



DRIVER HANDBOOK – NONEMPLOYEES

Version 1

Date: December 2019

CONTENTS

| CLAUSES | SUBJECT | PAGE NO. |
|---------|--|----------|
| 1. | WHO CAN DRIVE AN M.V. KELLY LTD VEHICLE? | 1 |
| 2. | DRIVER RESPONSIBILITES | 1 |
| 3. | DRIVING LICENCES | 1 |
| 4. | INSURANCE AND TAX..... | 2 |
| 5. | DRUGS & ALCOHOL | 2 |
| 6. | DRIVER PERFORMANCE | 2 |
| 7. | DRIVER FATIGUE..... | 3 |
| 8. | MOBILE PHONES & SAT NAVS | 3 |
| 9. | RESTRICTIONS ON USE | 3 |
| 10. | ACCIDENTS & BREAKDOWN | 4 |
| 11. | SMOKING..... | 4 |
| 12. | STAGED CRASHES | 5 |
| 13. | SAFE DISTANCE | 5 |
| 14. | MOTORING/ PARKING OFFENCES | 5 |
| 15. | VEHICLE CHECKS | 5 |
| 16. | DRIVING ABROAD | 6 |
| 17. | RETURN OF VEHICLE..... | 6 |
| 18. | COMPLIANCE..... | 6 |
| 19. | CONTACTS..... | 6 |
| 20. | SOURCES OF INFORMATION & GUIDANCE..... | 7 |
| 21. | DRIVER ACCEPTANCE | 8 |

1. WHO CAN DRIVE AN M.V. KELLY LTD VEHICLE?

M.V. Kelly Ltd issue vehicles to enable the Company to fulfil its business needs.

You can drive an M.V. Kelly Ltd Vehicle if you are not employed, and;

- You have completed an application and have a valid driving licence mandate on record.
- You are driving a vehicle within your permitted licence categories.
- You are fit to drive.
- The driving activity is authorised.

Additional drivers (the partner/ spouse/ close family member of employed company car drivers) who reside at the same address as the main driver must also comply with this Handbook.

2. DRIVER RESPONSIBILITIES

Every driver must

- ✓ Ensure you are familiar with this handbook and the manufacturer's vehicle manual.
- ✓ Hold a full and valid driving licence for the category of vehicle you drive.
- ✓ Ensure the vehicle is roadworthy and safe to use at all times.
- ✓ Familiarise yourself with each vehicle you drive before you use.
- ✓ Obey the Highway Code, all road traffic laws and company specific policies.
- ✓ Know what to do in an emergency and report all vehicle incidents immediately.
- ✓ Wear a seat belt at all times and ensure all passengers do the same.
- ✓ Be fit to drive and inform the Fleet Department of any illness that may affect your ability to drive.
- ✓ Plan your journey carefully and remove all distractions to ensure you reduce risk to yourself and others.
- ✓ Have completed a Young Driver Risk Assessment if you are aged 24 or under.
- ✓ Ensure vehicles are kept clean and tidy.

3. DRIVING LICENCES

All drivers must;

- ✓ hold a full and valid licence for the vehicle you are driving and consent to have your driving licence checked regularly as per M.V. Kelly Ltd policy.
- ✓ keep your licence updated with any change of name/ address / endorsements.
- ✓ notify the DVLA and the Fleet Department of any medical condition that affects your driving ability.

- ✓ inform the Fleet Department if your licence is revoked or endorsed.
- ✓ drivers without a UK licence will be allowed to drive so long as they meet the criteria for Driving in Great Britain on a non-GB Licence <https://www.gov.uk/driving-nongb-licence/y>
- ✓ A non-UK driving declaration must be completed in place of a Mandate for non-UK licences

4. INSURANCE AND TAX

You are insured under the M.V. Kelly Ltd insurance policy as long as you have a valid driving licence (and mandate to check it) on record. A copy of M.V. Kelly Ltd.'s Insurance Certificate can be requested from the Fleet Department if required.

Your personal property is not covered by the Company's insurance so you should consider making your own insurance arrangements.

5. DRUGS & ALCOHOL

- ❖ Do not drink alcohol and drive.
- ❖ Be aware that you may be over the alcohol limit for driving if you had alcohol several hours before (such as the morning after drinking alcohol the previous evening).
- ❖ Do not take illegal drugs and drive.
- ❖ Do not drive with legal drugs in your body if it impairs your driving.
- ❖ Be drug aware; you may not be able to drive with some legally prescribed drugs. Refer to your GP/ Pharmacist or <https://www.gov.uk/drug-driving-law>
- ❖ Be familiar with the Company Policy on Drugs & Alcohol.

Drink or drug related offences may lead to drivers being unable to drive M.V. Kelly Ltd vehicles.

6. DRIVER PERFORMANCE

If the M.V. Kelly Ltd vehicle has been fitted with a tracker and camera system by M.V. Kelly Ltd your driving performance may be reviewed. It is your responsibility to ensure that you are driving your vehicle efficiently within road speed limits and leaving reasonable space between yours and other vehicles for braking and other manoeuvres.

Driver performance will be monitored and scored; in the event your score reaches an unacceptable level, you will be contacted, and your performance will be reviewed, and the relevant action will be taken by the fleet department.

7. DRIVER FATIGUE

Drivers must be aware of the following;

- The danger of falling asleep at the wheel
- The need for safe journey planning
- The need to get adequate sleep before starting to drive
- The dangers of "moonlighting" or spending too long on evening hobbies, social activities or domestic work that limit sleeping time
- That sleepiness is most common between 2am to 6am and 2pm to 4pm
- The early signs of fatigue; increased difficulty concentrating, yawning, heavy eyelids, eyes starting to "roll", neck muscles relaxing making the head droop.
- What to do if you begin to feel tired on a journey
- The tendency to sleepiness associated with ageing and certain medical conditions
- The risks of making a lengthy journey home after a day's work away from your normal base
- What you should do if you feel fatigued before or whilst driving

Please read the attached leaflet produced by ROSPA "**Safer Journey Planner**".

8. MOBILE PHONES & SAT NAVS

It is illegal to hold a phone or sat nav while driving. You must have hands free access such as;

- A Bluetooth headset
- Voice command
- A dashboard holder or mat
- A windscreen mount
- A built in sat nav
- The device must not block your view of the road and traffic ahead.

You must stay in full control of your vehicle at all times. Even hands free phone conversations can be distracting, we expect you to know your own ability; consider whether the call is actually necessary.

9. RESTRICTIONS ON USE

Company vehicles cannot be used for racing, competition, rallies, trials, carrying hitchhikers, hire or reward, for any other trade or for tuition.

Provisional licence holders are not permitted to drive.

All commercial vehicles are for business use only.

Additional drivers (as defined in S1) are only insured for social, domestic and pleasure, not work.

10. ACCIDENTS & BREAKDOWN

Crash or accident:

- Stop immediately, stay calm and safe and call the emergency services if required.
- Get the **name, address, phone number, vehicle registration** and **insurance details** of anyone else involved.
- Get the **name, address** and **phone number** of any witnesses.
- Take pictures, from several different directions, of the location and damage to vehicles or property.
- Do not admit liability.
- Give your name, address and company details M.V. Kelly Ltd – insurer **Allianz BV/29159198**.
- **Report** it as soon as possible (this must be within 24 hours) to **0370 606 4912**.
- Record what happened as soon as possible including as much detail as you can;
 - Other driver and number of passengers including sex and approximate age of all occupants
 - What lane you were in
 - The position of the vehicles before and after the crash
 - Road markings and signs
 - The weather
 - Road conditions
 - Anything you think may have contributed to the crash
- Do not restart your journey until it is safe to do so; if there are any leaking fluids, steering/suspension or lights have been damaged ensure you contact the Fleet Department before attempting to drive.
- If you receive any correspondence from the police or a third party in relation to the incident you must forward it unanswered to the Fleet Department.

Breakdown

- Where possible avoid stopping in a dangerous place.
- Use your hazard lights to warn other road users.
- Refer to Contact Numbers to seek help

11. SMOKING

Smoking is not permitted in Company vehicles in accordance with our Smoking Policy

12. STAGED CRASHES

In crash for cash scams fraudsters deliberately crash into the vehicles of innocent motorists/ set up a crash. We expect drivers to;

- ✓ Stay alert. Be aware of your own driving and motorists around you.
- ✓ Look out for cars that are travelling unusually slowly or for cars that speed up and slow down for no obvious reason.
- ✓ Driver behaviour – a driver paying particular attention to the vehicle behind could be a warning sign that they are intending to cause an accident.
- ✓ Maintain a safe distance between you and the vehicle ahead of you. Always ensure that there is sufficient distance to brake and avoid hitting the vehicle in front.

Check for brake lights in other vehicles; fraudsters often disable their brake lights to increase the chance of causing an accident.

13. SAFE DISTANCE

Driving is one of the most dangerous work activities that people do; we find that rear end collisions are our most common accident. Drivers must be aware of their surroundings, the flow of traffic and always maintain a safe distance from the vehicle in front.

Use the TaT rule – Tyres and Tarmac – which refers to the stopping distance behind another vehicle when you have stopped in traffic. If you stop too close to the vehicle in front of you and they roll back it may collide with your vehicle. Would you be able to move should the emergency services need to get by you?

Stop – so you can see the tyres of the vehicle in front of you on the tarmac.

If you cannot you are too close.

14. MOTORING/ PARKING OFFENCES

You are responsible for any fines received as a result of any traffic or parking offence.

15. VEHICLE CHECKS

Drivers should make the following monthly checks;

- Tyres – check for tread depth, pressure, damage and uneven wear.
- Oil – check the level and top it up with correct oil grade if necessary
- Fluid levels – check coolant, brake fluid and washer fluid levels and top up if needed
- Lights & wipers – check they are working correctly

16. **DRIVING ABROAD**

You are not permitted to drive a Company vehicle abroad (excluding additional drivers as defined in this handbook).

17. **RETURN OF VEHICLE**

- Remove all personal belongings
- Clear personal data from any systems such as phone/ sat nav
- Leave the manufacturers handbook in the glove box
- Return all keys
- Make sure the vehicle has been cleaned inside/ outside

18. **COMPLIANCE**

Should the company incur additional insurance premium or excess charge due to an individual driver we reserve the right to pass that additional cost on to the driver concerned.

Failure to comply with this handbook may result in financial implications for you.

We reserve the right to withdraw use of a company vehicle if you have not complied with this policy.

19. **CONTACTS**

Fleet team 01604 586735/ 01604 586710 fleet@mykelly.co.uk Mon – Fri 7.30am to 4.30pm

Plant Team 0121 708 5002 Mon – Fri 7.30am to 5pm

| Insurance - 0370 606 4912 – Allianz BV/29159198 | | |
|---|---------------|--------------|
| Vehicle Make | Vehicle Age | Contact No; |
| Ford (Roadside Assistance) | Up to 1 year | 0800 111 234 |
| Volkswagen Cars Roadside Assistance | Up to 1 Year | 0800 777 192 |
| Volkswagen Vans Roadside Assistance | Up to 3 years | 0800 777 172 |
| Audi Roadside Assistance | Up to 3 years | 0800 699 999 |
| Land Rover | Up to 3 years | 0800 521 786 |

| | | |
|--|---------------|---------------|
| Assistance | | |
| BMW Roadside Assistance | Up to 3 years | 0800 777 111 |
| Volvo Roadside Assistance | Up to 3 years | 0800 777 116 |
| Mercedes Roadside Assistance | Up to 3 years | 0207 975 7077 |
| AA – Policy BCASP522450 If any of the above have been unable to assist | | 0800 424 151 |
| Tyrefix Out of hours tyre support | | 01530 244441 |

Update the Fleet Team in office hours if you have had to contact any of the above suppliers.

20. SOURCES OF INFORMATION & GUIDANCE

General;

Towing - <https://www.gov.uk/towing-with-car>

Seat Belts - <https://www.gov.uk/seat-belts-law>

Child Car Seats - <https://www.gov.uk/child-car-seats-the-rules>

Traffic;

www.transportdirect.info

www.trafficengland.com

21. **DRIVER ACCEPTANCE**

Please sign and return this form to acknowledge that you have read the Driver Handbook and will comply the requirements contained in it.

Print Name;

Signed;

Date;

ⁱ Guidance from www.brake.org.uk/ The road safety charity