

	<p style="text-align: center;">INTEGRATED MANAGEMENT SYSTEM</p>	Reference LOD/IMS/VDP/001
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VEHICLE AND DRIVING POLICY

AUTHORISED DRIVERS

Our vehicles must only be driven by those authorised to do so. Unauthorised drivers are not insured and commit a criminal offence.

DRIVING LICENCES

You must possess a full and valid Driving Licence before we will authorise you to drive our vehicles. We may retain a copy of your Driving Licence details.

CHANGES TO YOUR DRIVING LICENCE, ENDORSEMENTS AND DISQUALIFICATION

You must inform us without delay of any changes to the particulars of your Driving Licence, including endorsements.

If you become disqualified from driving, your authorisation to drive company vehicles is immediately and automatically revoked. We cannot guarantee to find alternative employment for a disqualified driver and, if the disqualification renders you incapable of doing your job, this could result in your dismissal.

MOTORING OFFENCES, FIXED PENALTIES, AND PARKING FINES

Drivers of our vehicles are personally responsible for any fines or penalties incurred as the result of motoring offences, including fixed penalties and parking or speeding fines. We are required by law to disclose details of a presumed driver if requested by the relevant authorities.

VEHICLE CARE

As an authorised driver, you are expected to assist in the care and upkeep of any vehicle allocated to you. We expect you to help in keeping our vehicles clean and tidy, and to enhance our business image both in the appearance of our vehicles and also in your driving standards. You must ensure that your vehicle is kept legal, safe, and secure. All faults or suspected faults must be reported immediately, and you should help in ensuring that all service schedules are met.

As an authorised driver you agree that we may seek recompense for any damage incurred to a company vehicle as a result of your own negligence or lack of care. This may be the cost of repair at your own expense, or the repayment of any excess charge in relation to an insurance claim.

RULES OF THE ROAD

As an authorised driver, you are required to comply with all current road traffic legislation. We expect you to convey a high standard of driving etiquette, and to be courteous to other road users at all times.

MOBILE PHONES

Phones in vehicles have many benefits. They provide security and help in an emergency. However, they are distracting if used when driving, and this greatly increases the risk of an accident. To drive safely you must concentrate on the road.

It is against the law to drive whilst using a hand-held mobile phone, whether speaking, dialling, texting, or accessing other services such as the internet.

An offence is committed if the phone is being 'held' whilst in use. 'Cradling' a phone, for instance between ear and shoulder, is considered as being 'held'. Penalty upon conviction can range from a fixed penalty, or up to £1000 on conviction at court (more for drivers of vans, goods vehicles, buses and coaches). Drive carelessly or dangerously while using a phone, and the penalties increase to include disqualification, a larger fine, and up to two years in prison.

Employees of Long O Donnell Associates Limited should adhere to the following policy in relation to the use of mobile phones whilst driving:

- A driver should avoid making or accepting calls or text services whilst driving.
- If another employee is in the vehicle, he or she should make or accept any calls.
- If the driver is the sole occupant of the vehicle, he or she should find a safe place to stop the vehicle before making, accepting or returning calls.
- If it is essential for drivers to make or accept calls whilst driving, then a hands-free system must be used. Even when a hands-free system is available, drivers should not make or accept calls unless it is legal and safe to do so.
- Whenever possible, allow calls to go to a voicemail or messaging service, and return the calls on occasions when you are not driving.
- 'Not driving' means out of traffic and engine off. Your vehicle may be stationary, e.g. in a traffic hold-up or at traffic lights, but this still amounts to 'driving'.

OTHER DISTRACTIONS

Do not forget the advice in the Highway Code regarding other distractions that might affect your concentration when driving. To drive safely, avoid:

- Loud music that could mask other sounds, inserting CDs etc or tuning the radio.
- Trying to read a map, adjust satellite navigation, or follow written instructions.
- Eating or drinking whilst driving

PROPERTY IN VEHICLES

Please ensure that no property is left unattended or on view in our vehicles. All removable items should be either locked away out of view or, ideally, taken with you when you leave the vehicle. Always ensure the vehicle is secure overnight, and is not left unattended in potentially vulnerable locations. We cannot be held responsible for personal belongings left in our vehicles.

PERSONAL USE OF OUR VEHICLES

Our vehicles must only be used in authorised circumstances. Unauthorised personal use may render the vehicle insurance invalid, and the driver may therefore commit a criminal offence. Our vehicles must not, under any circumstances, be used for any business purpose other than the business of Long O Donnell Associates Limited.

VEHICLE FUEL ETC.

We may provide you with a fuel credit card for use with our vehicle. This facility is solely for use with your company vehicle, and fraudulent transactions will be treated as potentially gross misconduct. This could lead to summary dismissal. Other legitimate fuel and oil expenses on our behalf will be reimbursed. A receipt must be obtained and submitted in these cases.

USING YOUR OWN VEHICLE FOR BUSINESS PURPOSES

If you use your own vehicle for business purposes, you may be entitled to a vehicle allowance. The relevant allowances and mileage rates vary from time to time. If you are using your own vehicle, it must be suitable for business use, and you personally must ensure that valid insurance cover is in place (proof of business cover must be provided before mileage allowances will be paid).

The Managing Director of Long O Donnell Associates Limited is responsible for the development and effective implementation of this Statement and for ensuring that the necessary resources are provided for its implementation through our processes.



Thomas J. O'Donnell
Managing Director
Long O Donnell Associates Limited

January 2017