

Safe Driving Policy

This policy is an expansion on the stipulations contained in PP-02 Health and Safety Manual and sets out our minimum requirements for all drivers of company vehicles including company car drivers and heavy HGV.

- Maintenance, Inspection and Test:** All company vehicles will be maintained in a roadworthy condition and comply with all statutory regulations including for Road Fund Tax and MOT Inspection when over three years. Vehicles shall be services and maintained as per manufacturer's recommendations.
- Driving Licenses:** Company drivers shall provide evidence of their driving licenses and must inform the Director of any penalties or driving bans incurred regardless of if incurred on business or private travel.
- Eye Tests:** Suitable tests of driver's eyes shall be undertaken to ensure their eyesight complies with minimum requirements for sight distances.
- Private Cars for Business Use:** Where employees use private cars for business use, they will provide annual evidence of motor vehicle insurance for business use and Road Fund Tax.
- Safe and Fuel Efficient Driving:** All drivers will ensure that their vehicles are driven safely and in accordance with this policy as set out in the Driver Handbook.
- Mobile Phone Use:** See PO-10 Handheld Devices Policy.
- Drink and Drug Driving:** Driving under the influence of alcohol or drugs is prohibited, See Drugs and Alcohol Policy.

The minimum requirements of this policy are: -

1. Driver Competence.

- 1.1. Before being allowed to begin work for the company/ and on any given day, vocational licences should be checked for each driver. To ensure they are suitably licensed and qualified to operate the vehicle legally, and safely.
- 1.2. Familiarization should be given to ensure the driver is competent to drive the exact vehicle required, in particular they are aware of all safety features, and vehicle manoeuvres i.e. rear steering turning arch, manual/automatic gearbox etc.

2. Pre-Work Vehicle Checks

- 2.1. At the start of any driving shift the driver should take the keys to the vehicle and approach the cab, before any checks are done the drivers tachograph card should be entered.
- 2.2. The driver should then conduct a thorough walk round check of the vehicle, covering all of the items specified in the given defect check sheet, including all additional safety features as per the FORS specification.
- 2.3. Should no defects be found a "NIL" defect sheet should be written and the driver is free to use the vehicle

- 2.4. Should any defects be found these should be reported to the transport office. This will mean either immediate repair or a different vehicle being required.

3. Manoeuvring in the Depot

- 3.1. Once ready to exit the parking space and begin to move the vehicle, the driver should proceed slowly, as per the speed limit of the yard. Additional attention should be made due to the potential of any staff walking in the yard, particularly coming from between other vehicles.
- 3.2. Upon exiting the yard and entering the road network, care should be taken to give way to third party vehicles, where possible a route should be used to avoid the local village.

4. Driving on the Public Highway

- 4.1. Speed- upon entering the public highway the driver is now bound by the speed limits of the particular road they are driving on, including any temporary speed limits, in particular motorway overhead gantry speeds.
- 4.2. Lane control- particular care should be made to ensure the vehicle stays inside the lane it is driving in, unless turning or passing an obstruction. If this is required then the highway code should be followed, mirror, signal, manoeuvre and ensure adequate space is given if passing.
- 4.3. Accelerating and braking- both should be done sympathetically to the surrounding road users. Correct gaps should be kept between the vehicle and other vehicles on the road to minimize the risk of collision, particularly rear end.
- 4.4. Turning at junctions- particular care should be given to turning at junctions, particularly left hand turns due to the increased likelihood of a vulnerable road users trying to pass on this side. Driver should indicate early to alert all, of the planned manoeuvre, this will include the sounding of the audible left turn alarm. Upon beginning the turn, the driver should frequently check all mirrors and listen for the proximity alarms, which will alert of any objects moving on the vehicles side. When completing the turn the lorry should pull as wide as possible to allow space should anything become present in the vehicle path. When coming out of the turn the driver should still remain vigilant in checking the mirrors to ensure he is clear of any potential dangers.

5. Vulnerable Road Users

- 5.1. please revert to the full vulnerable road user's policy for clearer guidance on how to manoeuvre in the vicinity of each category of vulnerable road users, and in different high risk environments.

6. Parking

- 6.1. When parking a vehicle driver should ensure that the following are adhered to
 - Do not park on any road which has any markings to identify that parking is prohibited, ie. yellow lines etc.
 - When parking ensure that the location of the vehicle does not hinder the safe use of the road for other users. Ie. blocking footpaths

- Ensure that parking is done considerately, and the vehicle does not obscure the view of any road users, particularly when stopping near a junction.

7. Drivers' hours and WTD

- 7.1. drivers should ensure that they take regular driving breaks as per the European drivers hours law.
- 7.2. Drivers must comply with the working time directive.

8. Reversing

- 8.1. Drivers should request to have a banksman aid them when reversing wherever possible.
- 8.2. Where not possible a driver should exit the lorry to inspect the reversing area and ensure there are no obstructions before starting the manoeuvre.
- 8.3. Driver should take care to use both mirrors plus the reversing camera to ensure there is no obstructions behind

9. Wearing Seat Belts

- 9.1. Drivers should wear seat belts at all time whilst in a moving vehicle.
- 9.2. Any passengers should be made to wear a seat belt at any time whilst in a moving vehicle.

10. Driving in Adverse Weather

- 10.1. Drivers should ensure window wipers and window sprayers are fully working before setting off.
- 10.2. Drivers should adjust speed according to the weather situation, regardless of legal speed limit as stopping times may be reduced due to rain/snow, longer gaps should be left to the vehicle in front.

11. Speed Limits

- 11.1. All speed limits should be adhered to as per the highway code.

12. Passenger Safety

- 12.1. Passengers are only allowed as company employees as required by their role.
- 12.2. No unauthorised passengers are permitted in company vehicles.
- 12.3. All passengers are to wear seatbelts- it is the responsibility of the driver to ensure this happens.

13. Managing Distractions whilst Driving

- 13.1. Any items such as phones, or devices that may cause distraction should be kept out of site of the lorry driver whilst moving the vehicle.
- 13.2. Any devices used in conjunction with the driver's work should be set accordingly e.g. Sat Navs should be set to give an audible notice and not be used visually.
- 13.3. Phone calls should not be answered (even on hands free) where possible, and drivers should stop when possible and return calls if needed.

As Managing Director of Tomato Plant Limited, I sign below to endorse and approve this policy:

A handwritten signature in black ink, appearing to be "CF", written over a faint circular stamp.

**Chris Ford,
Managing Director, 8th January 2026**