

SAFE DRIVING POLICY 2018

The Safe Driving Policy comes into effect 17th September 2018.

The Company recognises that safe driving makes good sense as this protects company drivers, other road users and the company itself. The following policy provides guidance that all relevant employees and all guest drivers must follow in relation to their driving.

Underpinning this guidance is the basic principle that the health & safety of drivers and that of passengers or other people around, is of paramount importance. Therefore, no driving activity may be undertaken by Field Sales Solutions drivers (including nominated drivers) that places anyone at unnecessary risk.

This policy should be read in conjunction with the Field Sales Solutions Vehicle Policy and Mobile Devices Policy

WHO THE POLICY APPLIES TO

This policy applies to:

- All Field Sales Solutions employees who drive a company car
- All Field Sales Solutions employees who drive a private car on company business (this includes occasional trips to an off-site meeting etc.)
- All 'Nominated Drivers' who drive a Field Sales Solutions company car.
- All drivers who drive a hire car / courtesy car in place of the above vehicles.
- The policy applies to driving on Field Sales Solutions company business in the UK and in other countries where permitted by Field Sales Solutions.

SPECIFIC DEFINITIONS

Guest Driver – A driver who is not an employee but who is assessed and approved by a Field Sales Solutions employee to drive their company car.

Company Business - Driving on Field Sales Solutions company business or 'Work Journeys' are those which an employee has to make while doing their job. They include visiting customers or suppliers, attending off-site meetings, training courses, conferences or travelling to different work locations, as well as the carriage of colleagues and travel to stations or airports as part of Field Sales Solutions-related onward travel. Any private journeys unrelated to work are not included. Nor are journeys to and from an employee's usual place of work (i.e. commuting journeys).

Permit to Drive – Authority from Field Sales Solutions that an individual driver has been approved to drive a company vehicle (or private vehicle for business purposes).

CONTACT DETAILS

Leasing Company - Tel: 0344 755 0519 Option 2 (Further details can be located on your "Bump" Card or in the Appendix of the Company Vehicle Policy.

If you are based in Eire, then you will need to contact Merrion.

Telephone [+353 1 2061118] (Office Hours: 08:30 – 6:00pm)

Fleet Team – 01844 265494 or email fleet@fieldsalesolutions.com

POLICY AIMS

Field Sales Solutions aims to ensure that the company achieves a safe driving culture by ensuring that all relevant people drive in a safe, reliable and responsible manner. Field Sales Solutions is committed to ensuring that road safety is a priority and will implement any reasonable policies necessary to protect the safety and welfare of its employees and drivers, as well as all pedestrians, passengers and other road users.

This policy will be reviewed regularly by the company with input from specialists and the Safe Driving Forum. Safe Driving Policy decisions will be taken by the Fleet Team and the Business Unit Directors in conjunction with other parties responsible for managing and implementing Health & Safety matters.

DRIVER RESPONSIBILITIES

Under UK legislation, employees must take reasonable care of their own health & safety and that of others. As part of this responsibility, employees have a duty to cooperate with their employer's efforts to provide a safe and healthy working environment. Additionally, it is a driver's responsibility to make themselves aware of, and drive in accordance with, the Highway Code and all other relevant legislation.

Field Sales Solutions considers that its drivers have a responsibility to drive safely at all times; irrespective of whether they are driving a company vehicle on company business or for private use, or their own vehicle on company business. Hence this policy applies to all persons (employees and nominated drivers) approved to drive vehicles in respect of the above. It also includes use of any vehicles that are hired / rented / leased in lieu of the above.

Driver Conduct

It is a legal and company requirement that all drivers comply with relevant road traffic and corporate manslaughter legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits.

Whilst not exhaustive, the following actions in company vehicles or whilst driving on company business in a private vehicle, may be viewed as serious breaches of conduct and may result in disciplinary action under relevant company policy:

- Drinking excess alcohol and/or driving under the influence of certain drugs / medication.
- Driving whilst disqualified or not correctly licensed.
- Driving without appropriate business use insurance or valid insurance
- Reckless or dangerous driving potentially causing death or injury
- Failing to stop after a crash
- Gaining points on a driving licence which limit ability to drive on company business.
- Any other actions which warrant suspension of a licence or 'Permit to Drive' (PTD)
- Not accurately declaring any of the above to their employer

The Company reserves the right to suspend a Permit to Drive in circumstances where it considers there are reasonable grounds to do so, including but not limited to where an employee the subsequent outcome of any legal proceeding following arrest for motoring offences including, but not limited to, Drink Driving, Speeding, Dangerous Driving and Failing to Stop or report an accident. Where this course of action is undertaken, you will not be permitted to drive on Company Business or submit Business Mileage claims via Expenses.

Any employee nominating a driver for 'Guest Driver' status has a responsibility to ensure that this person(s) is made fully aware of the Field Sales Solutions UK Safe Driving Policy, the Field Sales Solutions Mobile Device Policy and the Field Sales Solutions Vehicle Policy as well as other relevant process changes of which they are aware.

Driver Declaration

Before a person is approved to drive a company vehicle or a private vehicle on company business, they must complete and return a Permit to Drive application along with any other additional documentation. This will be used to assess individual driver risk and determine actions required as a result of this assessment. This form will be deemed a truthful statement of

fact by the person completing it. The Permit to Drive programme is managed by the Fleet Team (Refer to Page 1 for contact details).

At all times, individual drivers are responsible for the immediate condition and roadworthiness of their vehicles and should not undertake any journey where roadworthiness is in doubt, or where such use contravenes the Road Traffic Act. In the case of a company provided vehicle, the company will normally meet the cost of vehicle maintenance required to keep the vehicle roadworthy. Where private vehicles are used on company business, it is the employee responsibility to meet this cost.

Failure to complete the Permit to Drive process in the required timeframes will result in suspension of business mileage claims, cash allowance payments or the collection of the company car until the process has been completed.

Driving a Private Vehicle on Company Business

If an employee drives a private vehicle on company business the terms and conditions of the Safe Driving Policy also apply. Prior to driving a private vehicle for company business, the employee must obtain a Field Sales Solutions "Permit to Drive" through completion of the Permit to Drive process. This includes the submission of an application and declaration to Field Sales Solutions, supported by evidence of appropriate and current "business use" vehicle insurance to Field Sales Solutions (or its agent acting on the Company's behalf) who will maintain records to verify that appropriate checks were made to ensure its responsibilities are met. Additionally, an employee must provide V5 documentation and a MOT certificate (to confirm that the vehicle is roadworthy) and meet Field Sales Solutions Car Policy criteria pertaining to the vehicle.

- **A completed and signed Permit to Drive Form.**
- **A completed Drivers Mandate**
- **A copy of your Driving Licence** – both sides of the driving license card.
- **A copy of your Vehicle Registration documentation (V5c/Logbook)** – Page 2, Sections 4 - 8
- **A copy of your Car Insurance Certificate** – this must include business cover. This will appear on your insurance certificate as either "personal business use by the policy holder/partner" or "use by the policy holder/partner in connection with their business".
- **A copy of your MOT Certificate** (Where a vehicle is 3+ years old or 4+ years for Northern Ireland).

Driver Insurance

When using a private vehicle for business use, the employee is responsible for their own vehicle insurance cover for both private and business use, irrespective of the number of business miles driven. The employee must ensure that the cover is adequate for themselves and third parties. It is important that, where appropriate, the cover includes liability against carrying other colleagues or customers as passengers.

Fully comprehensive insurance cover, including appropriate "business use", is mandatory. Employees are recommended to obtain a full definition from the insurer of the exact cover provided, as this can vary from insurer to insurer. Employees should clarify the insurer's definition of terms to ensure that the cover is adequate and should also ensure that they are covered to undertake journeys in connection with their "employer's business" not simply "personal business", which some insurers may view as insufficient to cover for journeys driven in connection with Field Sales Solutions. Assistance with the type and level of insurance cover required is available from the Fleet Team. A copy of the insurance certificate must be provided to the Fleet Team in advance of any private vehicle being used in connection with Field Sales Solutions business. (Refer to Page 1 for contact details)

Driving Licence

If an employee is provided with a company car or car allowance, their driving licence will be checked for current validity and endorsements. Thereafter these may be checked at any time the company deems this necessary. Such checks will be conducted by Field Sales Solutions (or its agent) and the process will ensure compliance with appropriate confidentiality and Data Protection requirements including GDPR. Failure of an employee (or guest driver) to provide this information upon request may result in the removal of a driver's entitlement to drive a company vehicle or private vehicle on company business. This in turn may lead to disciplinary action being taken against an employee by the company and / or suspension of an allowance payment

To ensure on-going entitlement to drive and to minimise inconvenience, drivers will be asked to sign a driving licence mandate authorising Field Sales Solutions at its discretion to obtain confirmation of a driver's eligibility to drive. This will entail a check of driving licence information with the DVLA and certain outcomes (e.g. a revoked licence) may result in disciplinary action being taken by the company. Information from the DVLA (e.g. a high number of points on a driving licence) could also affect the company's decision to make / withdraw an offer of employment or require specific driver training.

The driving licences of all drivers, including nominated drivers, are subject to audit at any time. Drivers with penalty points or other risk factors may have their right to drive a company vehicle, or to drive their own vehicle on company business, suspended or withdrawn. For employees, this may result in disciplinary action being taken by the company.

An employee also has a continued responsibility for immediately communicating to the Fleet Team any known change in driver risk factors for themselves (e.g. accidents, endorsements, long driving hours, medical conditions, etc.) and their guest drivers. Such changes should be notified to the Fleet team.

Drivers Nominated for Guest Driver Status

An employee who has been provided with a company car may personally nominate an individual who lives at their home address but is not a Field Sales Solutions employee to drive that company car. The Field Sales Solutions employee must ensure that a nominated driver has a full valid UK Driving Licence and is fully aware of the Safe Driving Policy.

The nominated driver must comply with all relevant conditions of the Field Sales Solutions Safe Driving Policy, Mobile Phone Policy and Vehicle Policy. The Field Sales Solutions employee has a continued responsibility to inform the guest driver of any changes to policies of which they are themselves aware or should reasonably be aware. The employee also has a continued responsibility for communicating to Field Sales Solutions' Fleet team any known change in driver risk factors for guest drivers and themselves (e.g. accidents, endorsements, long driving hours, medical conditions, etc.)

Field Sales Solutions may withdraw 'Nominated Driver' status from any individual at its complete discretion and without advance notice.

Holders of Non-UK Licences

Certain foreign licences are only valid for a limited period (e.g. one year) from the time of entry into the UK. Drivers visiting the UK from outside the EC / EEA may only drive on their current full foreign licence, or International Driving Permit, for up to 12 months from their residential date into the UK assuming they have been granted a Permit to Drive by the Fleet Team. After this period, driving in the UK is illegal until such drivers have taken and passed the UK driving test. Further details can be found here: - <https://www.gov.uk/driving-nongb-licence>

Field Sales Solutions supports UK motoring laws and reserves the right to withdraw use of a company car or suspend the entitlement to drive a private car on company business if the driver has not passed a UK driving test in the required 12-month time-frame. (Validity of specific driving licences must be checked directly with the DVLA).

Holders of non-UK licences may be required to undertake a driver training assessment prior to taking possession of either a company vehicle or hire vehicle covered by company insurance, to familiarise themselves with local conditions. If Field Sales Solutions (or its agent) considers their standard of driving to be unsatisfactory then the company may refuse the use of a car for business purposes and / or require specific training prior to re-assessment.

Accident and Offence Monitoring

The company monitors all incidents (typically accidents) and traffic offences. Such incidents must be advised to the Fleet Team by the employee as soon as possible after occurrence. It is also a requirement that individuals comply with and respond to requests for information or documentation promptly. Failure to do so may result in appropriate disciplinary action by Field Sales Solutions.

The company reserves the right to suspend or withdraw the use of a company car (or the ability to use a private car on company business) and any allowance from a driver who fails to comply with company vehicle policy or who demonstrates

irresponsibility in safety. In such instances, the company will determine appropriate action in line with Health & Safety Policies and Statements, and Company Disciplinary Policy.

Driver Assessment & Training

Field Sales Solutions and its agents may monitor driver performance for reasons of safety and may require drivers to participate in specific driver training (including post-accident training) at its complete discretion.

Safe Driving - Good Practice

To drive a Field Sales Solutions company car (or drive a private car on company business) a driver must comply with all relevant laws, regulations and the following guidance;

- Ensure you hold a current driving licence for the class of vehicle you are driving,
- Ensure that any “DVLA Notifiable Medical Conditions” have been notified to the DVLA,
- Immediately notify Field Sales Solutions (via the Fleet Team) if your driving licence has been suspended or cancelled, or has had endorsements or limitations placed upon it,
- Display the highest level of safe conduct when driving motor vehicles,
- Always drive within the legal speed limits and drive safely for the road conditions
- Wear a safety belt as required by law,
- Report company vehicle defects to Field Sales Solutions (or its agents),
- Comply with traffic legislation in the UK and in other countries (as applicable),
- Regularly check (and replenish) the oil and other fluid levels, tyre tread and tyre pressures, lights and windscreen wipers of vehicles you regularly use in accordance with manufacturers’ recommendations (refer to vehicle handbook),
- Always ensure that the car is serviced at the manufacturer's recommended intervals. (Failure to do so both endangers life, incurs avoidable cost and invalidates the vehicle's warranty.),

Employees in a private car are immediately required to report any incidents / accidents, near hits, crashes and scrapes to the Fleet Team including those which do not result in injury, Employees in a company car are required to contact the Fleet Accident Management Team. (Refer to Page 1 for contact details for both parties)

- Undertake an eyesight test if there is any reason to believe that your eyesight is less than the legally required standard,
- Always wear corrective lenses (as required by law) if you are unable to read a vehicle registration plate at 20.5 metres,
- Drive at and maintain a safe distance from other vehicles, allowing extra distance in adverse weather conditions (e.g. rain or snow),
- Avoid any competitive or risky driving,
- Be responsible for your use of a mobile device. (See Mobile Device Policy)
- Maintain good visibility; keeping lights and windows clean and clear,
- Use lights effectively; taking particular care during twilight. Do not dazzle other drivers with fog lights or headlights on full beam,
- Ensure that the alarm system is fully functional when the vehicle is locked,
- Take regular and adequate rest breaks. Stop driving when tired,
- Plan your journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments,
- Discuss with your manager if an overnight stay is appropriate if driving time and non-driving duties are lengthy,
- Take a break of at least 10 minutes every two hours of driving.

The above list is not an exhaustive list of safe driving practices and relevant legislation will always apply in situations of doubt or confusion.

COMPLIANCE WITH THE LAW

There are certain legal requirements for vehicles using public roads. The following are examples of areas which have specific requirements and drivers should ensure that they are fully informed about and comply with current specific requirements: Seat Belts; Tyres; Lights; Windscreens; Horns; Speedometer etc. Information on the above areas can be found at the DVLA at: <http://www.dvla.gov.uk>

It is the driver's responsibility to be aware of and comply with all relevant laws and regulations relating to driving a vehicle. It is also the driver's responsibility to be aware of any changes in laws and other requirements. However, Field Sales Solutions will take reasonable steps to inform drivers of key changes that may affect drivers.

ALCOHOL, DRUGS and MEDICATION

Drinking and driving (above prescribed limits) and driving under the influence of certain drugs or medication is against the law and is potentially a prosecutable offence. It not only endangers the life of the driver but that of other road users. The loss of a driving licence from a conviction is considered Gross Misconduct and will result in termination of employment.

Drivers are prohibited from driving any company vehicle or driving any other vehicle on company business whilst over the legal limit for the level of alcohol.

Drivers are prohibited from driving any company vehicle or using any other vehicle on company business whilst under the influence of prohibited drugs.

If an employee damages the vehicle whilst under the influence of illegal drugs or alcohol or is arrested/charged in relation to an incident the employee is responsible for all damage costs with insurances being invalidated. Further information is available in the Field Sales Solutions Vehicle Policy.

MEDICAL CONDITIONS

It is the driver's responsibility to inform the company of any medical conditions that they are required to report to the DVLA. It is the company's responsibility to ensure that any such condition is reported to our insurers as failure to do so could invalidate the company's insurance. Therefore, employees and guest drivers must inform the company (through the Fleet Team) of any such notifiable conditions. The company will advise if any driving / insurance restrictions are to be imposed.

Eye Sight Tests

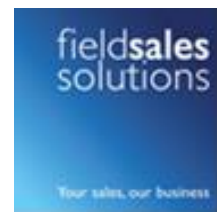
It is the driver's responsibility to obtain regular eye sight tests to ensure that they comply with DVLA medical standards of 'Fitness to Drive'. Failure to do so may result in removal of a driver's entitlement to drive a company vehicle or private vehicle on company business. Drivers who fail an eyesight test during driver training or assessment must take appropriate remedial action immediately (at their own expense) before either regaining possession of their company vehicle or driving any other vehicle on company business.

Information on the above area can be found from the DVLA at: <https://www.gov.uk/browse/driving/disability-health-condition>

FIELD SALES SOLUTIONS RESPONSIBILITIES

Field Sales Solutions will not require any person to drive under conditions which are unsafe and / or likely to create an unsafe environment, physical distress, or fatigue. Field Sales Solutions will do this by:

- Giving priority to safety features when selecting new vehicles, including:
- making a high visibility vest and emergency triangle available to all Field Sales Solutions drivers upon request to the Fleet Team (Refer to Page 1 for contact details).
- Ensuring that all company vehicles are well maintained, and that the equipment promotes driver and passenger safety by:
- in conjunction with the driver carrying out maintenance on all company vehicles in accordance with manufacturers' recommendations when due, and as otherwise required
- promoting procedures where a driver checks the vehicle's oil, water, tyre pressure and general condition on a regular basis



- with driver assistance, keeping a maintenance schedule of all company vehicles that is completed each time the vehicle is serviced in any way
- In the event of a breakdown

A company vehicle is normally supported by Field Sales Solutions with assistance from the AA (or similar organisation). This service provides emergency assistance for breakdown, theft or accident 24 hours a day, 7 days a week, nationwide. If you drive your own vehicle on company business, Field Sales Solutions strongly advises that you obtain equivalent cover to that provided for company vehicles.

- Collecting statistics on accidents and incidents including (but not limited to)
- the number and types of accidents / incidents
- who was thought to be at fault, probable causes of the accident and contributing factors
- financial cost of all crashes
- number and consequence of prosecutions
- other costs (e.g. down time, temporary workers, lost productivity, etc.)

Note that drivers using their own private vehicles on company business are required to report all relevant incidents and accidents in order that Field Sales Solutions can evaluate individual driver risk.

Ensuring work schedules do not encourage unsafe driving practices by:

- requiring staff to have 9 hours' minimum continuous rest and 11 hours maximum driving every 24 hours.
- You must not work more than 16 hours between the times of starting and finishing work - including non-driving work and any times when you're off. requiring drivers to take a minimum 10-minute break after every 2 hours of driving.
- responding to feedback where drivers report concerns of potential fatigue - which drivers should report to both their line manager, Human Resources or the Fleet Team.

Assessing individual driving patterns by:

- Requiring drivers to keep a record of all business trips. Recording of total private mileage is also encouraged to provide the company with mileage data to assess potential risk.

All employees driving on company business must record their business and or private mileage.

Encouraging safe driving behaviour by:

- providing food and non-alcoholic drinks at work functions
- encouraging the use of taxis and buses whenever appropriate
- Keeping appropriate records
- The following will normally be documented by Field Sales Solutions as part of its Health & Safety records
- fleet risk assessment, including specific driving related hazards identified
- remedial action taken to eliminate or minimise the risks

MOBILE DEVICES AND IN-CAR TECHNOLOGY

All Field Sales Solutions drivers must comply with Company Policy on Mobile Devices.

The company recognises that mobile devices are an important business tool for employees who travel on company business. However, Field Sales Solutions drivers are not permitted to make or take any calls or messages whilst driving that might place them or others in danger. Nor are they permitted to use a mobile phone if such use may cause them to break the law. Drivers must exercise proper control of their vehicle at all times. Mobile devices must be linked via the blue-tooth facility in the event that you receive or are required to make a call. Mobile devices cannot be used in the vehicle with or without hands-free headsets.

Field Sales Solutions does not permit to drivers to use their business mobile phones for satellite navigation purposes. Employees must use the Navigation system in their vehicle.

There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Such distraction can impair concentration and a driver's ability to drive safely and with due care and attention. Field Sales Solutions drivers must not use such equipment if it is likely to prevent them exercising proper control of their vehicle at all times.

DRIVING AT A SAFE SPEED

Exceeding the speed limit is against the law and failure to comply with the law will be regarded as a serious matter. Field Sales Solutions drivers must never drive faster than conditions safely allow and must obey speed limits at all times.

Field Sales Solutions will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee (or the driver, if different) to whom the vehicle is allocated. Exceeding the speed limit will be regarded as a potential disciplinary matter for Field Sales Solutions employees.

If an employee or nominated drivers incurs sufficient points on their license whether in a company vehicle or their own, this is deemed as Misconduct and disciplinary procedures will resume and could lead to termination of employment.

ERGONOMICS AND DRIVER COMFORT

Correct adjustment of seat and head restraint is essential to avoid and reduce injury in case of accident and to ensure good posture for prevention of back problems etc. Important factors to consider for driver comfort are the positioning of the following:

- Seat height adjustment
- Seat tilt
- Seat rake
- Lumber support
- Head restraint
- Seatbelt
- Steering wheel adjustment

If a driver experiences difficulty with adjustment of their car equipment or requires advice in the matter of driver comfort, they should contact the Fleet Team.

SMOKING IN CARS

Smoking at work (including in vehicles) is prohibited by UK and European law in certain circumstances. It is the responsibility of Field Sales Solutions drivers (including guest drivers) to ensure that both they and their passengers comply with the law at all times. There are penalties applicable to both individual drivers and Field Sales Solutions for contravention of the law.

Smoking is not permitted in private vehicles if they are used primarily for business purposes (i.e. if business mileage exceeds private mileage). Private vehicles used in these circumstances are designated as "smoke-free". The exception to this is if you are the only driver of the vehicle and never carry passengers whilst on business. In such cases, your private vehicle will not have to be "smoke-free".

Smoking in company vehicles is also prohibited by UK and European law in certain circumstances and there are penalties for contravention of the law. However, since smoking in company vehicles can be a hazard, impacts residual values and potential vehicle re-allocation, Field Sales Solutions prohibits smoking in company vehicles at any time. All company vehicles (including pool cars, hire cars and courtesy cars used in their place) are designated as "smoke-free". All "smoke-free" vehicles must, by law, display the international 'no smoking' sign (at least 70mm diameter) which must be visible to all passengers. There are legal penalties for failure to do so.

More information about smoking in private or company vehicles can be obtained from the Fleet team.

GENERAL TIPS AND ADVICE

The following are general tips & advice on safe driving but is not an exhaustive list.

Concern	Possible Solutions
Tyres	Check pressures are correct, and that tread depth is legal before you leave on your journey; have regular services
Overtaking	Make sure mirrors are adjusted properly and that you always safely look over your shoulder before executing an overtaking manoeuvre
Windscreen unclean	Make sure water bottle is full
Vehicle not recently serviced	Conduct basic safety check - water, washers, oil, tyre pressure, wiper blades, etc. Check with manufacturers handbook for correct service intervals and organise service if appropriate
Unsecured loads such as cans, de-icer, packing etc.	Firmly secure all such loads before commencing journey. Ensure that there is nothing loose which could injure you or other occupants in the event of sudden braking
Accidents	Keep first aid kit within vehicle

BAD WEATHER

Problem	Possible Solutions
Fog, drizzle, rain and sleet and snow	Keep a check that fog lights work, and tyres aren't badly worn: when visibility is reduced, switch on dipped headlights. Reduce speed to drive safely in accordance with the weather conditions
Driving in snow with no chains	Consider alternative transport or consider fitting snow chains
Expect very bad weather	Take blankets, shovel, flask and sandwiches in snowy conditions in case of breakdowns (watch forecast before driving). Delay travelling if possible.
Strong sun	Always have a pair of sun glasses in the car
Flood water	If you unexpectedly encounter a flooded road and the depth of water is such that it would touch the under-body of the vehicle, stop immediately and find an alternative route.

DRIVING ISSUES

Problem	Possible Solutions
Incomplete directions	Try to ensure that you have the correct directions. Make sure that you have an up-to-date road atlas or Sat Nav.
Tiredness	Open windows if feeling drowsy or stop the car (as soon as it is safe to do so), get out and walk about, or rest as appropriate. Make sure that you are fully awake and alert at all times when driving or in control of a vehicle.
Problems loading / unloading	Use correct lifting technique, use a trolley if possible or get help. Make parcels smaller.
Concern of attack when parking or getting into car	Try to park as closely as possible to where you are going & park somewhere that is well lit and that has security. Phone ahead to see if parking is available. Have your keys ready and check the inside of your car before getting in.

TOWN DRIVING

Problem	Possible Solutions
People driving too close	Pull over and let them pass
Pedestrians dashing into road	Keep alert at all times, reduce speed when driving through built up area. Observe speed limits always – it's a limit, not a target!
Children playing in roads	Keep alert, look under and between parked vehicles, reduce speed
Road-humps	Reduce speed
Speeding motorists behind	Move out of the way when safe to do so

Road rage	Keep calm and lock all doors, carry a personal alarm. If it is possible to keep moving, then do so – don't stop. Try and ignore it.
Mugging/car jacking	Don't take risks: try not to take short cuts, don't stop too close to the car in front (at traffic lights).
Distractions	Concentrate on the road at all times whilst driving, don't eat and drink or try to do other things - such as read a map!
Obstructions	Bins on pavements generally mean a refuse collection. Be aware of a dust cart which may obstruct the roadway etc.

MOTORWAY DRIVING

Problem	Possible Solutions
Stressful driving conditions	Slow down. Pull in at the nearest service station or safe place. Allow time to wind down before driving on so you are not stressed. (If appropriate try to travel at a different time.)
Can't use mobiles Plan ahead	Leave an 'away message' on voicemail. Check left messages only when safe to do so. Don't phone & drive.
Pressure to travel	Push back to line management. Contact HR if necessary.
Jams, contra-flows, cones, delays.	Accept it, slow down, and remain calm. If it is going to make you late phone ahead (only use a mobile phone if safe and legal to do so)
Too scared to stop in services	A service station is generally a safe place to stop. Try to park in a busy well-lit area
Flying objects, (stones etc.)	Pull over when safe to do so and inspect vehicle. Arrange to fix damage if car is hit.
Driving in fog	Keep your distance, reduce your speed. Use your fog lights, but turn them off once fog has cleared
Blow outs	Check your tyre pressure regularly before starting your journey on the motorway. In the event of a blow-out, don't brake or steer suddenly, try to decelerate gradually and change direction slowly. Park where safe and call recovery service. Do not remain in the vehicle if on hard shoulder but stand on other side of safety barrier.
Trucks / Lorries	Read their signals. Keep a safe distance.
Lane changing	Avoid unnecessary lane changing. Check mirrors carefully.

PRACTICAL GUIDANCE FOR DRIVERS

In the Event of Breakdown

- Pull up near a building where help may be available
- Do not stay inside a vehicle that is stopped at the side of the road - unless you can be sure your vehicle cannot be hit by passing traffic.
- Sit in the passenger seat if it is safe to remain in your vehicle, but not when on a motorway, (this can give the appearance you are accompanied).
- Provide adequate warning to other drivers if your vehicle is stopped due to breakdown or accident.
- Do not attempt minor repairs (e.g. wheel change) unless the repairs can be done in complete safety. Drivers should seek appropriate roadside assistance (e.g. AA/RAC).
- Avoid hitching a lift if you are marooned in the middle of nowhere. If possible, call for roadside assistance or the police.
- Be cautious of strangers offering help. Check their identity where possible.
- If accepting a lift from a passing vehicle, leave a note of the registration number in your own locked vehicle.

Employees in a company car must contact the roadside assistance company by dialling 0344 7550519 and then the option 2.

Lift within your limits when carrying heavy spare wheels or jacks.

Driving and Personal Safety

Plan your route to avoid known danger areas.

When stopped, leave room to manoeuvre out of danger by leaving enough space ahead to see the tyres of the next vehicle touch the road.

If you have reason to believe you have been bumped intentionally, do not leave your vehicle to investigate. If safe, take registration details of the other car and drive away.

- Park your vehicle in well-lit areas where you can see and be seen by others.
- When getting in or out of your vehicle, be aware of what is going on around you.
- When returning to your vehicle, have your keys ready and check front and rear seats.
- Avoid anyone who appears to be loitering near your vehicle.