



## Driving and use of vehicles at work policy

The VGC Group aims to minimise and control the risks involved in driving on VGC Group business. Arrangements shall consider the wide range of drivers using road vehicles on VGC Group business, the risks and the associated control measures to reduce those risks to as low as is reasonably practical.

All vehicles, whether they are VGC owned, leased or privately owned, must be suitable for the task, be maintained, have the relevant road tax licence and be appropriately insured.

Drivers must have the necessary licence to drive the class/type of vehicle; be familiar with and follow the requirements of the Highway Code and the vehicle being driven. Where appropriate training will be provided in safe practices.

You will not permit any other persons to drive or be in control of any vehicle you have been authorised to drive unless that person is also an authorised driver for that vehicle.

The use of mobile phones and other distractive in vehicle technology or hand held technology including, but not limited to, mobile phones, cameras, music devices (except the turning on/off of a dashboard built in radio/CD player), data transmitters and SatNavs, is prohibited whilst driving on VGC Group business. Some devices such as Bluetooth for phones and SatNav adjustments can be controlled from the vehicle steering wheel and this may be permitted subject to you being compliant with the Highway Code rules 149 & 150. At all times, you must maintain proper and full control of a vehicle. While driving as part of Network rail project activities, the use of mobile phones is totally prohibited.

The consumption of alcohol, prohibited drugs, a prescribed medication where the advice on the medication is not to drive or abuse of other substances while driving or being under the influence of these is prohibited whilst on VGC Group business.

Drivers who have been prescribed or have purchased over-the-counter medication must check whether such medication will affect their ability to drive safely when on VGC Group business. In cases where the medication can have an affect on their safe driving then they shall be prohibited from driving and alternative transport arrangements must be made. They must also report such medication to their line manager as a record of consumption.

Drivers must report any motor vehicle incidents and any associated injuries sustained while driving on VGC Group business. Drivers must also report any changes to their licence as a result of a medical condition, or endorsements to their licence as a result of an offence under the Road Traffic Act.

At all time, drivers of vehicle, whether VGC owned, leased or privately owned and being used for VGC Group business will ensure they and their passengers comply with the Road Traffic Act, the Highway Code and any other legislation that maybe in force at that time as well as all company policies and procedures. All drivers will follow advice and comply with requirements given in the FORS standard applicable to the accreditation VGC holds at that time. All drivers will at all times be aware of any vulnerable road users and comply with the VGC requirements provided in the drivers information pack (18.VF.002) on vulnerable road users.

Signed

Date: June 2019

A handwritten signature in black ink that reads 'L. R. Mckidd'.

Laurence Mckidd

Managing director

This policy confirms the commitments of all members of the VGC Group including VGC Rail Projects, VGC Construction, VGC Labour and VGC Personnel