



SAFE DRIVING POLICY

TSM Ltd acknowledges the risks to workers and others in relation to driving on company business and sets out the following requirements.

- It is TSM Ltd's policy to ensure that every employee knows their responsibilities and accountabilities to do with driving on company business.
- Employees will be supported to ensure they keep up-to-date with the knowledge and the skills required to operate vehicles safely and successfully. Only authorised and insured persons holding a current licence for the relevant vehicle type may drive company or hired vehicles.
- This policy and related procedures are communicated at induction and available for all workers to read. All policies and procedures are reviewed by senior management annually.
- Any complaints, infractions or infringements shall be reviewed by management through our non-conformance process.
- All vehicles and associated equipment under our control shall be adequately maintained, MOT'd as necessary and serviced as per vehicle manufacturers' recommendations, and reasonable checks will be made to ensure that other vehicles used on company business are also maintained and serviced.
- Drivers are responsible for checking their vehicle before each shift to ensure they are safe and compliant. This includes ensuring tyres are at the correct pressure and have sufficient tread.
- TSM Ltd shall have appropriate levels of insurance and pay vehicle excise duty for all vehicles under our control as needed. Reasonable checks will be made on other vehicles used on company business to ensure they are adequately insured and taxed.
- Risk assessments will be carried out as required to ensure the health and safety of workers.
- All drivers will be subject to periodic driving licence checks. Any member of staff gaining endorsement points on their licence may be subject to disciplinary action depending on the severity of the situation and the number of times as a repeat offender.
- Drivers will be expected to have regular eyesight checks and must notify the office promptly of any illness/ailments or medication that may affect their ability to drive (including physical and mental impairment and the use of prescribed medication).
- Drivers are expected to be familiar with and to adhere to the current version of the Highway Code at all times when driving on company business, copies of which can be made available on request, along with all other related road traffic legislation.
- Mobile phones, interactive communication devices and/or headphones must NOT be used whilst driving. The company does not expect drivers to answer any call until it is safe to do so.
- Routes taken should consider GPS route choices, vehicle size/weight, driver's hours, length of time, minimisation of interaction with vulnerable road users, fees/toll roads, parking restrictions and accessibility/constraints of route.
- Where auto-cut-off is not part of the vehicle, drivers are encouraged to turn the engine off when their vehicle will be stopped for more than 30 seconds, except when in traffic, extreme weather, emergency situations, or when necessary for vehicle equipment to be used.
- Drivers are expected to take regular breaks on long journeys to minimise tiredness and are responsible for securing any loads and passengers correctly before setting off. Any loads carried must not exceed the specified limit for that vehicle.
- Smoking or the use of e-cigarettes or similar is not permitted in vehicles under the company's control.
- Drivers must promptly report any tiredness, illness, vehicle faults, accidents, incidents or near misses, and any actual or attempted theft, damage or break-ins of property or vehicles, by telephoning the office in the first instance and then following any further instructions.

Signed: 
Position: Managing Director
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