

## **Carillion PLC**

### **"Roadsafe" Driving Policy - Manager's Guide**

#### **1.0 Introduction**

An average of 1,000 people are killed in the United Kingdom each year in work-related driving accidents.

- The most common cause of accidents is, unsurprisingly, human error.
- Between April 1994 and January 1999, Carillion's fleet of 4,000 vehicles was involved in 3,771 reported accidents with an insured cost of £3,195,000. The Royal Society for the Prevention of Accidents (RoSPA) estimate that, for every £1.00 of insured cost there is a further £8.00 of cost with is not insured. This means that the real cost of those accidents to Carillion and its staff is £28,775,000.
- Accidents don't just cost money - there is a human cost to them as well. Many accidents will involve injury - to members of staff, their families and to third parties.
- Carillion's "Roadsafe" policy is designed to encourage all users of company vehicles to recognise their responsibility, to themselves, their families, and other road users, to drive safely.
- This guidance is designed to assist Business Groups when implementing the "Roadsafe" policy. The "Roadsafe" policy is an addition to the Company Car Drivers' Handbook and The Highway Code - not instead of them.

#### **1.1 Scope**

The "Roadsafe" policy applies to all those who are required to drive when acting for and on behalf of the company. This includes personnel:

- who are provided with a vehicle as part of their terms of engagement
- provided with a vehicle for business use
- driving liveried vehicles, including crewbuses
- who hire and drive vehicles for business purposes
- driving their own vehicles on company business

#### **2.0 Roadsafe Policy Objectives**

The main aim of the "Roadsafe" policy is to ensure that risks arising from driving at work, and outside work, are identified and managed as an integral part of The Company Health and Safety Policy. It will also ensure that the established systems and procedures for the management of health and safety are used to manage occupational road risk.

### **3.0 The "Roadsafe" Policy - Implementation**

#### **3.1 Roles and Responsibilities**

Business Groups should delegate the responsibility for implementing the "Roadsafe" policy to one or more senior members of staff. For the purposes of this guidance those nominated are referred to as the "*Designated Person*".

The Carillion Safety Department is responsible for producing and maintaining the "Roadsafe" policy, taking into account changes in the organisation and changes in the legislative background.

Group Fleet Management and Markfield will identify those persons likely to be high risk drivers (see Section 3.5 "High Risk Drivers").

All Business Groups will ensure that vehicle and document checks are undertaken consistent with the requirement of the Safety Management System. All Business Groups will establish a forum to quarterly evaluate the performance of their motor vehicle fleet.

The role of the Designated Person is to implement the "Roadsafe" policy within their Business Group. This will include making sure that all people who drive on behalf of the company have:

- received suitable and sufficient information (this will, in part, be addressed by a handbook to accompany the introduction of the "Roadsafe" policy)
- received instruction and training as appropriate, so that they can use their vehicles in a safe and competent manner
- produced, to a nominated individual no less than annually, a driving license which is valid for the type of vehicle in question

Serious offenses, committed whilst driving a company vehicle, should be investigated. Action by the company should, as a minimum, lead to the individual attending an approved defensive driving course. Other action that might be deemed appropriate, depending upon the circumstances, should be managed under the company disciplinary code.

NB: Appendix 1 lists those offenses deemed as 'serious'.

#### **3.2 Use of Own Vehicle for Company Business.**

Where personnel use their own car for company business, the Designated Person should ensure that:

- the person holds a valid license to drive the vehicle in question

- the vehicle is insured by the owner for company business use. This will be shown on the certificate of insurance, which should be checked. It should say: "Social domestic and pleasure and use by the Policyholder in connection with their business" or " Social domestic and pleasure and by the Policyholder for Business". This is usually known as "class 1" use by insurance companies.
- a valid certificate of conformance has been produced for a vehicle requiring an MOT.
- there is robust evidence, that the documents above have been checked.

### **3.3 Newly engaged Personnel**

Newly engaged personnel who are being provided with a company vehicle should be asked to provide a letter from their previous employer (if a company vehicle) or insurance broker (if a private vehicle) confirming their accident record over the previous 24 months. Persons who have been involved in three or more collisions over the previous 24 months should immediately be categorised as "High Risk".

### **3.4 Existing Personnel who are being provided with a Company Vehicle**

Existing personnel who are being provided with a company vehicle for the first time should be asked to provide a letter from the insurer of their private vehicle confirming their accident record over the previous 24 months. Those personnel who have been involved in three or more collisions over the previous 24 months should immediately be categorised as "High Risk".

### **3.5 High Risk Drivers**

The Designated Person should ensure that, identified drivers who fit into high-risk categories, are provided an approved defensive driving course. Those drivers who, initially, are deemed high-risk include:

1. drivers involved in accidents where there has been serious injury or damage where accident investigation shows the accident to be their fault
2. drivers involved in three or more collisions in any 24 month period
3. crewbus drivers
4. drivers who travel over 25,000 miles per year
5. persons identified in 3.3 and 3.4 above, who have been involved in three or more collisions over the previous 24 months

Group Fleet Management will record mileage information and Markfield will record accident data to facilitate the identification of persons at risk to the Designated Person. This will include those individuals in categories 2.3 and 4 above.

#### **3.5.1 Arranging Driver Training**

- Norwich Union, the company's motor insurers, have approved a one-day course run by Defensive Driver Training of Halesowen, telephone 0121 422 2222.

- Driver training can be provided at a location of convenience and currently costs £240.00 plus VAT per instructor day.
- Three people can be trained by one instructor, therefore the cost of training is £80.00 plus VAT per student. Norwich Union will refund half of the (ex VAT) cost to you in the form of a premium reduction in the April following training.
- Female drivers may, at their request, be sent in groups of 3, and female instructors can be provided if required.
- Personnel should take their company vehicle with them as they may be used for training purposes.
- HR should be notified so that the a record of those who have received training can be maintained. Markfield will obtain this information from HR so that they can recover the premium reductions from the Norwich Union and subsequently re-distribute to the business.

### 3.6 Driving Under the Influence of Alcohol or Drugs

Some prescription drugs may induce tiredness, alter perception or affect reaction time. Personnel prescribed drugs which may affect driving performance should be encouraged to discuss this with their manager. The Designated Person should set up systems to ensure that:

- Managers, who have been informed by a member of their staff, that they are under medication, are aware of the side effects and have agreed a revised work specification which keeps the individual within the limits of their capabilities. Advice on side effects can be obtained from the Carillion Group Medical Helpline on 01902 756334.
- If a doctor has given any advice on side-effects - this **must be heeded**

Driving on company business whilst under the influence of alcohol or recreational drugs is a disciplinary offence. It should be investigated and dealt with under the company's disciplinary code.

### 3.7 The Business Group Review Forum

All Business Groups will establish a review forum to support designated personnel:

- To review accident statistics on a quarterly basis
- To identify areas of high risk and ensure that appropriate remedial action is taken
- To ensure that action plans dealing with problem areas constitute part of the Divisional Safety Plans and are monitored through to completion in the same way as other health and safety issues
- To produce an overall performance report as part of Performance Reviews

## **Appendix 1**

### **Careless Driving:**

CD40 Causing death through careless driving when unfit through drink  
CD50 Causing death through careless driving when unfit through drugs  
CD60 Causing death through careless driving with alcohol above the legal limit  
CD70 Causing death through careless driving then failing to supply a specimen

### **Dangerous Driving:**

DD30 Replaced by DD40 from 01.07.92  
DD40 Dangerous driving  
DD60 Causing death by careless driving with alcohol above the legal limit  
DD70 Replaced by DD80 from 01.07.92  
DD80 Causing death by dangerous driving

### **Disqualified Driver Offenses:**

BA10 Driving whilst disqualified by the court  
BA30 Attempting to drive whilst disqualified by the court  
XX99 Over three months disqualification under "totting up"

### **Miscellaneous Offenses:**

MS50 Motor racing on the highway  
MS60 Offenses not covered by other codes  
NE99 Non-endorsable offenses for which you can be disqualified, ie criminal act.

### **Drink or Drug Offenses:**

DR10 Driving or attempting to drive with blood/alcohol level above limit.  
DR20 Driving or attempting to drive while unfit through drink.  
DR30 Driving or attempting to drive then refusing to supply a specimen for analysis.  
DR40 In charge of a vehicle while alcohol level above limit.  
DR50 In charge of a vehicle while unfit through drink.  
DR60 In charge of a vehicle then refusing to supply a specimen of blood or urine for laboratory testing.  
DR70 Failure to provide specimen for breath test.  
DR80 Driving or attempting to drive when unfit through drugs.  
DR80 In charge of a vehicle when unfit through drugs.