



DRIVER HANDBOOK FL012 - Employees

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

You can drive an M.V. Kelly Ltd Vehicle if;

- You are an employee of M.V. Kelly Ltd who is entitled to this benefit, have completed an application form and have a valid driving licence check mandate on record. Please note that all applications must be authorised before driving any of our vehicles. Under 25's will also need to complete a young driver assessment and will receive additional training.
- You are the partner/ spouse of a company car driver who resides at the same address as the main driver (and have completed an application and have a valid driving licence mandate on record.) Please note that this is for ad-hoc journeys only, not for use in connection with any other business than that of M V Kelly Limited, and is not applicable if you are under 25.
- You have held a full valid licence for over 12 months, and have no spent disqualifications in the last 12 month period.
- You are driving a vehicle within your permitted licence categories.
- You are fit to drive.

Please note that acceptance to drive our vehicles remains at our discretion, and we reserve the right to refuse any driver should we have cause for concern. Our Fleet team must have checked all of your documentation and authorised you to drive before you do so.

## 2. DRIVER RESPONSIBILITIES

Every driver must;

- Ensure you are familiar with this handbook and the manufacturers vehicle manual.
- Ensure the vehicle is roadworthy and safe to use. See Section 14 for further information.
- Familiarise yourself with each vehicle you may drive before you drive it.
- Obey the Highway Code, all road traffic laws and company specific policies at all times.
- Know what to do in an emergency and report all vehicle incidents immediately. See section 10 for further information.
- Wear your seat belt and ensure all passengers do the same.
- Plan your journey carefully and remove all distractions to ensure you reduce risk to yourself and others.
- Have completed a young drivers' assessment if you are aged under 25.
- Ensure vehicles are kept clean and tidy.
- Ensure cameras fitted to vehicles (where appropriate) are mounted correctly, are unobscured and are facing the road ahead / behind.

### 3. DRIVING LICENCES

Every driver must:

- Keep their 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; more information can be found by following this link: <https://www.gov.uk/driving-nongb-licence/y>

### 4. INSURANCE

You are insured under the M.V. Kelly Ltd insurance policy so long as you have a full, valid driving licence and **have held this for more than 12 months**. You are insured under the M.V. Kelly Ltd insurance policy so long as you comply with all points in section 1 and have been checked and authorised. A copy of the M.V. Kelly Ltd insurance policy certificate can be requested from the fleet department if required.

Any drivers which hold any current disqualifications on their licence are not under any circumstances insured to drive any vehicle for M.V. Kelly Ltd.

Any drivers which have been disqualified previously are not insured to drive vehicles for M.V. Kelly Ltd until one year after their disqualification has passed.

After a disqualification surpasses one year on a drivers' licence, their entitlement to drive for M.V. Kelly Ltd remains at the discretion of our insurance company, and will be decided on each individual case.

Certain vehicles (for example some electric / hybrid vehicles) can attract some specific clauses and exclusions. This will be reviewed on an individual case by case basis and drivers will be notified where appropriate.

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

## 5. DRUGS / ALCOHOL / SMOKING

It is illegal to drive whilst under the influence of alcohol or drugs. As it is also an offence to carry drugs, these are strictly prohibited from our vehicles.

As a company, we carry out random drug and alcohol testing at our offices and on sites and any driver failing either test will have their entitlement to a company vehicle suspended with immediate effect. It will be returned to them following a suspension period, and only following negative testing. We reserve the right to increase future test frequency in these cases to ensure consistency.

Please note that is ILLEGAL to smoke in a vehicle, and also against our company policy. You are not permitted to smoke in any of our vehicles – even if you are the sole occupant.

Legal / prescribed drugs can also have an effect on your ability to drive. If you experience any adverse side effects then you must cease driving and consult your doctor.

**Drink or drug related offences may lead to disciplinary action.**

## 6. DRIVER PERFORMANCE

If your vehicle has been fitted with a tracker and camera system by M.V. Kelly Ltd (standard for all drivers under the age of 25) your driving performance will be reviewed. It is your responsibility to ensure that you are driving your vehicle efficiently in accordance with the Highway Code, within road speed limits and leaving reasonable space between yours and other vehicles for braking and other manoeuvres (see section 12 for more information)

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
- Drowsiness 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 of 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
  - There are a number of measures that drivers can take to decrease but not prevent the onset of fatigue on a journey. Examples are:
    1. Temperature: Cool dry air, especially on your face, helps keep you alert.
    2. Sound: Irregular or variable sounds e.g. conversation can stimulate alertness.
    3. Environmental light: bright light tends to increase alertness while dim light leads to drowsiness.
    4. Aroma: Studies have found that some smells, e.g. peppermint, make people more alert. Others, like lavender, have a sedative effect.
    5. When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place:
    6. Stop and park safely, fully applying the handbrake.
    7. Have a high energy or caffeinated drink
    8. Set their alarm or mobile phone
    9. Take a ‘powernap’ for no more than 15 minutes
    10. Do not drive until fully alert

## 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.

Always stay in full control of your vehicle. 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 under any circumstances.

## 10. ACCIDENTS & BREAKDOWN

In the event of an accident, drivers must:

- Stop immediately, stay calm and safe and exit the vehicle AWAY from traffic (for example; if in lane 3 of a motorway, exit driver side – if on hard shoulder, exit passenger side)
- Call the emergency services if they are required. In the event that you suspect any fraudulent activity (ie cash for crash scam – see Section 11) or have any other concerns (drink driving etc) – call the Police immediately.
- Get the **name, address, telephone number, vehicle registration** and **insurance details** of anyone else involved.
- Get the **name, address** and **telephone 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 and address, the company details for M.V. Kelly Ltd, plus our insurers details – insurer **QBE**, policy number **Y149531FLT0123A**.

- Report it whilst still at the scene of the accident directly to QBE on 0808 100 8181 quoting policy number Y149531FLT0123A, and then to your line manager and the Fleet office.
- Record what happened in 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 and your approximate speed.
  - 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 the vehicle is undriveable – you **MUST** remain with it until the recovery service arrives.
- 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 and exit the vehicle AWAY from traffic (for example; if in lane 3 of a motorway, exit drivers side – if on hard shoulder, exit passenger side)
- Use your hazard lights to warn other road users.
- Refer to Contact Numbers (see Section 18) to seek help.
- Remain with the vehicle until the situation is resolved (or the arrival of a recovery vehicle).



## 11. STAGED CRASHES

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

- Stay alert. Be aware of your own driving and motorists around you.
- Look out for cars in front 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. See Section 12 for more information.
- Check for brake lights in other vehicles; fraudsters often disable their brake lights to increase the chance of causing an accident.

## 12. SAFE DISTANCE

Driving is one of the most dangerous work activities that people do; and 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.

Please refer to the highway code for specific recommended stopping distances, and observe **the 2 second rule** - As the car in front passes a fixed point, such as a sign or a bridge, start to say 'only a fool breaks the 2-second rule' at a normal rate. The phrase takes about 2 seconds to say, so if you pass the same fixed point before you've finished saying it, you're too close and should leave more room. Remember – "Only a fool breaks the 2 second rule. If it's wet on the floor, make it 4".

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 see them - you are too close.

### 13. MOTORING/ PARKING OFFENCES

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

### 14. VEHICLE CHECKS / SERVICING

Please contact the Fleet office on 01604 586 702 when your vehicle prompts you that is due service, and they will advise you on your closest service provider (you can then book the vehicle in at a time and date to suit your schedule).

Drivers should make the following daily / weekly checks, and report any issues immediately to the Fleet office.

- Tyres – check daily for tread depth, pressure, damage and uneven wear.
- Oil – check the level weekly and top it up with correct oil grade if necessary
- Fluid levels – check coolant, brake fluid and washer fluid levels weekly and top up if needed
- Lights, wipers, glass and mirrors – check daily that all lights are working correctly and that windscreen and wipers are clean and free of damage and that all other glass is clean.
- Check for any bodywork damage.

All servicing on company cars is paid for by M.V. Kelly Ltd. If your company car requires a service, it is **your duty** to ensure this is carried out. Any updates or correspondence are to go through the Fleet Department who will organise payment or authorise any additional work.

### 15. DRIVING ABROAD

Company cars (**not** vans) may be taken abroad; discuss with the Fleet Department well ahead of travel as VE103 certificate is required and you will be given some additional information.

You are responsible for any additional costs associated with foreign travel, and **MUST** obtain your own European breakdown cover (a copy of which must be provided to the Fleet department).

Please check the road laws in the country you are travelling to and obtain any mandatory extras (i.e.; warning triangle / breathalyser etc).

You can find a European check list at <https://www.rac.co.uk/drive/travel/driving-abroad/checklist/>

## 16. RETURN OF VEHICLE

Upon returning a vehicle, drivers must;

- Remove all personal belongings
- Clear personal data from any in vehicle systems (ie – sat nav, user profiles etc)
- Leave the manufacturers handbook in the glove box
- Return all keys and the fuel card (where provided)
- Make sure the vehicle has been cleaned thoroughly inside/ outside and that ALL accessories are present (eg. Locking wheel nut, tyre repair kit etc)

## 17. 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 policy may result in financial implications for you and/ or be regarded as a disciplinary matter.

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

## 18. OWN CARS

We are responsible for Employee's who may be using their own vehicles for work and therefore relevant parts of this handbook will still apply.

To comply with our duty of care obligations, we will still ask you to complete our driver application form (and licence check mandate), and also for a copy of your insurance certificate (including business cover where appropriate) and MOT certificate where applicable.

## 19. CONTACTS

Fleet team 01604 586702 / [fleet@mvkelly.co.uk](mailto:fleet@mvkelly.co.uk) Mon – Fri 7.30am to 4.30pm

Breakdowns:

Vehicle Make	Vehicle Age	Contact No;
Ford Assist (Roadside Assistance)	Up to 3 years	0203 564 4444
Volkswagen Cars Roadside Assistance	Up to 1 Year	0800 777 192

Audi Roadside Assistance	Up to 3 years	0800 699 999
Land Rover Roadside Assistance	Up to 3 years	0800 521 786
Jaguar Roadside Assistance	Up to 3 years	0800 246 844
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 Fleet Policy number BCASP522450		0800 424 151
QBE Insurance (in case of accident)  Policy Number: Y149531FLT0123A		0808 100 8181

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

## 20. SOURCES OF INFORMATION & GUIDANCE

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>

Brake - <https://www.brake.org.uk/>

RoSPA - <https://www.rospa.com/>

Highway Code - <https://www.gov.uk/guidance/the-highway-code>

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