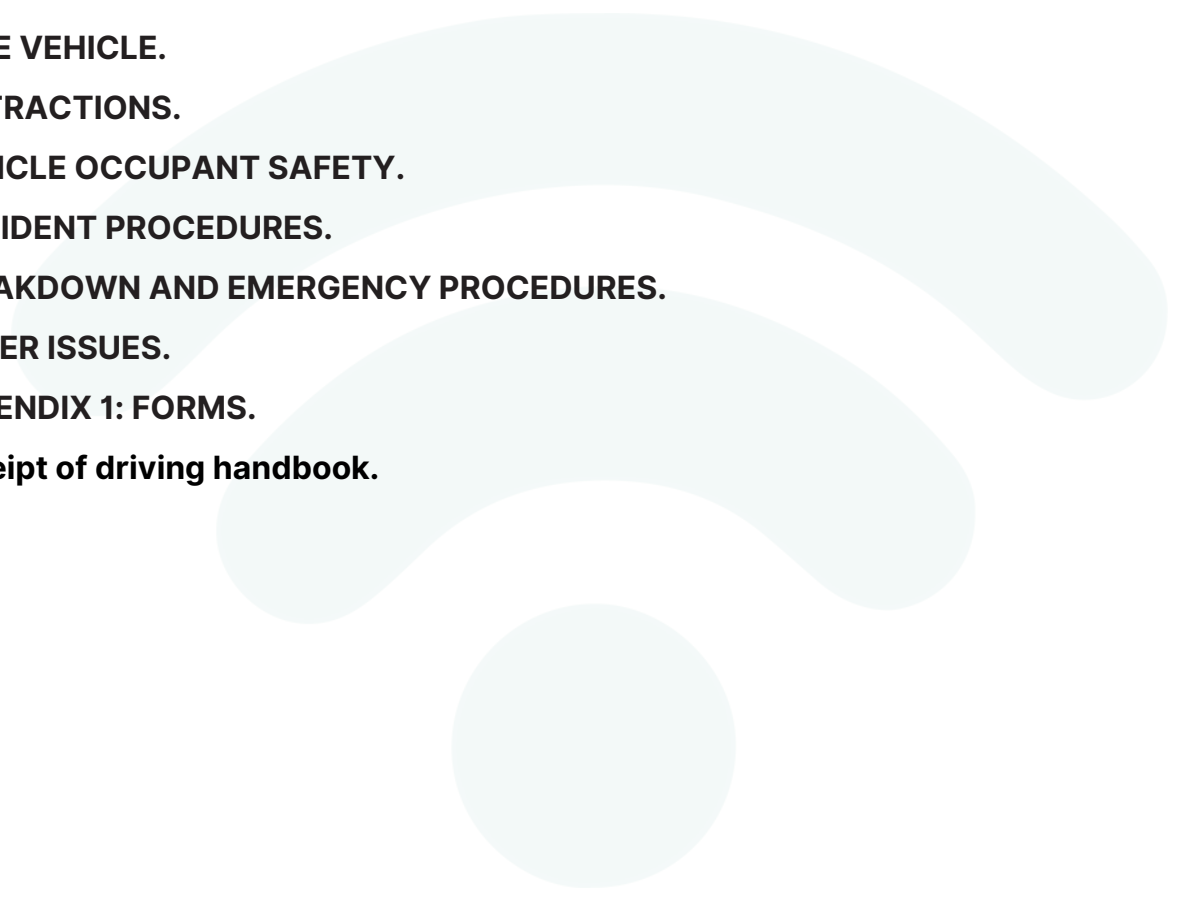


HEALTH & SAFETY DRIVER'S HANDBOOK

(excluding goods or haulage vehicles/coaches/buses)

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DEFINITIONS:

- Company Vehicle refers to any vehicle that is provided by an employer and used by employees for driving on Company business.
- Private Vehicle refers to any vehicle that is provided by an employee for driving on company business. Included in this category are vehicles financed through “cash for car”, “monthly allowance” and other similar schemes.
- Driving at Work refers to any work carried out on behalf of the Company that involves the employee in time spent driving a vehicle and covers all journeys other than to and from home and the normal place of work.

INTRODUCTION:

Driving is one of the most dangerous activities that we undertake and driving for work on the public highway can often be more dangerous than driving on private business.

The Health and Safety Executive, (HSE), and the Health and Safety Executive Northern Ireland (HSENI) state’s that “health and safety law applies to on-the-road work activities and the risks should be effectively managed within a health and safety system”.

Employers have a legal duty to ensure the safety of their members of staff, passengers and anyone else (such as other road users) who may be affected by the activities of their business.

You, as an employee, also have a duty to avoid accidents and injuries to yourself, your passengers and other road users whilst driving and this handbook is intended to help you do so.

DRIVING LAW:

The laws relating to driving at work on the public highway, as with all driving, are the Road Traffic Act and the Road Safety Act: the practical guidance to comply with the legislation is The Highway Code.

To comply with this and health and safety law, your employer needs to know that its employees who drive for work are:

- Legally entitled to drive the vehicle they are using.
- Using a vehicle that is safe and road-legal.
- Properly trained and competent to drive the vehicle safely.
- Using the vehicle for suitable purposes.

If your employer provides the vehicle, they must ensure that it is properly registered, taxed, MOT'd (where necessary), serviced and insured. The employer should also check your driving license when you commence work and at regular intervals afterwards.

Using private vehicles:

Even if you use your own vehicle for work, your employer has the same legal duty to ensure it is safe and legal when it is being used for work purposes.

Your employer should check with you that the vehicle used by yourself or a colleague for work purposes is taxed, MOT'd (where necessary), and serviced and that it is insured to be driven for business purposes.

Motoring offences:

Motoring offences, including cautions, summons or convictions should be reported to your employer.

FITNESS TO DRIVE:

You and your work colleagues, driving for work, **MUST** be fit to drive at all times and not: -

- Drive when affected by alcohol, drugs or medicines.
- Drive when affected by illness.
- Drive when too tired to do so safely.

You must inform your employer about any health issues or personal circumstances that may affect your driving.

Note: Drivers are legally required to inform the DVLA (DVLNI) of any medical condition that may affect their ability to drive safely.

Eyesight:

You must be able to meet the minimum legal eyesight standard for driving and have adequate field of vision. Further information on current driving laws and standards of vision for driving can be found at www.gov.uk. If you use glasses or contact lenses to meet the legal standard, then these must be worn when driving.

It is strongly recommended that you have your eyesight checked regularly (at least every two years, or more often if your optician recommends it).

Alcohol:

It can take several hours for alcohol to be removed from the blood stream and a driver may still be over the limit, or otherwise be affected by alcohol, the morning after they have been drinking.

Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, increases stopping distances, e.g. of speed and distance and affects vision. Even a small amount of alcohol, well below the legal limit, seriously affects the ability to drive safely.

The risks increase massively when a driver is over the alcohol drink drive limit. A driver who is double the legal blood alcohol limit is 50 times more likely to be in a fatal accident.

Drugs:

You must not drive if you have taken any illegal drugs or any drugs that causes you to be unfit to drive. Drugs can significantly affect drivers' decision-making and driving skills, as well as their physical and mental condition and behaviour. Please refer to your company's policy on alcohol and drugs.

Medicines:

You should check with your GP or pharmacist whether any prescribed or over-the-counter medicines you are taking are likely to affect your driving, e.g. by causing drowsiness. If so, you must avoid driving or ask for an alternative medicine that does not affect your driving.

You must always check the label of medicines and the patient information leaflet to see if there are any warnings. If the label says that certain side-effects could occur, it must be assumed that they will.

Illness:

Illness can also affect your ability to drive. It may be safer for you not to drive until you are feeling better.

Fatigue:

You must always be aware of becoming drowsy or sleepy while driving. Tired drivers are more likely to have an accident, especially on long monotonous journeys and in the early hours of the morning.

Accidents caused by driver fatigue are most likely to occur: -

- On long journeys on monotonous roads.
- Between 2am and 6am.
- Between 2pm and 4pm.
- After having less sleep than normal.
- After drinking alcohol.
- After taking medicines which cause drowsiness.
- On journeys home after night shifts.

You should discuss any concerns about your fitness to drive with your line manager.

DRIVERS SKILLS:

Almost all accidents are caused by, or involve, driver error. This can range from simple mistakes and misjudgements to careless, reckless or aggressive driving. Our ability to anticipate and cope with the mistakes and misbehaviour of other people is just as important as our own driving skills and attitudes.

You must comply with your employer's policies on driving, risk assessments and training, including refresher or further training, particularly following an accident or motoring conviction.

Learning from experience, including near misses, is an important part of safe driving. If you have been involved in a near miss whilst at work, you should tell your line manager who can then try to identify any actions that can be taken to improve driver safety in the business.

Employees who drive as part of their work should discuss any accidents or near misses with their line manager.

SAFE VEHICLE:

Vehicles used for driving for work should be suitable for the task, e.g. they should: -

- Have suitably adjustable head-restraints to minimise “whiplash”.
- Have a seat belt for every person in the vehicle.
- If carrying children, have a suitable child seat for each child that needs one.
- Be able to safely secure loads being carried.
- Be suitable for the terrain and driving conditions.

As stated in the Highway Code, before driving any vehicle you should check that: -

- The tyres are undamaged (no cuts or bulges), are at the correct pressure for the circumstances (load and speed) and have enough tread depth.
- There are no signs of vehicle damage.
- That the oil, coolant and windscreen washer fluid levels are correct (check when cold).
- The correct type of fuel for the vehicle is known.
- The brakes are working.
- The lights and indicators are working.
- The windscreen and windows are not damaged.
- The windscreen washers and wipers are working.
- The mirrors are correctly positioned.
- All vehicle occupants are wearing their seat belts properly.
- The head restraints are adjusted correctly.
- That any loads are securely restrained.

You should also ensure: -

- There is clear vision through the windscreen and windows at all times.
- The inside of the vehicle is cleaned as often as possible.
- Waste paper and food debris is removed from the vehicle on a daily basis.
- Any work equipment provided to you by your employer is in the vehicle.

A vehicle checklist is provided in Appendix 1 of this handbook.

If in any doubt how to check any of the above, you must read the vehicle's handbook, and/or ask a competent person. If you find any problems during the check, these must be reported to your line manager immediately.

Safe driving:

JOURNEY PLANNING:

It is important to plan the route before every journey. The more planning in advance that can be done, the less that unforeseen and hazardous circumstances will arise and the more you will be better prepared to deal with them if you do.

If a journey is to travel somewhere, rather than transporting people or items, then it might be safer to consider if another means of transport might be more appropriate, e.g. train, bus or plane.

You should avoid driving in poor conditions and check the weather forecast before setting off, especially if there has been recent bad weather. If the reported advice is to only make essential journeys then this advice should be taken.

It is recommended that drivers should take a 15-minute break every 2 hours. Ensure that when you stop for a break you get out of the vehicle and walk around, where it is safe to do so.

Driving journey times should be considered in advance to ensure that you are not put under any time pressure. Driving at night, especially after a long shift, should also be avoided, where practicable.

Prior to driving you should ensure that you are familiar with and have copies, in the vehicle, of the following documents: -

- Your employer's emergency procedures.
- Contact details for reporting driving emergencies.
- Contact details and any reference numbers to be quoted of the breakdown firm you or your employer uses, where relevant.

You should ensure that you have a fully charged mobile telephone to summon help if necessary. The mobile telephone must not be used whilst driving. You should always inform your line manager of your journey plans prior to leaving in order to be contacted in case of emergencies.

Carry in the vehicle any equipment including emergency equipment, as supplied by your employer.

SAFE SPEED:

Drivers who travel at high speeds have less time to identify and react to what is happening around them. It takes them longer to stop and if there is an accident, it can be more severe, causing greater injury to the vehicle occupants and any pedestrian or other road user struck.

High speeds also magnify other driver errors, e.g. driving too close to the vehicle in front, hazardous over-taking, poor interpretation of other road user's movements, etc., increasing the chances of causing a serious accident.

Excessive speed contributes to a quarter of all road accidents in which someone is killed and a fifth of those resulting in a serious injury.

Speed Limits:

You must always stay within speed limits (including variable limits and temporary limits at road works) even if you think the limit is too low.

Speed limits set the maximum speed for a road however, there are many circumstances when it is not safe to drive at the speed limit, e.g. near to schools, on congested/narrow roads, on bendy and hilly roads and where visibility is restricted, etc.

You should know and keep to the speed limit on the road you are using.

You should check for speed limit signs at junctions and looking for repeater signs after the junction, especially if the nature of the road has changed.

Staying within the speed limit:

We all have our 'speed triggers' – things that make us more likely to speed up and perhaps exceed the speed limit unintentionally. This could be feeling the need to keep up with other drivers, feeling stressed by a driver too close behind or it could be something as simple as going downhill.

Drivers must learn to recognise their own 'speed triggers'. This will make it easier for them to avoid being 'pushed' into speeding. It will also make driving less stressful and more relaxing.

Allow sufficient time:

Journeys including rest breaks should be planned to allow sufficient time for them to be completed at safe speeds and without needing to exceed speed limits, taking account of foreseeable weather and traffic conditions

Knowing that there is plenty of time to complete a journey will help you to relax and avoid the temptation to speed.

Driving in poor weather:

When the weather conditions are poor or likely to be poor, you should consider the following where practicable: -

- Try to avoid driving in poor weather, where practicable, and consider an alternative form of transport, e.g. train, bus.
- Plan the journey.
- Use well lit routes.
- Ensure the vehicle's service history is up to date.
- Inform others of your destination, route and estimated time of arrival.
- Listen to news and weather bulletins prior to planning a journey.
- Ensure your mobile phone is fully charged.
- Carry spare bulbs, tow rope, hazard warning triangle, jump leads, torch, map, boots (or similar), blanket, hi-vis and warm clothing.
- Have a full tank of fuel.
- Undertake vehicle checks before each journey.

- Ensure tyres are properly inflated for the weather conditions, they have the legal minimum tread depth and there are no signs of damage.
- Ensure all lights are clean and working including fog lights, indicators.
- Keep the vehicle well ventilated to avoid drowsiness.
- Keep the windscreen and all windows clean and the washer bottle filled with screen wash.
- Drive safely and keep adequate distances from the car in front.
- Plan to have regular short breaks for fresh air and hot drinks.
- Carry first aid kit.

Additional controls for **Safe winter driving** may include: -

- Be aware of the motoring hazards associated with winter weather, e.g. how to cope with a skid, procedures for becoming stuck in snow.
- Carry equipment provided for winter driving, e.g.: -
 - ✓ De-icing equipment, e.g. scraper, de-icer.
 - ✓ Food and thermos flask containing a warm drink.
 - ✓ Warm clothing and boots.
 - ✓ Shovel.

Driving position:

You should be able to see and reach all of the controls comfortably.

Good all-round, unobstructed, visibility is vital and you should check whether the pillars between the front and side windows and the space taken up by the door mirrors still allow for forward vision without moving the head. You should also check that your view is not obstructed unnecessarily by objects such as stickers or devices such as Sat-Navs. Sat-Navs must not be placed where you or others might be struck and thrown violently by the operation of an airbag.

You should look at the dashboard when you start the car, checking which lights illuminate and then go off. If you are not familiar with the vehicle you should check the vehicle handbook to ensure that you know what the different lights mean.

- Good posture is important when driving. Below are some tips, which can improve posture and driver comfort. The ability to adjust items within the vehicle will depend on the type, make and model.
- Wear comfortable and loose clothing.
- Adjust the seating position and steering wheel position, if possible.
- Set the head restraint – these are fitted to prevent whiplash injuries, not for resting the head. The base of the restraint should normally be in line with the bottom of the skull where it meets the top of the neck.
- Adjust the seatbelt restraint – aim for a firm pressure over the top of the shoulder. Do not leave a gap between the belt and the front of your shoulder.
- Do not leave heated seats on as the heat may cause drowsiness.
- Set the interior temperature to be comfortable but not too warm.
- Do not lean on gear levers, doors, or with an arm on the passenger seat.

DISTRACTIONS:

- Driving requires full concentration at all times. Trying to do something else whilst driving distracts drivers, slowing their reactions and increasing the risk of accidents.

Mobile telephones:

- Research shows that using a hand-held or hands-free mobile telephone whilst driving is a significant distraction and substantially increases the risk of accidents.
- It is illegal to use a hand held mobile telephone whilst driving (this includes any activity that involves holding the telephone such as dialling a number or writing a text message).
- It can also be illegal to use a hands-free telephone whilst driving; depending upon the circumstances, drivers could be charged with ‘failing to have proper control of their vehicle’, or careless or dangerous driving if they are distracted because they are using a hands-free telephone.
- Using a hands-free telephone whilst driving does not significantly reduce the risk of accidents because the actual hazard is due to being distracted from the driving activity by concentrating on the telephone conversation.

- It is an offence, that can result in a prosecution, to “cause or permit” a driver to use a hand held mobile telephone, therefore you must not use a mobile telephone whilst driving.

Other Equipment:

If the vehicle is provided with any technology, e.g. a Sat-Nav, you should understand how to use this safely. In particular, you must not adjust or operate devices whilst actually driving, e.g. routes in the Sat -Nav should be set before the journey starts. If it is necessary to make adjustments or to input new information, you should only do so when the vehicle is stopped in a safe place.

Other distractions:

Eating, drinking, smoking, tuning the radio, etc can be distracting when driving; fatal accidents can, and do, occur because drivers chose to eat, drink, smoke, etc., whilst driving.

Safe driving needs concentration; avoid unnecessary distractions.

VEHICLE OCCUPANT SAFETY:

Seat Belts:

The most effective way of protecting people inside vehicles is to make sure that every occupant always wears a seat belt on every journey, no matter how short the journey. It is just as important for passengers in the rear to wear seat belts as those in the front.

In an accident at just 30 mph, an unrestrained person is thrown forward with a force 30 to 60 times their body weight; they are thrown about inside the vehicle, injuring them and quite possibly seriously injuring (or killing) other people inside the vehicle and they could also be ejected from the car through one of the windows.

Seat belts save lives.

Child Seats:

- Seat belts on their own are less effective for children because they are mainly designed for adults. In an accident a child may slip out of their seat belt because it is too big, and an ill-fitting belt could even cause injuries.

- It is a legal requirement that children up to their 12th birthday or under 135cm in height (whichever comes first) use the correct child restraint for their weight.
- It is your responsibility to ensure that children under 14 are using the correct restraint or seat belt.
- The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs and minibuses, although they must be used if they are available.
- Seat belts must be worn, if fitted.

Head Restraints:

Head restraints should be adjusted correctly, and you should check that every passenger has their head restraint correctly adjusted. Properly adjusted head restraints help to protect against whiplash, and prevent long-term injuries. The top of the head restraint should be level with the top of your head and it should be as close to the back of the seat occupant's head as possible.

Air bags:

Modern vehicles are fitted with airbags which rapidly inflate in a collision, to minimise injuries to the vehicles occupants.

Airbags should not be obstructed and consideration should be given to the effects on the occupants of the vehicle if the air bags are activated (for instance, it is hazardous for babies and toddlers to be placed in car carriers/seats in the front passenger seat of a vehicle in case the air bags are activated, thereby injuring or asphyxiating the infant).

Carriage of items:

Where you are permitted to carry in the vehicle (e.g. by insurers), certain items, e.g. equipment, chemicals, animals as part of work activities, you should ensure that the items are suitably secure and protected against sudden movements and damage.

ACCIDENT PROCEDURES:

If you are involved in an accident, you should follow the procedures below, where relevant: -

- Use the hazard warning lights and switch off the engine.

- Do not move injured passengers unless they are in immediate danger of further injury from other vehicles or from fire or explosion.
- Call the emergency services if anyone is injured or there is serious damage to vehicles or property, provide them with information about the situation and any special circumstances, e.g. if carrying oxygen or fuel gas cylinders and if any passengers have special needs.
- If the police attend the scene, note the officer's name, number and address of the police station where the police are stationed.
- If the emergency services are called, stay at the scene until you are allowed to leave.
- If children are present, ensure that an adult remains with them.
- Remain calm, even if provoked by other parties; do not argue or show aggression.
- Obtain the names and addresses of all independent witnesses (if possible).
- Ensure the vehicle is roadworthy before continuing the journey.
- If there is any injury or the names of people involved are not exchanged, you must report the accident to the Police as soon as possible, or in any case within 24 hours.

Record details of the accident for insurance, management and risk assessment purposes, on e.g. the "Road Traffic Accident Report Form" in Appendix 1.

Following an accident you should also discuss the details with your line manager at the next appropriate moment. This will help them ensure that any relevant risk assessments are relevant and up to date.

BREAKDOWN AND EMERGENCY PROCEDURES:

IF YOU BREAK DOWN:

A. On a Motorway: -

- Only stop on a Motorway in an emergency.
- Pull onto the hard shoulder and stop as far to the left as possible, with your wheels turned to the left. Leave your sidelights on and use your hazard warning lights.
- Try to stop near an emergency telephone, if required (these are at approximately 1 mile intervals).

- Leave the vehicle by the left hand door and ensure any passengers do the same. Put on your reflective Hi-visibility jacket/vest.
- If safe to do so, place any warning device, e.g. red warning triangle behind the vehicle.
- Ensure that you and any passengers keep behind the barrier, if possible, away from the carriageway and hard shoulder.
- Walk to an emergency phone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder). Do not cross a slip road to reach a phone. If you must use a mobile phone make sure you can describe your location.
- Give full details to the police and advise them of who you wish them to contact.
- Return to and wait near your vehicle, but way from the carriageway, behind a barrier if possible.
- Before you rejoin the carriageway after a breakdown, build up speed on the hard shoulder and watch for a safe gap in the traffic. Be aware that other vehicles may be stationary on the hard shoulder.

If you cannot get your vehicle onto the hard shoulder:-

- Do not attempt to place any warning device, e.g. a red warning triangle, on the carriageway.
- Switch on your hazard warning lights.
- Leave your vehicle only when you can safely get clear of the carriageway.

B. On other Roads: -

- Get your vehicle off the road if possible.
- Warn other traffic by using your hazard warning lights.
- Leave the vehicle by the left hand door and ensure any passengers do the same.
- Put on your reflective Hi-visibility jacket/vest.
- If safe to do so, place any warning device, e.g. red warning triangle behind the vehicle.
- Keep your sidelights on if it is dark or visibility is poor.
- Do not allow anybody to stand between your vehicle and oncoming traffic or anywhere that will prevent other road users from seeing your lights.
- Make sure you know your location and use your mobile phone to summon assistance.

OTHER ISSUES:

Theft:

- If the vehicle is broken into, you must report this immediately to the Police and obtain the Officer's details, a Crime Number and the address of the Police Station dealing with the report.
- The incident should be reported as soon as possible to your line manager or other senior person within the organisation. If any circumstances change, such as recovery of the stolen property, the police should be notified as soon as possible.

Some suggestions for Crime prevention include: -

- Set the alarm/immobiliser when away from the car. Do not leave the vehicle unlocked.
- Do not leave valuables on view in the car whilst parked or when driving. Remove them from the vehicle where possible.
- Lock larger items in the boot.
- Park in well lit areas and preferably in official car parks.

Parking:

Drivers must park their vehicle according to the Highway Code and any specific local instructions.

Hitchhikers:

Check with your employer regarding the policy for carrying hitchhikers in any part of a company vehicle or whilst driving at work.

Driver stress and road rage:

Some tips to deal with this include: -

- Keep appropriate distances from other vehicles.
- Keep to speed limits.
- Do not react to other peoples poor behavior.
- Do not use aggressive gestures, verbal reactions, erratic driving and avoid eye contact.
- Keep doors and windows locked.
- Keep engine running if you need to stop.
- If there is threat of assault consider sounding alarms, horns, contact police.

APPENDIX 1: FORMS

- Vehicle Checklist.
- Vehicle Accident Report Form.
- Receipt of Driving Handbook.



Vehicle Checklist

| | | | | | |
|--|-------|------------------|----------|--|--|
| Vehicle type: | | Registration No: | | | |
| Company or Private vehicle:(circle applicable) | Date: | | Mileage: | | |
| Inspected by: | | Signature: | | | |

| Item | Tick | Comment |
|--|------|---------|
| Tyre condition, including spare (Look for cuts and cracks) | | |
| Tyre tread depth, including spare, tyre pressures front, rear and spare (Detailed in vehicle manual) | | |
| Wheel nuts (Security nut key, if applicable) | | |
| Tools, e.g. jack and wheel spanner | | |
| Dust caps | | |
| Fuel level | | |
| Engine oil level | | |
| Coolant/antifreeze level | | |
| Brake fluid level | | |
| Clutch fluid level (if applicable) | | |
| Battery water level | | |
| Screen wash level | | |
| Front and rear headlights/sidelights | | |
| Front and rear fog lights /indicators | | |
| Reversing lights | | |
| Hazard warning lights | | |
| Windscreen, rear screen and windows | | |
| Front and (where applicable) rear wipers | | |
| Mirror adjustment (including internal mirror) | | |
| Steering adjustment | | |
| Seating and head restraints position | | |
| Seat belts | | |
| Brakes (including hand-brakes) | | |
| Horn | | |
| Roof rack stability (if applicable) | | |
| First aid kit (adequately stocked) | | |
| Fire extinguisher (serviceable) | | |
| Phone kit and Satellite navigation (Sited away from line of vision, i.e. bottom right of screen) | | |

VEHICLE ACCIDENT REPORT FORM

Please return to:

COMPANY DETAILS Company name and address: Tel No.:

VEHICLE DETAILS

Make & Model:

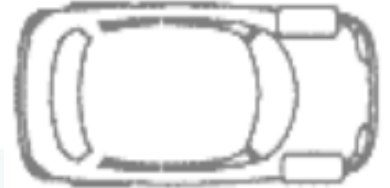
Registration Number:

Year of Registration:

Is the vehicle hired or leased? YES/NO If YES please give details:

Use of vehicle at time of accident? Business / Social, Domestic, Pleasure

Details of Damage:



Rear

Front

Please indicate damage location

DRIVER DETAILS

Name & Address:

Tel Numbers:

Home: Work:

Mobile:

Job title:

Type of licence held & how long:

Have you been involved in an accident in the past 3 years or been convicted of a driving/motoring offence (or have a prosecution pending) within the past 5 years? YES/NO.If YES, give details:

ACCIDENT DETAILS

Date :

Time :

Accident Location:

Weather conditions:

Road conditions:

Speed of your vehicle:

Speed limit for road:

What lights were in use:

What warning lights/sirens were in use:

Full description of accident:

Sketch of accident: (continue on separate sheet if necessary)Were photos taken at the time of the accident?

Yes / No If yes, please enclose.

WITNESSES DETAILS

Name & Address:

State if witnesses are Independent:1. 2.

POLICE DETAILS

Were the Police informed? Yes /No

Did they attend? Yes/No

Officer's name & address of station:

Police Reference Number:

OTHER VEHICLE/PROPERTY DETAILS

Name:

Address of Owner/Driver:

Tel Numbers:

Home:

Mobile:

Make & Model:

Registration Number:

Insurance details:

Details of Damage to Vehicle/Property:

DETAILS OF INJURED PERSONS

Name & Address:

Passenger?

Wearing seat belt?

Injuries?

1.

2.

Signature of Driver:

Date:

Receipt of Driving Handbook

We have issued you with a driving handbook to support the requirements under the Health and Safety at Work etc Act 1974.

The main health and safety policy documentation, which includes the Arrangement for Driving, is located in the office and is available for inspection upon request.

It is our policy to issue each driver with a copy of the driving handbook. It is important that you read and understand the details within the handbook prior to signing your name at the bottom of this page.

I confirm that I have read and understand the employee driver's handbook and will comply with all rules that are imposed in the interest of safety.

Employee Name

Signature.....

Date.....

Please return this form to your line manager.