

## 1. Purpose

The purpose of this Policy is to ensure that all employees understand the driving standards expected of them by the Company and the procedures in place for ensuring that any driving undertaken on Company business is conducted in a safe and legal manner. Employees are expected to act sensibly and responsibly, especially with regard to the use of resource, including their safety and security.

As a business owner/fleet manager managing vehicles and drivers, theft and damage to vehicles and loads are common concerns. Unfortunately, vehicle and cargo losses are still prevalent and are also amongst the costliest property crimes.

## 2. Scope

This Policy applies to all staff employed by the Company, whether they are required to drive vehicles as an integral part of their work, or whether they make occasional journeys, using Company and/or hire vehicles.

## 3. Statement

According to RHA statistics, thousands of trucks are stolen every year in the UK, costing insurance companies up to £1 billion. Damage to vehicles and or equipment will negatively impact on profit, client goodwill and possibly securing future contracts. It is therefore essential that staff prioritise the security of Company vehicles, equipment and loads.

## 4. Roles and Responsibilities

### ***Staff are responsible for ensuring that they:***

- Are conversant with all Policies and Procedures related to vehicle and equipment safety and security,
- Are satisfied that prior to any journey on Company business, the vehicle they will be driving is fit for its purpose and roadworthy, including restraints, locks and security devices,
- Inform the person in charge of the vehicle/fleet if they become aware of any faults, Abide by the rules and regulations of the Highway Code,
- Uphold high standards of security with regard to vehicles, vehicle loads and vehicle access.

### ***Line Managers/Departmental Managers are responsible for ensuring that:***

- They keep up to date with all industry and legal changes and requirements,
- They are up to date on all of the Company's Policies and Procedures,
- All employees understand their duties, responsibilities and the Company's Policies and Procedures,
- Drivers are properly trained and have completed the induction programme,

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- Employees are suitable qualified and trained for the task in hand and identify any training needs,
- including Vehicle/Equipment Security training.

**Senior Management are responsible for ensuring that:**

- Company Policies and Procedures are kept up to date and communicated to all members of staff,
- There is a system in place to ensure than any Company vehicle is maintained in a roadworthy condition and complies with legal requirements,
- That management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in the Policy are adhered to,
- Appropriate action is taken if any driver falls short of their duties and responsibilities under this Policy.

**5. Procedures**

**Vehicle Security**

**Keys**

When vehicle keys are kept at the operating centre, they must be kept in a secure and lockable location, out of sight of strangers and never in an obvious hiding place, for example, inside the front bumper, when not in use.

Vehicle keys must always be kept on the driver during their shift, never left in the ignition whilst the vehicle is unattended, even for a short period of time.

If the driver is completing an overnight shift or has reason to keep the keys to a Company vehicle when not working, the keys should be kept in a safe and secure place, out of sight, and never left where they could be stolen or copied.

There should be no 'identifying' keyrings, tags etc. thus preventing a vehicle being identified in the potential event of theft.

**Security of loads**

Never leave vehicle keys in the ignition whilst the vehicle is unattended, even for a short period. Always ensure that the vehicle is locked and secured before leaving it unattended. Lock the cab when loading and unloading.

Always use pre-planned and approved overnight parking facilities and avoid dark, isolated places. Ensure the vehicle and load are locked and secure before leaving the vehicle unattended.

No unauthorised people or passengers are allowed in the cab when the vehicle is stationery or in transit.

Do not discuss with non-employees what is loaded on your vehicle, where you are going or the route that you will take.

Be aware that thieves use a variety of tricks to stop vehicles, for example staging accidents, impersonating police officers or officials. Only stop for marked police/DVSA vehicles with uniformed occupants. If in doubt, ask for identification.

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### **Securing Vehicles**

Ensure that the vehicle's security equipment is regularly maintained and is in good working order as part of the first use check.

The security devices fitted on the vehicle, i.e. cords, bolts, chains etc. must be used and will make the vehicle less of a target for thieves.

Before leaving the vehicle unattended, always seal or secure any vehicle access points with the appropriate security devices.

Vehicles that require the engine to be running while stationary must be positioned to minimise the risk of unlawful access and/or theft.

When returning to an unattended vehicle, always check for signs of tampering with doors, seals, straps or sheets and ensure that no unauthorised person is present in or on the vehicle.

### **Lone Worker**

When driving alone, keep the cab doors locked to prevent possible ingress by thieves.

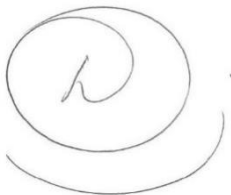
If threatened, do not attempt to fight back – call the Police as soon as practicably possible.

Any damage, theft or ingress by clandestine entrant must be reported immediately to the Police and the Transport Department.

Keep the Transport Department informed of your whereabouts whenever practicable, i.e. on delivery completion, before returning to site etc. Do not use mobile phones whilst driving.

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Haughley Block Plant Ltd

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