

## DRIVING POLICY

### Introduction

The risk associated with work-related vehicle use is often referred to as Occupational Road Risk and is defined as: **'Driving Activities Undertaken by an Employee in the Course of their Work'**.

Jones Bros Ruthin (Civil Engineering) Co Ltd is committed to the health and well-being of those carrying out drivers' duties on behalf of the company. Safe driving is vital to those of us who drive to and from work or drive on company business using a company or own vehicle. The company is committed to providing company vehicles of a high safety specification, safe place and safe systems of work to eliminate or minimise risk wherever possible for all drivers.

The majority of Jones Bros issued vehicles for use on public highways are classed as Light Commercial Vehicles (LCVs); this includes company 4x4 pickups and fitter's vans. These vehicles are not generally covered under GB domestic or EU drivers' hours rules; however, all employees driving a company-issued or own vehicle in the course of their work duties are to:

- Drive following the Highway Code
- Obey traffic laws
- Inspect and maintain the vehicle(s)
- Drive courteously to ensure the safety of themselves and others
- Keep the vehicles clean and well maintained to ensure safety and portray a professional image.

The company has a legal responsibility to ensure that all drivers are authorised to drive the company vehicle provided, are familiar with the vehicle controls, and are fully aware of their legal responsibilities and duties.

The importance of safe driving can be outlined using a few simple facts from the Health and Safety Executive:

- 95% of all road incidents involve some form of human error
- In 76% of road incidents, the human is solely to blame
- Most road incidents occur in built-up areas and often within 2 miles of the start and finish point
- The most hazardous times on the road are weekdays during the rush hours between 7am and 9am, and between 3pm and 6pm
- Traffic incidents account for the largest single cause of death and injury for young adults
- Over 30% of all collisions, deaths or incidents are drivers at work
- Most road incidents can be prevented with care and simple common sense actions.

All employees driving a vehicle for work must have read, understood and returned their signed declaration form for [HR-g-011 - Driving For Work Handbook](#) and be aware and understand the hazards identified in the company driver risk assessment to ascertain the inherent hazards of driving for work, including journeys to and from the place of work. The company will work with employees to increase safety whilst driving and to reduce the environmental impact of driving. All drivers will be subject to driving licence checks on a regular basis.

### Jones Bros Management

**Jones Bros Ruthin (Civil Engineering) Co Ltd** - will provide overnight accommodation or lodge allowance to all employees working away from home to reduce commuting distances to a minimum, reduce time spent on the public highways and help to manage fatigue.

**Human Resources Department** - will utilise the DVLA's driver record facility to check validity of licence and for any endorsements at the time of employment and at least every 12 months for those with 3 points and at least every 3 months for those with 9 points.

**Plant Department** - will:

- Put into place a Truck Care mobile application system for drivers to carry out daily pre-use vehicle checks
- Regularly monitor the maintenance and servicing requirements for all company vehicles including monitoring and reporting on speeding events using the company telematics systems and data
- Monitor and enforce total driver working and driving time for any driver operating a vehicle covered under the GB domestic or EU drivers' hours rules.

### **Driver Accountability**

All drivers of company vehicles, own and other vehicles used for business purposes are responsible for adhering to the company's Driving Policy and supporting [HR-g-011 - Driving For Work Handbook](#) together with all applicable standards and legislation. All drivers must:

- Observe all rules and company procedures
- Take responsibility for their health and safety and that of fellow employees or other persons that may be affected either directly or indirectly by their driving-related actions
- Report to their line manager any changes in their health which may affect their ability to drive safely
- Plan all journeys and night driving with consideration for regular breaks (**if tired, stop and take a break**)
- Not interfere with or misuse anything provided to protect the health, safety or welfare of persons
- Use all equipment, devices and protective equipment provided to protect the health, safety or welfare of persons
- Report promptly to the appropriate manager potential or actual hazards and defects
- Partake of any specific training that the company provides
- Have the correct driving licence and other required qualifications for the specific driving duties
- Know what to do in the event of an incident, fire or other emergencies
- Understand and adhere to driving-related legislation
- Co-operate with company management concerning all statutory requirements
- Carry out and record first use vehicle checks before driving any vehicle
- Report all vehicle defects using the agreed defect reporting system.
- Drivers must remember that they are operating a branded Jones Bros vehicle and are therefore representing the company at all times. All drivers are expected to act responsibly, drive courteously, and show consideration for other road users throughout their journey.

### **Specific Actions**

The following are some of the specific actions that drivers of company vehicles must carry out:

- Complete a first use inspection and defect sheet before using any vehicle (Truck Care Application)
- Report all incidents in line with company policy and procedures
- Notify their line manager of any fixed penalty received concerning any driving or vehicle condition offences
- Inform their line manager/HR if there have been any changes to the driving licence such as the imposition of penalty points, changes to entitlement or other restrictions
- If driving an LGV over 3.5 ton or HGV vehicle, comply with the drivers' hours, working time and tachograph regulations
- Comply with the company's policy in respect of the use of mobile phones and other in-cab devices
- Comply with the company's drugs and alcohol policy

- Not to smoke in any company vehicle
- Familiarise themselves with all vehicle equipment and safe systems of work
- Report any fatigue or sleep-related issues to line managers or the Jones Bros Plant Department (**if tired, stop and take a break**).

### **Authorised Drivers of Company Vehicles**

The company is committed to employing safe and courteous drivers, and to become an authorised company driver, employees must adhere to the following criteria:

- Hold a full, valid driving licence applicable to the company vehicle allocated
- Must have a minimum of 12 months driving experience
- Submit their driving licence for validation
- Be medically fit to drive under DVLA licensing laws
- Read, understand and return signed declaration from for [HR-g-011 - Driving For Work Handbook](#)

All of the above apply to commercial vehicles and their occasional drivers.

### **New Starters/Newly Eligible Existing Employees**

A commercial vehicle will be supplied to an employee for commercial use only unless otherwise authorised. The vehicle will be suitable for the activities in which the employee is engaged.

### **Restrictions on Use of Vehicles**

Commercial vehicles are solely for business use of the company unless otherwise authorised. Drivers of car-derived vans are allowed to use the vehicle for social domestic and pleasure purposes as well as business, ONLY if the driver has agreed that the vehicle will be subject to P11D tax.

Improper use including unlawful driving of a vehicle will result in the employee being subject to the company's disciplinary procedures.

### **Control of Vehicle**

An employee allocated a commercial vehicle is a nominated driver until the vehicle is surrendered, and is responsible for the vehicle and any driving offences and fines incurred. The nominated driver must maintain a record of any person authorised by the company driving their vehicle. If any motoring offence occurs while the vehicle is being driven by an unidentified third party, then the nominated driver will, as far as the company is concerned, be liable for that offence.

### **Review**

This policy will be reviewed annually and any changes made communicated to all employees.



Hefin Lloyd-Davies  
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