

# Class One Driving Drivers Handbook



# Class One Driving Drivers Handbook

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## CONTENTS

1. Introduction	Page 3
2. Health Policy	Page 4
3. Usage & Modifications of Company Vehicles	Page 6
4. Maintenance Procedures	Page 8
5. Drivers Walk Round Check	Page 9
6. Driving licence Checks	Page 10
7. Accident Procedures	Page 11
8. Fault Accidents & Theft	Page 12
9. Vehicle Security	Page 13
10. Police Prosecution	Page 14
11. Continental Use of Vehicles	Page 15
12. Drivers Responsibilities	Page 16
13. Contact Info	Page 17

# Class One Driving Drivers Handbook

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## INTRODUCTION

This Company Driver's Handbook has been prepared to give you essential information regarding the operation of the Company vehicle you may use.

Report of loss, accidents/incidents together with any queries regarding the operation of any Company vehicle should be addressed to Peter Doughty or Susan Doughty immediately.

Any Company vehicle is a valuable asset and should be treated as such at all times. Please remember you are responsible for the cleanliness and roadworthiness of the vehicle and the standard of driving.

Your conduct and the condition of your vehicle, represents the image of the Company and should reflect the Company's professional standards.

# Class One Driving Drivers Handbook

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## Health Policy

### Drinking & Driving

Drivers must not consume alcohol when driving or intending to drive. Any breach of this rule will be treated as gross misconduct and render the driver liable to instant dismissal. Drivers should always remember that it is still possible to be 'over the limit' from alcohol consumed the previous night.

It is virtually impossible for any company to obtain insurance cover for any driver who has previously been banned for 'drink driving' offences.

### Health & Drugs

Drivers are also reminded that it is an offence, under Road Traffic Act Legislation, for vehicles to be driven whilst under the influence of certain types of drugs.

If you are prescribed drugs for any medical condition, it is important to make the situation clear, to any doctor /specialist that you intend to drive. It is your responsibility to make sure you are fit to work and any medicines being taken will not influence your driving.

Drivers must inform the office of any medical condition that occurs during his/her assignment with the company.

For any further queries, please refer to Class One Driving Ltd's Policy on alcohol and drug use in the workplace. If you have any queries, or you are unsure of any information given please ring the office.

# Class One Driving Drivers Handbook

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## Health Policy (cont)

### Smoking

From 1<sup>st</sup> July 2007 it is an offence to smoke in a public place. Smoking in a Company vehicle also falls into this category. You must therefore not smoke in any company vehicle. It is also the law to make sure a no smoking sign is displayed at all times. If you feel there is no sign in your vehicle please contact the office and we will provide you with one to display.

# Class One Driving Drivers Handbook



## Usage And Modifications Of Company Vehicles

### Usage

Under no circumstances is the vehicle to be used for the purpose of business of any kind, except that of the company.

### Modifications

Extras may not be fitted to any company vehicles either at your own or company cost, without authority. Vehicles must be maintained and returned in the same condition as they were received.

### Mobile Phones

If your vehicle is fitted with a hands-free mobile phone it can be used in an emergency. Drivers should only take calls whilst driving if it safe to do so. Under no circumstances must this phone be used for personal use.

Personal Mobile phones should not be used whilst driving unless you are using a handsfree kit. They should only be used in an emergency and incoming calls kept to a minimum whilst driving

# Class One Driving Drivers Handbook

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## Usage And Modifications Of Company Vehicles (cont)

### iPads/PDA's

At no time should you be using an ipad/PDA whilst driving. If you wish to use one to play music it should be stowed away out of your line of vision to prevent you from being distracted.

Please read the copy of the Company Mobile Phones and Driving Policy for further information.

# Class One Driving Drivers Handbook

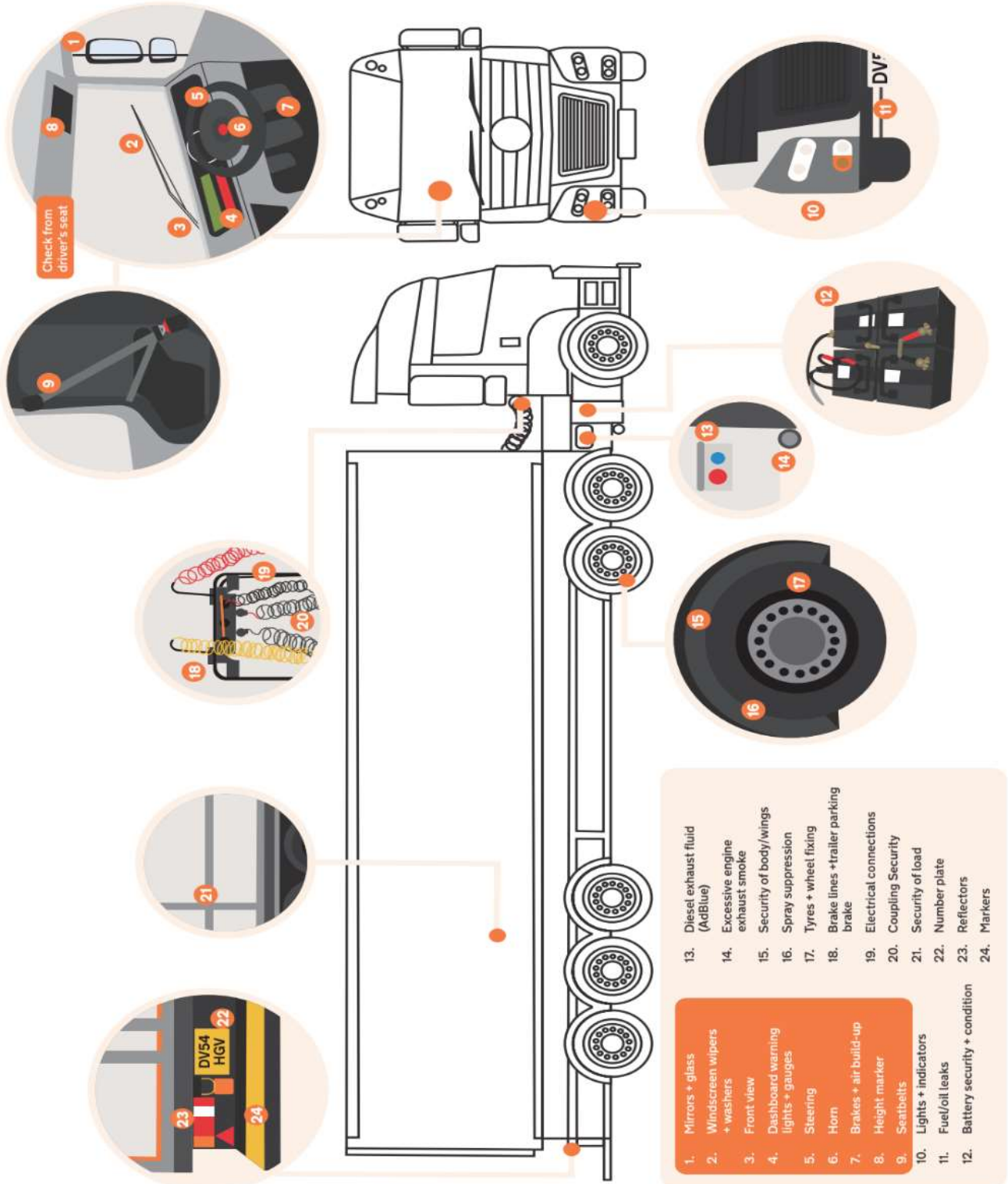


## Maintenance Procedures

We ask that all drivers complete the following to maintain the standard of our vehicles and to make sure all vehicles are as safe as possible to drive.

- It is a legal requirement that all drivers must do a physical walk round of his/her vehicle prior to beginning work. Any defects should be noted accordingly on the defect pad in your vehicle. If you believe there are no defects to report you will need to complete a 'nil defects' sheet.
- Daily driver checks for fluids and tyre condition/pressure.
- Servicing as specified by the Department Of Transport and Class One Driving Ltd.
- The office will schedule any servicing the vehicle may need but you are responsible for making sure the vehicle arrives at Scania in sufficient time.
- Washer bottles & wipers.
- Lights serviceable, clean and correctly aligned.
- Keep the cab in a clean and tidy state.
- Weather Reports (journey planning).

# Class One Driving Drivers Handbook



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|--------------------------------------|---|
| 1. Mirrors + glass                   | 13. Diesel exhaust fluid (AdBlue)       |
| 2. Windscreen wipers + washers       | 14. Excessive engine exhaust smoke      |
| 3. Front view                        | 15. Security of body/wings              |
| 4. Dashboard warning lights + gauges | 16. Spray suppression                   |
| 5. Steering                          | 17. Tyres + wheel fixing                |
| 6. Horn                              | 18. Brake lines + trailer parking brake |
| 7. Brakes + air build-up             | 19. Electrical connections              |
| 8. Height marker                     | 20. Coupling Security                   |
| 9. Seatbelts                         | 21. Security of load                    |
| 10. Lights + indicators              | 22. Number plate                        |
| 11. Fuel/oil leaks                   | 23. Reflectors                          |
| 12. Battery security + condition     | 24. Markers                             |

# Class One Driving Drivers Handbook

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## Driving Licence Checks

In accordance with conditions with our insurers, all driving licences will be checked on commencement of engagement with Class One Driving Ltd. You will also be required to complete a 'Driver Check' form before you are able to drive any vehicle.

As a requirement of the Road Traffic Act 1988, Class One Driving Ltd are obliged to record all driving licenses.

You will be asked to provide us with your licence every six months. It is your responsibility to immediately contact Peter Doughty/Susan Doughty if you incur any endorsements/penalty points in between these periods.

# Class One Driving Drivers Handbook

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## Accident Procedure

**ANY** accidents/incidents of **ANY** nature **MUST** be reported to Peter Doughty/ Susan Doughty/Nik Moemken **IMMEDIATLEY**, whether you were with the vehicle or not. No matter how small the accident/incident may seem, it **MUST** be reported at all times.

- All vehicles will have a camera inside. Please make sure you take pictures of **ANY** damage made/caused.
- **STAY CALM** – do not discuss liability.
- Inform emergency services (if required).
- **ALWAYS** take details from anyone present, note times and road names.
- List any damage caused and ask the third party to sign to agree your statement is accurate.
- Also please ask the third party to list any injuries they believe they have incurred and ask them to sign.
- Take photographs of the vehicles and anything that you feel will be useful to prove blame

# Class One Driving Drivers Handbook



## Fault Accidents And Theft

Class One Driving Ltd reserve the right to recover all or part of the current insurance excess from drivers involved in 'blameworthy' accidents. Increased excesses will also be considered for frequent offenders.

- First own fault claim, we will pay the policy excess
- Second own fault claim, we will require you to pay half towards the policy excess.
- Third fault claim, we will require you to pay the entire policy excess.
- Fourth fault claim, your contract reviewed and may be terminated.

Our policy excess is currently £500.

### Theft

If your vehicle is broken into, you must report the circumstances to Peter Doughty/Susan Doughty **IMMEDIATELY**.

Our Insurance Policy does not provide cover for any personal items in the vehicle. Personal items are defined as any item purchased by the driver for his/her own use. You leave any items in the vehicle **AT YOUR OWN RISK**. We will not accept responsibility for any items. Items should be placed out of sight at all times to deter damage to any vehicle.

# Class One Driving Drivers Handbook



## Vehicle Security

The following general security advice must be adhered to at all times:-

### Unattended Vehicles

Vehicles must be locked whenever left unattended – even if only for a short period. If an alarm/immobiliser is fitted – it must be used.

### Theft From Vehicles

To reduce vulnerability to such losses, all personal items/equipment should be locked out of sight whenever possible. Items should be removed from the vehicle whenever possible.

### Overnight/Long-Term Parking

If vehicles are to be parked overnight or unattended for long periods of time, high risk sites should be avoided where ever possible.

### Garage Forecourts

Garage forecourts are becoming a popular hunting ground for both opportunists and organised vehicle thieves.

The following guidelines must be adhered to at all times.

- Before commencing refuelling, make sure all windows are closed, the keys are removed from the ignition and exterior doors are locked.
- Do not leave any valuables in sight of the windows at any time. This presents an ideal opportunity for a ‘smash and grab’ theft.

# Class One Driving Drivers Handbook

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## Police Prosecution

### Drivers Responsibility

If you break the law whilst in charge of a company vehicle, you must accept full responsibility in the event of being prosecuted.

Under these circumstances, Class One Driving Ltd will not meet in full, or in part, any fines incurred by the driver. To do so could lead the company to be accused of encouraging or condoning the breach of law or regulations.

### Reporting

In all instances of police prosecution, you **MUST** immediately inform Peter Doughty/  
Susan Doughty

### Insurance Certificate

If you are asked to produce a Certificate of Insurance by the police this may be obtained from Peter Doughty/ Susan Doughty. It is obligatory to produce the insurance certificate within 7 days, this is your responsibility. Failure to do so may result in prosecution.

# Class One Driving Drivers Handbook

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## Continental Use Of Vehicles

If using the vehicle for work abroad you must ensure you have the following documentation with you at all times:-

- Letter of authorisation.
- Insurance certificate.
- European Community Authorisation

It is the driver's responsibility to ensure the vehicle is carrying required equipment – fluorescent jacket, warning triangle first aid kit and spare bulbs.

# Class One Driving Drivers Handbook



## Driver's Responsibilities

### Vehicle Operation and Controls

It is the authorised driver's responsibility to read the manufacturer's handbook thoroughly; ensuring that they are fully aware of the vehicles operation and all its controls and their functions.

A full read of the Vehicle Users Handbook is strongly recommended as it will certainly 'enlighten' drivers on the vehicles various functions and capabilities.

### Condition

Drivers are also responsible for the maintenance of the Company vehicle keeping it in a roadworthy condition at all times by checking tyres, lights, oil as detailed on page 7.

You must keep your vehicle clean and presentable both inside and out, Class One Ltd will conduct periodic non-technical checks, and continue carrying out spot checks where necessary.

### Standard Of Driving

Whilst driving your company vehicle you are an ambassador of your company at all times. Consequently, you are asked to drive defensively and courteously, to be alert but not aggressive, always drive within the speed limits and allow yourself plenty of time for your journey.

# Class One Driving Drivers Handbook

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## Contact Information

### Class One Driving Ltd

1 Paternoster Row

Noak Hill

Romford

Essex

RM4 1LA

Contact Peter Doughty/Nik Moemken

Office: 01708 348413

Mobile: 07534 696101

The phone is manned 24hours a day .