the proper application of this policy.

DRIVERS HANDBOOK PROCEDURES

1.0 Introduction by the Managing Director

Driving is one of the most hazardous work activities that many of us undertake. Research indicates that about 20 people are killed and 250 seriously injured every week in the UK in crashes involving someone driving, riding or otherwise using the road for work purposes.

We must assess the risks involved in our use of the road for work and put in place all reasonable and practicable measures to manage those risks effectively.

EDAL is committed to Zero Harm and the initiative includes:

- Reducing to a minimum, injuries that employees and members of the public suffer from vehicle accidents
- Eliminating human suffering from accidents
- Reducing the direct and indirect costs of accidents
- Reducing to a minimum all damage caused to company vehicles
- Containing the cost of insurance
- Creating a culture that encourages care of company assets

Indirect costs of accidents, combined with insurance costs, are a serious concern and we intend to reduce them by keeping the number of driving incidents down to a minimum. We must also recognise that accidents have a negative effect on our reputation.

For this aim to be realised and effective, any employee using a vehicle on the roads for company business must be committed to the prevention of accidents.

We earnestly request that every employee is dedicated to making this risk control programme an integral part of their day-to-day operation. Please contact me if you have any suggestions for reducing risk, or for improving safety and efficiency when using vehicles.



Matt Roach
Managing Director

2.0 Responsibility

- A vehicle is a company asset and it is incumbent upon the driver to look after it and the occupant/s.
- As an EDAL employee, it is the driver's responsibility to handle any company vehicle (including hire cars) with due care and responsibility.
- It is the driver's responsible to ensure that the vehicle meets current legislation before and during its use on the public highway e.g.
 - A current licence disc is displayed at all times
 - All tyres have a tread depth in excess of 1.6mm. If in doubt check with the Motor Transport department).
 - All tyres are inflated to the manufacturers recommended pressures.
 - The correct and legal loading limits are observed and adhered to. If in any doubt check with manufacturer's handbook.
- In addition to the rules and instructions contained in this handbook, under the Highway Code, drivers have duties and responsibilities on the public highway.
- A driver's failure to comply with such responsibilities may result in prosecution.
- A vehicle may be withdrawn at any time in the event that it is being misused or that it is allowed to deteriorate unnecessarily.

3.0 Receipt of Vehicle and Vehicle Checks

Upon receipt of a company vehicle EDAL employees must:

- **Read the manufacturers handbook** where available. This will provide information for safe use and the checks required.
- Be familiar with the controls of the vehicle as outlined in the manufacturer's handbook.
- Personalise the vehicle for use; i.e. adjust seats, mirrors etc.
- Make a visual check of the exterior and interior of the vehicle for damage and obvious defects before driving.
- For Company vehicles other than pool cars the driver must complete the log book for every journey.

4.0 Hire Vehicles / Pool Cars

- EDAL will not accept any hire costs relating to vehicles hired externally unless arranged and agreed through the PA to the Directors. If exceptional circumstances occur, authorisation will need to be obtained from a Director.
- A 'Pool car request form' – CIMS/HR/DCB/1.1, available on the intranet under General Documents, should be completed and passed to the PA to the Directors.

The vehicle log book must be completed before and after using a pool car.

5.0 Common Driving Related Behavioural Issues

In order to reduce risk from driving related incidents the following examples are common issues that need to be addressed.

5.1 Risk Taking and Speeding

Driving too fast for the road, weather conditions, overtaking blind, driving too close to the vehicle ahead and other types of dangerous manoeuvres cause many fatalities. Many drivers seem to think that their speeding is somehow 'OK' and that it is only other speeding drivers that represent a 'real' problem. Yet research shows that all speeding is risky.

5.2 Driver Impairment – Alcohol, Drugs and Tiredness

The number of drink-drive crashes, and the number of people killed or injured by drink-drivers, have both increased by more than a third over the past decade. 17% of drivers who die in crashes have traces of illegal drugs in their system that may have affected their driving. Almost 6% of drivers who die have traces of medicinal drugs that may have affected their driving. One in five crashes on monotonous roads (trunk roads and motorways) is thought to be caused by tired drivers. It is estimated that one in three crashes involve a vehicle being driven for work purposes. Many drivers who drive as part of their job, drive tired or when stressed or distracted.

5.3 Driver Distraction

Drivers are four times more likely to be involved in a road crash if they are using a mobile phone. The use of hand-held mobile phones while driving was banned in the UK in December 2003. In 2007 it became an endorsable driving offence. Research shows that it is the conversation that is the most distracting factor and that hands-free may be just as dangerous as hand-held.

5.4 Not Belting Up

Many lives could be saved if everybody used a seat belt, and ensured that their passengers did too. Many young drivers and passengers fail to belt up. It is also important to correctly adjust head restraints to ensure they are high enough and close enough to prevent whip lash. Many head restraints are incorrectly adjusted.

5.5 Poor Maintenance

Worn brakes are a common cause of crashes, particularly among larger vehicles (trucks and buses). There are other mechanical faults that kill and statistics state that ten people are killed each year by wheels flying off vehicles, most commonly trucks and coaches.

The Motor Transport department are responsible for servicing all company vehicles. However, any driver who suspects that a vehicle requires maintenance should report this to their line manager immediately.

6.0 Maintenance

6.1 Pool Cars/Hire Cars

On receiving a pool car, the driver is responsible for ensuring they are fully conversant with the manufacturer's service schedule if available.

6.2 Light Commercial Vehicles

All LCV's must be serviced in line with manufacturer's service schedule.

The Motor Transport department are responsible for servicing the majority of company vehicles.

7.0 Load Security

Any areas designated for loading or unloading should be subjected to a formal risk assessment. Points to consider are:

- The proximity of other traffic, pedestrians and people not involved in loading or unloading
- The proximity of overhead cables, pipes, or other dangerous obstructions
- The stability of a trailer which should be parked on firm level ground
- The protection from bad weather, e.g. strong winds can be dangerous during loading.
- Other loading/unloading activities and vehicle movements, particularly where multiple bays are provided and where reversing is necessary.
- The use of "banks men".
- The nature of the loads likely to be received/dispatched (e.g. solid/liquid, typical weights and density etc).
- Any working at height issues (e.g. falls from vehicles and/or dock sides).
- The use of loading/unloading aids that may be available such as "dock levellers", fixed or mobile cranes.

8.0 Overloading

If a vehicle is found to be overloaded the driver could be prosecuted or cautioned. An overloaded vehicle not only causes damage to roads and to vehicles but also puts you and other road users at risk. Overloading puts massive strain on vehicle tyres and makes the vehicle less stable, difficult to steer and take longer to stop. EDAL drivers must be familiar with the vehicles weight restrictions.

EDAL will conduct random inspections of vehicles to ensure weight restrictions are applied

9.0 Trailers

All towed equipment, such as trailers, should be roadworthy at all times and regular pre-use safety checks carried out (on the tyres, lights, towing eye, etc) to the same standard as the checks on the towing vehicle. Towed equipment should be subject to a regular maintenance regime, in line with Operator Licence requirements or manufacturer's recommendations, whichever is applicable to the size of trailer. Drivers and managers should ensure that, when towing, the driver has the correct driving licence entitlement to tow. Trailers should not exceed the prescribed capacity and the load should be secure at all times. Passengers should never be carried in trailers or caravans when being towed by a vehicle.

10.0 Vehicle Speeds

One of the most significant risks is staff driving at inappropriate speeds on work-related journeys. This includes both exceeding the speed limit and driving within the limit but still too fast for the conditions, for example on twisting rural roads, in poor weather, poor visibility or high pedestrian activity.

The organisation expects everyone who drives for work to drive safely and legally for their own, and the benefit of others.

EDAL drivers are reminded of:

- The increased dangers caused by driving at inappropriate speed
- The need to allow sufficient time to complete journeys within speed limits
- The things that tempt or pressurise drivers to speed
- The legal, financial and bad reputation consequences of speeding
- The benefits of driving at appropriate speeds
- The need for employees to report any speed related problems.

11.0 Journey Planning

Journey plans must take account of road types and conditions. Staff should ensure that all work schedules that require driving activities are realistic.

11.1 Alternative Options to Driving

Where possible, employees are required to investigate alternatives to driving in order to eliminate or minimise the need to drive e.g. tele/videoconference, net meetings, and public transport.

11.2 Time and Distance

Employees should be allowed sufficient time to travel to and from work locations safely, and include rest breaks at approximately two hourly intervals.

LCV, HGV and drivers of Passenger Carrying Vehicles are subject to separate rules and conditions regarding driving hours. When required to drive a distance of more than 400 miles in one day, employees must undertake a discussion with their line manager to ensure adequate preparation for the journey.

When planning, employees should avoid journeys of more than two hours between the hours of midnight and 6am. If a journey under these circumstances is unavoidable then adequate preparation for the journey should take place.

11.3 Weather Conditions

The following should be considered by employees when planning vehicle journeys:

- Are you satisfied that sufficient consideration is given to adverse weather conditions, such as snow or high winds, when planning journeys?

- Can journey times and routes be rescheduled to take account of adverse weather conditions?
- Are vehicles properly equipped to operate in poor weather conditions, e.g. are anti-lock brakes fitted?
- Do drivers understand the action they should take to reduce risk, e.g. do drivers of high-sided vehicles know that they should slow down if driving in strong winds with a light load?

12.0 Driving Licence Check

EDAL should be satisfied that all drivers of vehicles hold the necessary vehicle licence for the vehicle they are driving. It is the responsibility of the driver to check the categories stated on their driving licence and ensure they are appropriate. The validity of the driving licence should be confirmed by the PA to the Directors the first time an employee has a need to use a company vehicle and thereafter on an annual basis. Employees who drive vehicles on an 'an hoc' basis must ensure that the PA to the Directors is in receipt of a copy of their full driving licence.

The following applies to all those who may drive on the public highway on Company business:

- It is the driver's responsibility to ensure that he/she holds a current valid driving licence at all times.
- Driving licence details of ALL drivers of the vehicle must be registered with the PA to the Directors
- It is the employees' responsibility to advise both Human Resources and the PA to Directors of any changes to driving licence details, including penalty points incurred and the reason for the penalty.

Any other person who wishes to use an individual's company car can only do so with the written permission of the Managing Director. If the vehicle is driven by an unauthorised person neither the vehicle nor the driver will be covered by the company motor insurance. The person driving an uninsured vehicle is liable to prosecution and the authorised driver will be liable to disciplinary action.

13.0 Motoring & Parking Offences

The driver will be personally responsible for the payment of fines for parking or motoring offences incurred by the use of the vehicle. In all cases, details of the hirer/user of the vehicle held on our system will be provided to the prosecuting authority who will re-issue the notice direct to the vehicle user.

14.0 Fitness and Health

EDAL must be satisfied that drivers are sufficiently fit and healthy to drive safely and not put themselves or others at risk.

Employees must report to the PA to the Directors and the Driver and Vehicle Licensing Agency (DVLA) any health condition likely to affect their driving.

EDAL employees have a duty to notify their line managers if they are taking medicine that might impair their judgement. In cases of doubt they should seek the view of their GP.

14.1 Fatigue

Preventing fatigue in company drivers is critical to ensuring a safe journey. Where possible, staff should consider alternative methods of travel; by plane or train or use remote communications such as telephone, email or video-conferencing as a substitute for road journeys. If road travel is unavoidable EDAL should consider maximizing car sharing to reduce the number of journeys.

14.2 Drugs & Alcohol

Employees must be aware of the legal drink drive limit relevant to the country they reside in. In England, Wales and Northern Ireland drivers must not have breath alcohol levels higher than 35 microgrammes/100 millilitres of breath or a blood alcohol level of more than 80 milligrammes/100 millilitres of blood. However, on 5th December 2014 Scotland reduced this limit to 50 milligrammes of alcohol in 100 millilitres of blood, which is lower than in the rest of the UK.

Staff must not drive for work purposes if their ability to do so safely is affected by alcohol, drugs or medicines. Doing so will be considered a serious disciplinary matter.

Drivers, who have been cautioned, summoned or convicted in relation to drug or alcohol driving offences, are required to inform the PA to the Directors. This includes drivers of privately owned vehicles used for the purposes of business travel.

15.0 Seat Belts

Seat belts should always be worn by drivers of company vehicles whilst travelling in company vehicles. It is also the responsibility of each employee, to ensure that any passenger in the vehicle is wearing a seat belt all times whilst the vehicle is in motion.

Whilst travelling as a passenger in a vehicle, for example, mini bus, coach or taxi, regardless of the rules within that country, seatbelts, where fitted, must be worn.

16.0 Mobile Phones / Electronic Devices

It is a criminal offence to use a hand-held mobile phone or similar device while driving. The Regulations permit use of hand-held mobile phones while driving only in an emergency.

For Company car drivers with a Company mobile phone or BlackBerry, a hands free kit can be ordered through the IT Department.

Whilst driving, the following should be observed:

- Use hands-free equipment. An ear-piece is not considered to be adequate hands-free equipment;
- Ensure voice mail is activated
- If you need to make an outgoing call or check for messages you should ideally park in a safe place before doing so and
- If you have to receive a call on your hands-free equipment whilst driving, inform the caller that you are driving and you will call back when parked.

There is a danger of driver distraction being caused by in-vehicle systems such as satellite navigation systems, congestion warning systems, PCs, multi-media, etc. Drivers must exercise proper control of the vehicle at all times. Drivers should not rely on driver assistance systems such as cruise control or lane departure warnings. They are available to assist but should not distract and therefore reduce concentration levels.

For further guidelines refer to Sections 149 and 150 of The Highway Code.

17.0 Refuelling

Drivers are responsible for ensuring that vehicle fuel levels are at least $\frac{3}{4}$ full at the end of the journey. An expenses claim form should be used to recoup money for this. Whenever possible use the diesel refuelling facility on the airport site to refuel pool cars. Ring the refuelling department to arrange this on EXT 231. Please be advised that only those members of staff who hold airside drivers permits with a minimum of an 'A' certification may drive company vehicles through control post alpha to turn left or right, this includes access to the diesel pumps located adjacent to the Airport Fire Section.

18.0 Emergencies

Staff who are involved in a work-related incident must report this to their line manager even if the vehicle is privately owned. This enables, where practicable, an investigation to be conducted to determine whether the condition of the vehicle contributed to the crash, and what (if any) action is necessary to prevent repeat occurrences. Such incidences should then be reported to the Operations Director for insurance purposes using the incident report form in Section 20.

In an emergency situation:

- Notify the police if injuries have occurred or the carriageway has been blocked as a result of the accident.
- In no circumstances should any driver admit liability following an accident with a third party as this could invalidate the Company's Motor Insurance.
- All drivers involved in a collision should exchange their personal details – full names, addresses, contact telephone numbers and insurance details if to hand. Make sure that you record the registration numbers, makes and model of vehicle(s) involved.
- Obtain the names and addresses of any witnesses to the collision.
- Take photos of the situation where appropriate and safe to do so. E.g. damage to vehicles involved, road layout etc.

- If you have any suspicion that one of the drivers has been drinking, using illegal substances or has left the scene, call the police.

On return to the airport, staff must report the incident by:

- Completing an incident report form in Section 20. They will also be required to provide a detailed sketch of the accident scene showing road widths, traffic lights, signs, warnings etc
- Use the Safety Reporting system, OSHENS.

19.0 Environmental Information

By adopting the following “Green Tips”, there will be an increase in fuel economy and a reduction in the use of fossil fuels.

Car Preparation:

- **Weight** – Reduce weight and fuel consumption by removing unnecessary items from the car that are not needed for a particular journey. These can include buggies, and tools.
- **Tyre pressure** – Ensure that the vehicle tyres have the correct pressure. Every 6psi the tyre is under-inflated the fuel consumption increases by 1%.

During the Journey:

- **Where possible drive with the windows up** to reduce drag.
- **Air conditioning should be limited** as it uses more fuel.
- **Try not to be in a hurry.** Stressed driving can be erratic and is uneconomical. Simply relax and try to enjoy the trip.
- **Switch off the engine** if it anticipated that the vehicle will be stationary for more than two minutes.
- **Avoid unnecessary revving** or idling of the engine as this uses more fuel.
- **Harsh acceleration** and braking can use up to 30% more fuel and can cause increased wear and tear on the vehicle.
- **Control your speed.** Travelling at less than 15mph creates the most pollution. As speed increases up to 60mph your level of pollution decreases. Travelling over 60mph increases your level of pollution again.
- **Careful motorway driving** will improve safety and traffic flow. The concertina effect caused by one motorist breaking sharply often results in traffic slowing to a near stop due to the delayed reaction of drivers behind. Observe the car three or four ahead and allow some distance from the car in front. Anticipate and judge the necessary speed.
- **Shift to a higher gear** at the right time. Shift up at 2500rpm for petrol cars and 2000rpm for diesel cars. A vehicle travelling at 37mph in third gear uses 25 per cent more fuel than it would at the same speed in fifth gear
- **Get in and go.** Modern engines are designed to be most efficient when you just get in and go. Keeping the engine running or pumping the accelerator wastes fuel, increases engine wear and increases emissions.

20.0 Incident Report Form

ACCIDENT LOCATION/DATE	
Date:	Time:
Town:	Street / Road:
DETAILS OF OTHER PARTIES INVOLVED	
Name:	Name:
Address:	Address:
Town:	Town:
County:	County:
Postcode:	Postcode:
Telephone:	Telephone:
Vehicle Make/Model:	Vehicle Make/Model:
Registration:	Registration:
Insurers if known:	Insurers if known:
WITNESS DETAILS	
Name:	Name:
Address:	Address:
Town:	Town:
County:	County:
Postcode:	Postcode:
Telephone:	Telephone:
POLICE DETAILS	
Name and number of Constable:	
Police Station Address:	
Telephone number:	