



Vehicle Policy

Date reviewed: 01.10.2018 | Date of next review: 01.10.2019

Overview

Depending on the role of your job you may be asked to drive for Running Deer. It may be that Running Deer provides you with a vehicle or asks you to use your own vehicle for company business. It is, therefore, your responsibility to understand Running Deer's vehicle policy. You are expected at all times to adhere to the road traffic and safety laws in the course of driving while on company business.

Driving for Work

This policy has been put in place to safeguard both employees and the general public and seeks to minimise the risks associated with driving. An employee is "driving at work" or "driving for work" if they are driving for any company purpose. Commuting to and from the normal place of work will not be considered driving for work. For the purpose of this policy "driving" includes the use of motorcycles, bikes, etc.

This policy applies to employees driving company vehicles and private vehicles for any company purpose.

Driving Licences

Employees operating or driving company vehicles must have the appropriate driving licence for the Running Deer vehicle being driven. This licence must be held by the employee at all times on their person whilst driving a Running Deer vehicle and ready for presentation on request by the authorities under the Road Traffic Acts.

Employees who drive for work purposes are required to submit up to date copies of their driving licences to Running Deer annually and whenever there is any change to the details on the licence, such as the addition of penalty points, a photocopy may be taken for company records. If an employee is charged or convicted of driving offences, or has their driving licence endorsed, the employee must report this fact to their line manager at the earliest opportunity.

Rules of the Road and Road Traffic Offences

Employees are expected to comply with all relevant traffic laws or rules, including local parking rules. Running Deer will not cover the cost of road traffic offences including fines received under the penalty points system. These costs will be borne by the employee regardless of whether the vehicle was being used for business use at the time the offences occurred.



If an employee fails to pay a driving related fine on a company vehicle, Running Deer will deduct the cost of paying this fine from their pay. Only in exceptional circumstances will Running Deer consider paying a fine on behalf of an employee. An employee who has been disqualified from driving for any reason may be subject to disciplinary action up to and including dismissal. In addition any breach of this policy could result in disciplinary action up to and including dismissal.

Company Vehicles

Running Deer will be responsible for obtaining MOT certificates, insurance and arranging regular servicing for company vehicles. This does not however affect the employee's legal liability for any such matters, as the driver of the vehicle. Employees must report any defects with company vehicles that they become aware of, including if the vehicle has exceeded its regular servicing mileage limit.

Personal use of Company Vehicles

Employees are not permitted to use company vehicles for personal use. Employees are not permitted to lease, sell or lend any company vehicles. Private Vehicles for Company Use

Employees using a private vehicle for company use are responsible for ensuring that the vehicle is suitable, safe and legal for the purpose. This will include ensuring that there is a valid MOT certificate, that the vehicle is roadworthy and that there is suitable insurance in place (i.e. to cover business use).

If an employee is required to drive for work then Running Deer will pay any additional insurance premium in respect of business use. Expenses for mileage accrued in a private vehicle should be claimed through Running Deer's expenses policy.

Running Deer requires evidence that your vehicle has a current MOT, insurance and is taxed.

Driving on Company Business

Employees are required to drive in a safe, lawful and efficient manner, in all weather and traffic conditions, observing the recommendations of the Highway Code.

The image that Running Deer presents to its customers is influenced by the cleanliness and appearance of its vehicles. Employees are required to wash and clean the vehicle as often as it is necessary to maintain a smart professional image.

Employees are required to use the most direct routes when carrying out company business.

Employees are required to advise their line manager of any problems or delays which could affect the scheduling for that day. Employees must always lock and alarm (where appropriate) the vehicle when they leave it unattended. The safety and security of the vehicle, passengers or loads is the responsibility of the driver.



Maintenance

Employees are required to complete weekly maintenance checks and record it accordingly. Maintenance records must be given to the line manager on a weekly basis.

Employees must not take a vehicle onto the road if they know or suspect that it has a serious defect.

Any defects in the vehicle should be notified immediately to the relevant manager and anything in urgent need of repair has to be taken care of immediately, especially where safety could be compromised.

Legal responsibility for the safety and legality of use of a vehicle remains with the driver. Whether in a vehicle provided by Running Deer or otherwise, the employee must ensure that the car is maintained in a safe and roadworthy condition at all times, complying with all existing legal requirements.

The costs of maintaining and repairing company cars will normally be met by Running Deer where those costs arise in the course of normal use of the car.

Running Deer is responsible for the normal maintenance of company vehicles, however employees are responsible for ensuring that the vehicle is fuelled and fluids (washer fluid, AdBlue etc) are topped up.

Please note that it is an offence to operate a vehicle on the public highway without windscreen washer fluid.

Accidents and Damage

Employees must immediately report to their line manager all damage to a company car. A full written report of the circumstances in which the car was damaged should be submitted thereafter.

In addition to reporting any accidents or incidents to Running Deer, employees should comply with any legal obligations in this regard, including reporting incidents to the police and exchanging suitable details with any other party to an accident.

Employees should not accept responsibility or guarantee payment to another party in an accident without authorisation from Running Deer or its insurer.

If damage to a company car is incurred as a result of an employee's negligence, the employee will be liable for the total cost of repairing the car.

Safety Whilst Driving



Driving under the influence of alcohol or drugs

Any use by an employee of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where that alcohol or drug use has any potential effect on the employee's fitness to drive, will render the employee liable to disciplinary action.

Eyesight

If applicable, employees must wear glasses or contacts when driving.

Smoking

Employees are not permitted to smoke inside company vehicles. Employees in breach of this rule will be subject to disciplinary action.

Tiredness

Employees should be aware of tiredness when driving, and should stop as soon as it is safe to do so if they feel sleepy. Employees must rest for fifteen minutes after two hours of driving, as soon as it is safe to do so.

Where an employee feels that a journey is excessively long, they should raise it with their manager so that due consideration can be given to alternative solutions

State of Health

It is the employee's responsibility to ensure they are in the appropriate state of health to drive, including that their eyesight meets the requirements of the Highway Code. Employees should not drive against medical advice.

Mobile Phones

It is a criminal offence to drive (or have another person drive) a motor vehicle while using a 'hand held' mobile telephone. For the purposes of the legislation, 'driving' will include sitting in a stationary vehicle with the engine running and a 'hand held' mobile telephone will include any 'hands free' mobile telephone if it is held at any point during the call.

Using a 'hands free' mobile telephone while it is in its holder will not be an offence.

With the exception of bluetooth or similar devices, in-ear devices are also illegal and cannot be used at any time whilst driving. Passengers in vehicles are not prohibited from using hand held mobile telephones; however, they must not hold it for the driver to use in a moving vehicle.



With regard to handheld mobile telephones, employees must:

- never use a hand held phone while driving;
- keep the phone switched off while driving;
- only use the phone once the vehicle has been parked in a safe place and the engine has been switched off.

Even a hands free phone can cause distraction and it should not be used for making calls while driving.

Employees who wish to make a call while driving should only use the telephone once the vehicle has been parked in a safe place and the engine has been switched off.

Two-Way Radios ('Walkie-Talkies')

Under certain circumstances, it may be necessary to operate two-way radios while driving on company business. It is preferred that employees stop in a safe place to make radio calls.

In emergency situations, it is acceptable for employees to make radio calls while driving as two-way radios are exempt from the provisions prohibiting the use of mobile phones while driving.

Employees must be diligent in their use of two-way radios while driving, and must ensure they drive with due care and attention and remain in full control of the vehicle at all times.

It is a criminal offence to drive recklessly or without due care and attention while using a two-way radio.

Use of Vehicles on Site and for Special Tasks

Car Parking at Butterdon Wood

Private vehicles must not be parked inside the entrance to Butterdon Wood. Parking for employees and visitors is provided alongside the public road adjacent to the entrance.

Disabled Access

Drivers who require disabled access may park within Butterdon Woods, however please note that any private vehicles parked within Butterdon Woods are parked at the owner's risk, and Running Deer will not be liable for any loss or damage caused to private vehicles or contents within.



Driving on Site

Advance permission must be sought from the Board of Directors or Executive Directors before private vehicles may be driven in Butterdon Woods (except in special circumstances, such as emergencies or for contractual access).

While driving on site, operators must take special care to ensure the safety of vulnerable users of Butterdon Wood. Drivers must drive as slow as possible. The driver must use their hazard warning lights while driving along public rights of way and while reversing.

Drivers must liaise with other members of staff to ensure the safety of all those present on site (e.g., ask other staff to enforce an exclusion zone around the vehicle).

Except in special circumstances, private vehicles must not be driven along the rides and tracks in Butterdon Wood.

Suspending of Parking for Works

From time to time, all car parking may be suspended at Butterdon Woods to allow access for works vehicles, or where parking areas are required for storage.

Silviculture

When operating a vehicle for the purposes of silviculture whether on or off-site, operators must take special care to ensure the safety of themselves, the vehicle, and those working around the vehicle. At all times, the safety of the operator, the vehicle, and those working around the vehicle is the responsibility of the operator.

Operators must have access to a two-way radio while operating the vehicle.

Vehicles should not ordinarily be used for silvicultural operations when users are present at Butterdon Wood. If such operations are necessary, it is essential that the operator liaises with other members of staff to ensure the safety of all present.

Operators must ensure an appropriate exclusion zone is observed by those present or working around the vehicle.

If a vehicle is performing silvicultural operations, it must display a rotating or strobing warning beacon or light bar. The operator must use their hazard warning lights when reversing or being driven along public rights of way.

If the vehicle is used to guard works on a public highway, it must display either:

- two rotating or strobing beacons at the front and rear of the vehicle; or



- one light bar at the centre of the roof of the vehicle.

For further advice, please see specific risk assessments for silvicultural operations involving the use of vehicles.

Miscellaneous

Running Deer vehicle remains the property of Running Deer at all times. Running Deer reserves the right to change the vehicle without notice.

Running Deer reserves the right to commandeer the vehicle as deemed necessary by the Manager.

Conclusion

Breach of this policy will be considered a disciplinary offence which could result in a disciplinary sanction, up to and including dismissal. With regard to the above, Running Deer reserves the right to insist on the immediate return of a company vehicle if such an offence occurs.

Contact Running Deer

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