OCCUPATIONAL ROAD SAFETY POLICY

Our Policy

As an organisation Leiths (Scotland) Ltd Group is committed to achieving continuous improvement in standards of health and safety at work, The Leiths Group of Companies will seek to reduce the risks which its staff face and/or create when they are driving or are on the road in the course of their work. It is important that all staff play their part in achieving this important objective. This policy has been issued for the benefit of all Leiths Group drivers.

Driving when tired significantly increases the risk of an accident. To help reduce this risk:

- Drivers should ensure they have had adequate rest **prior** to driving long distances.
- Plan where to stop for regular breaks.

Line Managers should ensure that all journeys are planned with safety in mind, allowing sufficient time to enable the employee(s) to travel at safe speeds and to comply with speed limits with consideration to weather, traffic and rest breaks.

Drivers Must:

Ensure they have the appropriate driving licences and that they submit these to the company upon request.

- Carry out daily vehicle checks prior to use. Check mirrors to ensure they are adjusted correctly to minimise any blind spots.
- Ensure the vehicle they are using is in a roadworthy condition. Report any vehicle defects to the responsible manager using the appropriate form and ensure they don't drive a defective vehicle.
- Report any changes in their circumstances to their Line Manager including any penalty points gained or disqualification from driving.
- Ensure they are aware of action to take in the event of a breakdown or collision.
- Ensure they comply with the requirements of the Highway Code and take particular attention to avoid collisions with vulnerable road users including pedestrians, cyclists, motorcyclists and horse riders.
- Report any vehicle accidents promptly to their line manager and provide full information about the incident.
- Ensure they are physically fit to drive and that any health problems, which could make driving hazardous, are raised immediately with their manager.
- Not drive whilst under the influence of alcohol or drugs and must notify the company of any use of prescription medication that affects their ability to drive safely.
- Take responsibility for regular eye tests being carried out and ensure that necessary corrective eyewear is worn.
- Must not use handheld mobile phones or other in-vehicle technology whilst driving. If using a Satnav, drivers should input their destination before setting off, and if they need to change it, stop in a safe place to do so.
- Drive their vehicle in a responsible manner within the speed limits and to the conditions of the road.
- Wear seatbelts (where fitted) at all times when the vehicle is in motion.
- Not smoke in company vehicles.

Grant Milne
CEO
Leiths Scotland Ltd
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