



Company Drivers and Vehicle Policy

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Policy

The following information has been provided to give you guidance in your everyday driving and to help you remain safe behind the wheel when you are on business or social trips.

It has been compiled in association with the Institute of Advanced Motorists, the Health & Safety Executive and the Royal Society for the Prevention of Accidents.

1. Introduction

As part of the Health and Safety at Work Act, the company has a Duty of Care to ensure that any employee who needs to use a vehicle in order to perform their duties is given the necessary guidance and information to ensure that they, and their colleagues, remain safe whilst on company business.

In order to do this there are a number of issues that you need to be aware of and responsible for. They are detailed as follows:

Copy Documents

Driving Licence - You must provide a copy of your driving licence half yearly and declare any penalties. If it is a requirement of your job duties that you possess a current driving licence, the loss of such a licence as a result of a motoring conviction or on health grounds, may, if we are unable to provide suitable alternative employment, lead to the termination of your employment. You are required to produce your driving licence for our inspection at any time when so required.

MOT & Insurance Documents (if using own Vehicle) - You must provide a copy of your MOT certificate and Insurance Documents annually.

Your Health

It is very important that you ensure that you are 'fit' to drive.

Eye Care - You should ensure that you visit your optician on a regular basis (as determined by the optician).

General Health Check - You should arrange to have an annual health check with your GP and notify the Office Manager of the date of this appointment. The company only needs to know the details of this check-up if any issue is raised that affects your ability to work or drive.

Working Hours

You should keep an accurate log of the time you spend in your vehicle and if you feel that you are becoming too tired and your health and quality of work may be suffering, you should notify your line manager immediately. This should also be discussed at your annual performance review and documented.

Incidents/Accidents

You must inform your Manager if you are involved in any driving incidents/accidents regardless of blame. Although the company will not be directly involved in any issues regarding an incident/accident it may be that a review of your working conditions may need to be taken to ensure that the incident/accident was not as a result of work.

Training

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You may be required to complete an 'on-line' assessment of your driving ability and based on the results may be required to attend a formal driving course. Costs for the initial driving assessment will be paid for by the company and any additional training costs will need to be discussed with your line manager.

2. Company Vehicles

Employees are notified individually if they are entitled to use a company vehicle for the better performance of their duties. Company vehicles are provided as a tool of your trade and not as a benefit. Such entitlement is subject to the following terms and conditions of this policy. In the event of an Employee failing to comply with the obligations under this policy, Aura Retrofit Limited shall be entitled, at its sole discretion, to withdraw or limit the use of the Company vehicle so provided without giving any reason and without compensation.

Where an employee is provided with a company vehicle on a permanent basis they will also be expected to sign a **Company Vehicle Agreement (AR42)**.

Choice of Vehicle

Aura Retrofit Limited reserves the right to decide by what means company vehicles will be provided (e.g. by lease or purchase).

Aura Retrofit Limited will determine the make and model of vehicle to be provided and reserves the right to change the make and model of such vehicle at its sole discretion.

The arrangements for the purchase or lease of vehicles will be for Aura Retrofit Limited to decide in the circumstances.

Where Aura Retrofit Limited decides to change its arrangements for the supply of company vehicles, it may be necessary to replace existing vehicles in the possession of employees with vehicles provided under the new arrangements.

All company vehicles are fitted with a tracker, this is for both insurance & performance purposes. The tracker will be monitored in circumstances where management requires to know the location of the vehicle and/or the employee.

Fixtures, fittings and Modifications

No fixtures such as aerials, roof racks, towing apparatus, or stickers may be attached to a Company vehicle without prior written permission. When handing the vehicle back to us such attachments which have been attached with Aura Retrofit Limited position must remain unless adequate rectification work is carried out professionally to restore the vehicle to its former condition.

No change or alternations may be made to the manufacturer's mechanical or structural specification for the vehicle.

Failure to adequately clean the vehicle means that you may be subject to the cost of the valet being deducted from your wage, in accordance with the Deduction from Remuneration clause within your contract of employment

Warranty

All warranty work must be reported to us prior to it being carried out.

Running and other Costs

Aura Retrofit Limited will pay/arrange for company vehicles provided to be comprehensively insured and taxed.

Employees are responsible for ensuring that their company vehicles are kept clean (both inside and out) and are maintained in a roadworthy condition. Aura Retrofit Limited will reimburse all reasonable servicing and maintenance costs properly incurred (excluding vehicle valet or vehicle wash charges) on the production of garage receipts.

A fuel card will be provided to employees who are in possession of a company vehicle.

Travel Overseas

Company vehicles may not be taken out of the country without written permission from a director or Aura Retrofit Limited

Driving Company vehicles

Employees provided with a company vehicle are required to comply with the following requirements, which are conditions of entitlement to the use or benefit of a company vehicle:

- Drive within the law and comply with all Road Traffic Acts.
- Hold a full driving licence covering the category of vehicle they are driving.
- Provide a copy of their licence annually.
- Provide details of other nominated drivers, including a copy of their driving licence, for authorisation, prior to driving the vehicle
- Notify the Company immediately of any changes to their licence.
- comply with the provisions and conditions of any policy of insurance relating to the vehicle and Aura Retrofit Limited requirements in respect of assisting with insurance claims or investigations into accidents, damage or police enquiries arising from the use of Aura Retrofit Limited vehicle.
- Must always keep the vehicle in a road worthy condition, check the vehicle for oil, water, tyre tread and pressure, scratches etc. and report any problems immediately.
- Report any theft or loss of the vehicle immediately to the Company and police.
- Report any fixed penalty notice or any order of any court to endorse your driving licence or to disqualify you from holding a driving licence (including disqualification under the 'totting up' provisions), whether or not that consequence occurred whilst driving on the Company's business.
- Report any other event which results in your being ineligible to drive the car.
- Ensure the vehicle is kept in a clean and tidy manner.
- Always take care to park the vehicle in a safe place.
- Ensure the vehicle is locked and items that can be removed overnight stored in a safe place.
- Never allow anyone to smoke in the vehicle.

The employee is responsible for the above matters, even if not personally driving Aura Retrofit Limited vehicle at the relevant time. No person other than the authorised employee is allowed to drive the vehicle unless they have the written permission of Aura Retrofit Limited.

In the event of either the employee or Aura Retrofit Limited becoming involved in criminal proceedings in connection with the employee's use of Aura Retrofit Limited's vehicle, the employee will be responsible for all parking fines and charges, costs, fines, criminal

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compensation and any other similar liability connected with or arising from such criminal proceedings. In the event of Aura Retrofit Limited initially paying some of the above liabilities, the employee will reimburse such sums within 28 days, in default of which the employee agrees that such sums may be deducted from the employee's salary. These provisions also apply to an employee where such fines and other liabilities have been incurred by any other person who has used the vehicle.

Drivers must not under any circumstances:

- Drive a vehicle that does not meet the legal requirements.
- Use a vehicle for the carriage of goods or passengers for hire or reward.
- Use a vehicle for third party business use.
- Driving tuition of any nature.
- Towing.
- Racing, pace making, rally driving or any other competitive event.
- Take the vehicle out of the UK without the prior consent of your manager.
- Carry out any alterations to the vehicle, nor are you permitted to fit vehicle radios, stereo equipment, fog lamps, roof racks, tow bars or any other accessories.
- Drive when over-tired or feeling unwell where the level of concentration may be affected adversely.
- Drive when over the legally permitted level of alcohol or under the influence of drugs.
- Use a mobile phone when driving. When driving a vehicle that does not have a 'hands free kit' the phone must be switched off. Where a 'hands free kit' is available, this should only be used to take calls when safe to do so on the basis of returning calls after safely parking the vehicle.

Loss

In the case of theft of the vehicle, we and the police must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, we and the police should be notified immediately.

Please note that only Company property is insured by us and you should make your own arrangements to cover personal effects.

The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot or rear. If a vehicle is stolen, we are required to prove to the insurance company that there has been no negligence and, therefore, must hold you responsible in the event of such negligence.

Maintenance

The Company will retain all documents relating to the registration of the vehicle.

Company vehicles should be kept clean and well maintained and must be roadworthy at all times. It is your responsibility to ensure that the vehicle is regularly serviced and the logbook is kept up to date. For safety reasons, the service record should be stored in the vehicle and the V5c registration document will be held at the Company head office.

You are responsible for ensuring the vehicle has an MOT certificate (where required) and a valid licence (tax) disc. You are also responsible for ensuring the vehicle is properly maintained and serviced. The Company will bear the cost of repairs and service in relation to the vehicle provided they are not caused by your negligence or default.

Appointments for MOT testing and servicing must be made with a garage approved in advance by the Company. You are required to identify the service dates in line with the vehicle log book and mileage record.

You are responsible for the cleanliness and safe-keeping of the car, together with its equipment and fittings. You must ensure that the vehicle is maintained in good repair and in an efficient roadworthy condition, that it is serviced at the recommended intervals, that regular checks are made of tyre tread and pressure, lights, brakes, fuel, oil, water coolant, screen wash and battery, that it conforms with current road traffic legislation and that the provisions and conditions of the vehicle insurance policy are observed and that such policy is not rendered void or voidable. The vehicle must not be used if you know or suspect it may have a defect or in any other way not be roadworthy.

You must also take reasonable steps to ensure that the vehicle is in a clean and presentable condition (both externally and internally) when used for business travel on the basis that it represents the Company to its clients, customers, suppliers and others.

Fines and penalties

You are responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving the vehicle or whilst it is in your possession or under your control, including but not limited to parking, congestion and speeding fines.

Insurance

Company Vehicles will be taxed and insured by the Company for use in the UK only unless agreed otherwise. The Company may seek to recoup any losses in the event of damage caused to the vehicle by your negligence or wilful default. In addition, you are responsible for the excess which is required to be paid which is not recoverable from the insurance company should the vehicle be involved in an accident, irrespective of the responsibility for the accident.

For insurance purposes, you will be asked to supply a copy of your driving licence when you take receipt of your Company car. If your partner wishes to drive the vehicle you must get authorisation and supply a copy of their driving licence to the Finance department before they are insured to drive the car.

Income tax liability

You agree to bear any income tax liability as assessed by HM Revenue & Customs in respect of the use of the car.

Driving Licence

You are required to be in possession of a full and valid UK driving licence at all times when driving a Company car. You are required to provide a copy of your driving licence upon request by your line manager on commencing employment and on an annual basis thereafter.

You must keep the Company informed about any changes to your/your partner's licence. If you lose your licence, a Company vehicle may be reclaimed, or allowance stopped and where driving is considered essential for your job role you may be called to a disciplinary hearing which may result in your dismissal.

Termination of employment

Where any employee is summarily dismissed or is not required by Aura Retrofit Limited to work out the notice period (regardless of who gave notice), the employee will be obliged to return Aura Retrofit Limited vehicle on the last day of work in accordance with Aura Retrofit Limited instructions and shall not be entitled to any further use or benefit of the vehicle or to any monetary value in lieu thereof.

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Aura Retrofit Limited may, at its sole discretion, agree to the employee's continued use or benefit of a company vehicle after the last day at work. Such permission will be given in writing specifying the terms and conditions of such continued use or benefit.

You shall inform Aura Retrofit Limited immediately if you are convicted of any offence under road traffic legislation in the United Kingdom or elsewhere. If you are disqualified from driving for any period Aura Retrofit Limited reserves right to dismiss you, provided driving is an essential requirement of your job.

3. Use of own (private) vehicles for Business Purpose

You may be permitted to use your own vehicle on Company business, provided that the vehicle is in a roadworthy condition, and you have obtained permission from your line manager and produced to your supervisor or manager:

- a copy of your driving licence
- a current insurance certificate confirming that the policy and certificate have an endorsement that the insurance cover extends to cover the particular vehicle owner for business use. Each year, a copy of the insurance renewal certificate must be supplied.
- a current MOT certificate for the year

4. Both Company and Private Vehicles procedures

Accidents and thefts

Any driver involved in an accident in a Company vehicle must stop at once and give to any person having reasonable grounds for requesting it:

- The employee's name and address.
- The Company name and address.
- The vehicle registration number.
- The name and address of the Insurance Company.

If any person is injured in the accident, then the Police must be informed immediately. The employee must:

- Make no admission of liability to any person however in the wrong the employee may be.
- Obtain the name and address of any other driver / drivers involved and details of their vehicles.
- Obtain name and addresses of any witnesses.
- Details of any police present at the incident
- Sketch showing position of vehicle before and after, together with details of roads and measurements if possible.
- Report the accident as soon as possible to their line Manager.
- Complete a full accident report within 24 hours and give to their line Manager

If our vehicle is un-driveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.

An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible. Under no circumstances may repairs be put in hand until the insurance company has given its agreement. We will notify you when this has been done.

Aura Retrofit Limited is mindful of its insurance cost and considers 2 or more accidents involving the same employee in any 12-month period to be unacceptable. In such event, the employee concerned will be liable to pay Aura Retrofit Limited insurance excess for the second and subsequent accidents. If an employee has an accident due to his/her carelessness, negligence or dangerous driving such conduct will be treated as misconduct and might result in dismissal.

In the event of the vehicle being stolen it must be reported immediately, or as soon as possible, to the local police and the manager. Any theft of company property from the vehicle should also be reported to your manager.

Medication

Some forms of ill health affect a person's ability to drive safely either for a temporary or longer term period even though they may be able to perform their work duties. In these instances the Company will assist to accommodate the problem.

Drink and Drugs

Employees must never drive if they have been drinking alcohol in excess of the legal limit or have taken drugs (illegal or prescribed) which affect concentration, induce drowsiness, or otherwise affect a person's ability to drive safely.

Carrying of passengers

You are prohibited from carrying personal passengers in the vehicle when using it for business travel. However, you are permitted to carry business-related passengers in the vehicle (such as fellow employees or clients/customers) when using it on Company related business as the circumstances of the case dictate.

Mobile phones and driving

All employees are reminded that it is against Company policy, as well as being illegal, to use a mobile phone to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the internet or e-mail whilst driving in the course of their employment with the Company and any breach of this instruction will result in disciplinary action.

If you do wish to use a mobile phone whilst driving in these circumstances, you must pull over and stop the vehicle in a safe place and completely turn off the car's engine before using the mobile phone.

Whilst driving in the course of your employment with the Company, you should make use of any voicemail or call divert facility available on your mobile phone.

Safe standards of driving

When driving the car, you must drive within the law and abide by all requirements of road traffic law and the Highway Code, including ensuring that:

- Traffic signs and statutory speed limits are observed.
- The vehicle is sensibly parked and not in breach of any road traffic regulations.

You are responsible for your own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use. When carrying passengers, ensure you comply with the vehicle manufacturer's design specification. There should

be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.

You are prohibited from driving the vehicle whilst under the influence of any intoxicating substances such as alcohol or drugs. If you are taking any prescription drugs or other medication which may cause drowsiness, you should inform your line manager prior to driving on Company-related business as this may affect your ability to drive.

While driving on Company-related business, it is important that you take regular breaks because driving when tired can result in accidents.

All drivers must ensure adequate time is given to complete the journeys in compliance with the speed limits for the roads that will be used.

It is not sensible to undertake a long trip after a full day's work without having a sufficient rest period. It is our policy that company drivers should make an overnight stay in a hotel rather than complete a long road journey at the end of the working day.

Breaks should be built into the journey planning aim for at least a 15 minute break every two hours. This is particularly relevant between 2 am and 6 am and between 2 pm and 4pm when sleep related accidents are most likely to occur.

5. Driving Posture

According to research, thousands of people are damaging their backs by sitting incorrectly in their cars.

The British Chiropractic Association says that 32,000 people each month visit one of its members with a back problem linked to driving posture.

Poor posture due to poorly adjusted seats is the most common cause of back pain when driving.

Following these simple tips should help you achieve a comfortable seating position.

Initial driving position and posture guide:

Take the time to familiarise yourself with all the adjustments (e.g. seat, steering wheel, seat belt). Start by getting the seat into the 'initial set-up position'. This means:

- Steering wheel fully up and fully forward
- Seat height at its lowest
- Cushion tilted so that front edge in lowest position
- Back rest approximately thirty degrees reclined from vertical
- Lumbar adjustment backed off
- Seat fully rearwards

Then....

	<i>Step 1</i> • Raise the seat as high as is comfortable to improve your vision of the road. • Check you have adequate clearance from the roof. • Ensure you have maximum vision of the road.
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	<i>Step 2</i> • Move the seat forwards until you can easily fully depress the clutch pedal and accelerator pedal. • Adjust seat as necessary to give good pedal control.
	<i>Step 3</i> • Adjust cushion tilt angle (if fitted) so that the thighs are supported along the length of the cushion. • Avoid pressure behind the knee.
	<i>Step 4</i> • Adjust back rest so it provides continuous support along the length of the back and is in contact up to shoulder height. • Avoid reclining the seat too far as this will cause excessive forward bending of the head and neck, and you may feel yourself sliding forwards on the cushion.
	<i>Step 5</i> • Adjust lumbar support (if fitted) to ensure even pressure along the length of the back rest. • Ensure lumbar support 'fits' your back, is comfortable with no pressure points or gaps.
	<i>Step 6</i> • If possible, adjust the steering wheel rearwards and downwards for easy reach. • Check for clearance for thighs/knees when using pedals. • Ensure display panel is in full view and not obstructed.
	<i>Step 7</i> • Adjust the head restraint to ensure the risk of injury is reduced in the event of a vehicle accident. • You should refer to your vehicle handbook for advice on this adjustment.

Repeat stages 1-7 and fine tune as necessary

6. Driving Conditions

We all love talking about the weather - a British trait! We have some of the most varied and unpredictable weather conditions in the world that can cause pretty dangerous conditions especially on the road.

In recent years the UK has been having increasingly mild winters with snow a rarity - less deep & crisp & even - more slush & soaking & soggy!

So, when severe weather hits, the best advice is to **STAY OFF THE ROAD**. If you must drive this guide will help you be prepared and know what to do.

Getting Started

Prevention is better than cure and less costly to keep your vehicle on the road. These precautions should be taken in the autumn or early winter.

- Additives: Add anti-freeze to the radiator and winter additive to the windscreen washer fluid.
- Battery: Keep your battery fully charged.
- Service: Make sure your car is well-maintained and serviced.
- Lights: Make sure all lights are working.
- Tyres: Your tyres should be at the correct pressure and have plenty of tread depth.
- Wipers: Change your wiper blades if they are worn.
- Windows: Clean your windows and mirror for better visibility and to reduce glare
- Emergency Pack: Keep this in your car boot

Top Tips for Safer Driving in Bad Weather

It may be hot and comfortable in your car but the conditions outside can make driving hazardous - it is important to adjust your driving to the conditions.

Snow or Ice

- Stopping distances are up to 10 times that of a normal, dry road.
- Use a high gear to avoid wheel spin. (e.g. Second gear rather than first).
- Drive slowly, allowing extra time for braking.
- Manoeuvre gently, avoiding harsh braking and acceleration.
- To brake without locking your wheels, get into a low gear earlier; allow your speed to fall and brake gently.
- If you start to skid, ease off the accelerator. Do not brake sudden

Fog

- Drive slowly, using dipped headlights.
- Use fog lights if visibility is seriously reduced, but switch them off when visibility improves.
- Don't hang on to the rear lights of the vehicle in front - this gives you a false sense of security.
- Don't accelerate rapidly. Fog is often patchy and you can suddenly find yourself back in thick fog.

Rain

- Stopping distances are at least double that of a normal, dry road.
- Keep back from the vehicle in front for better visibility and increased thinking and stopping time.
- If you aquaplane (tyres losing grip on the road because of excess water), ease off the accelerator and slow down gradually.
- Spray can make visibility as bad as fog. Slow down and keep your distance.

Floods

- Don't attempt to cross if the water seems too deep. However, if you have to - Drive slowly in first gear to avoid stalling and keep the engine revs high by just engaging the clutch.
- Avoid the deepest water which is usually near the kerb.
- Test your brakes after you have gone through the flood before driving on at normal speed.

Winter Sunshine

- Dazzle from low winter sun can make driving dangerous.
- Ensure your windscreen is absolutely clean.
- Wear sunglasses if they help

If you do get into trouble....

- Do not use a mobile phone while driving. Stop somewhere safe or ask a passenger to make the call.
- On a motorway, use the emergency roadside telephone - emergency services can locate you quicker. If you use a mobile phone, check your location from the marker posts at the side of the road.
- Stay with your vehicle until help arrives - abandoned vehicles delay snowploughs and the emergency services.
- Wrap up warm and drink plenty of fluids, but do not drink alcohol, as this will lower your body temperature.
- If you have to leave your vehicle to get help make sure other drivers can see you and tell them where you are going.

7. Stay Alert

Driver sleepiness is thought to cause at least ten percent of all road accidents and as many as one in four accidents on motorways and trunk roads. Over 39,000 serious injuries and nearly 3,500 deaths occurred on roads in the UK last year, according to DTLR statistics. Drowsiness is now considered to be a major cause; the killer claiming more lives than alcohol. Drivers do not just fall asleep suddenly - there is plenty of warning.

Falling asleep at the wheel is increasingly preceded by feelings of increasing sleepiness that drivers are aware of but often ignore. They will wind down the window, turn up the radio, stretch etc., but drive on. Neither these latter methods nor the willpower to stay awake have much effect in overcoming sleepiness.

The following advice is given to Drivers to avoid tiredness:

Do:

- Plan to stop for a 15 minute break every 2 hours on a long journey.
- Try to get a good night's sleep before starting a long drive.
- Share the driving if possible.
- Stop in a safe place when you feel tired if you're on the motorway don't stop on the hard shoulder, take the next exit and find somewhere to park, or stop at the next motorway service area.
- Drink a cup or two of strong coffee followed by a short nap of no more than 1520 minutes, once you have stopped somewhere safe.

Don't:

- Start a long trip if you're already tired
- Drive for long distances after a full day's work
- Drive after you have been drinking
- Drive if you are taking medicines that make you feel drowsy (read the instructions carefully)
- Make long trips between midnight and 6am when natural alertness is low

Note - men are more at risk of having a sleep related accident as they drive faster, have an over-confident image of their driving skills and are less likely to stop and take a break if they feel tired.

8. Motorway Driving

Motorways need extra caution.

- Pull well over to the left of the hard shoulder and try to stop near an emergency telephone.
- Phones are placed every mile - the most you will have to walk will be half a mile.
- Every 100 meters there is a post with an arrow pointing to the nearest phone.
- Use the nearest one - you will be safest walking in the opposite direction to the traffic - you can watch out for danger from approaching vehicles.
- If you have to walk forwards keep glancing behind to keep an eye on traffic movements.
- After phoning return to your vehicle - remain outside on the verge and out of sight of oncoming traffic, if you can.
- Your decision will be based on weather conditions, if there is a grass verge and if you have children or elderly people in the car.
- If you remain in the car, try to be inconspicuous and sit in the front passenger seat to create the impression that you are not alone.
- You stand more chance of being injured or killed in an accident with your vehicle parked on the hard shoulder than of being attacked.

Traffic will be travelling very fast - when you are on foot vehicle speed can be quite frightening and all vehicles will create turbulence as they pass.

Remember DO NOT

- attempt any repairs yourself
- cross the carriageway under ANY circumstances
- walk anywhere other than on the inside of the hard shoulder or verge

Remember DO

- keep ALL the doors locked at ALL times
- keep valuables out of sight, even when you are driving
- keep your windows closed if you need to keep them open to keep cool, only open them a little bit

Get a mobile phone, they don't have to be expensive and can be run cheaply with pay-as-you-go "top-up cards"

9. If You Break Down

If you break down whilst driving alone, these guidelines may help to make it a less unnerving experience.

- Do not panic - there are far more friendly people on the roads than those who would wish you harm
- Remain driving, if possible, until you are in safety - If the vehicle is driveable, carry on if possible and stop where there are lights, houses, and a telephone. *This may not be possible if your vehicle fails completely or in extremely remote areas or on Motorways.*
- Immediately call for assistance - When calling for help from a public phone or a Motorways emergency telephone, if you are a female alone, stress the fact to the motoring organisation or police. *They are all geared up to give you priority attention.* Do not attempt any heroics on your own with fires: unless it is a very small fire which can be extinguished with your fire extinguisher - walk away and leave it.
- Verify offers of help are genuine - If somebody offers help ask for assistance through a closed window unless you are sure they are trustworthy (e.g. Police, AA or RAC patrols). *Make a note of vehicle numbers of others who offer to help or appear to be showing an interest in you.* If you are on the telephone give the vehicle number to the authority and let the driver know you have done so.
- Ensure somebody knows your route and times - Plan your journey properly and let somebody know your route and when you expect to arrive. *If that person is someone other than at your destination* - do not forget to let them know you have arrived safely.
- It is essential to remain with your vehicle - Do not leave your car, do not start to walk, do not hitch a lift. If it is safe to do so remain inside your vehicle and lock the doors and windows.

Anticipate the needs of your vehicle:

Keep your vehicle in good order - make sure the daily checks are carried out, and that you have enough fuel for your journey.

Always carry a torch, loose change, warm clothing/blanket, reflective jacket, fire extinguisher, first aid kit and pen and paper.

Join one of the motoring organisations.

A lady may also consider a personal attack alarm but don't forget to take it with you when you go for help.

10. Safer Use of Your Mobile Phone

What does the law say?

Legislation now makes it illegal to use your phone if you hold the phone at any point during its use. The law also applies to any interactive device such as PDAs or navigation aids. "Holding" includes cradling the phone between your ear and shoulder.

Penalties

You can get a fixed penalty notice – a £200 fine and 6 penalty points for using a handheld phone when driving.

You can get 3 penalty points if you don't have full view of the road ahead or proper control of the vehicle.

New drivers who have passed their test in the last 2 years will automatically lose their licence.

If taken to court you could face disqualification and a fine of up to £1,000 (£2,500 if you're driving a lorry or a bus).

Can I use my ear piece and wire with my mobile?

A hands free kit consisting of a wire and an earpiece would only be legal if you did not have to hold the phone to dial a number or take a call. If your phone has voice recognition or bluetooth capabilities you should use these and pre-programme numbers into your phone. But trailing wires from some kits mean that they still aren't the safest option.

What about fully-installed vehicle kits?

A properly installed vehicle kit fixed to the dashboard or ventilators is the safest way to take calls. These kits should be fitted by a professional to ensure that all the wires are hidden, the radio will mute automatically, and so that you don't invalidate your car's warranty or run the risk of installing the kit in front of an airbag.

Is it safe to talk on a mobile at all while driving?

Pressing buttons on your phone is not illegal if the phone is held in a secured cradle affixed to the dashboard. You can already be prosecuted for driving dangerously, or without due care and attention, and you should avoid making calls if at all possible.

How can I make safer calls?

Keep calls short and simple – never argue or negotiate on the move

Tell callers that you are driving and may need to break off your conversation suddenly

Save any numbers you may need into your phone to a short dial number before starting your journey

11. Driving at Night

Checklist before setting out after dark. Follow these guidelines to make your night driving safer and less tiring.

- Can you see properly at night, with spectacles/contact lenses, if necessary?
- Your eyesight may have deteriorated since last winter, so it's worth checking

- Are the vehicle's lights (including brake lights) and indicators working and clean? Do you have a set of spare bulbs?
- Are your vehicle's windows clean and clear? Do the wipers work effectively?
- Have you checked the level in the screen wash bottle recently?
- Are you alert before you set off? Fatigue is dangerous. Open the window and take regular breaks
- Can you judge speed and distance correctly (more difficult in the dark) and is the speed correct for the night driving and conditions?
- Do you ever think about what might be lying in the road ahead?
- Can you stop safely in the distance that can be seen
- At night, that distance is usually the distance lit by the headlights.
- Do you use light from on-coming vehicles to give you valuable clues?
- Do you look to the left if the headlights on an approaching vehicle are not dipped?
- Do you give a quick headlight flash if the headlights on the vehicle ahead are not switched to dip?
- Do not retaliate with full beam; two dazzled drivers are twice as dangerous as one. Eyes need time to re-adjust afterwards

REMEMBER; DON'T LEAVE IT TOO LATE TO TURN ON YOUR LIGHTS.

SEE AND BE SEEN

12. How to Calculate Your Alcohol Limit

You can't calculate your alcohol limit.....So Don't Try

There is no failsafe guide as to how to stay under the legal alcohol limit or how much you can drink and still drive safely.

Any amount of alcohol affects your ability to drive safely as your reaction times are impaired and you're unable to judge speed and distances.

The ONLY safe option is not to drink if you plan to drive

Never offer a drink to someone else who is.

People who drive at twice the current legal alcohol limit are at least 50 times more likely to be involved in a fatal vehicle crash. THINK! Don't be one of them a shower, cup of coffee and other ways of "sobering up" will not help.

Drinking and driving don't mix

- book a taxi
- use public transport
- stay overnight
- arrange for someone who is not drinking to drive
- don't be tempted to get into a vehicle with anyone else who has been drinking

Consequences of Drink Driving

- you'll have a criminal record

- you won't be allowed to drive for at least a year
- you could lose your job
- your lifestyle could change dramatically
- your insurance costs will rocket
- you'll have difficulty hiring a vehicle for the next ten years

The morning after....

If you've been drinking in the evening you may be still affected

you may feel OK but you may still be over the legal limit - you could still lose your licence.



SIGNED:

NAME: Gary Robinson

POSITION: Managing Director

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