		HR policy/procedure	
Instruction No. ref no		Company Driving Policy	
Issued By:	HR Shared Services Manager	Issue Date:	July 2014
		Review Date:	July 2018
Authorised By:	HR & PA Director	Issue No. 3	
		Page No. Page 1 of 8	

1. INTRODUCTION

1.1 Scope

The policy applies to all CF Fertilisers UK Limited employees (including temporary contract staff) when driving on site or on Company business.

1.2 Objective

To ensure that the hazards associated with driving on site or on Company business are recognised and the risks are adequately controlled. To ensure that employees receive appropriate health and safety information and training to help reduce and control the risk.

A risk assessment for driving on company business (primarily travel on public roads) has been completed and this is included as Appendix 1 to this policy. Local risk assessments are in place for site-based activities.

2. LEGISLATION

Relevant legislation applicable under this policy:

- The Health and Safety at Work Act
- The Road Traffic Act
- The Misuse of Drugs Act

3. DEFINITIONS

Management:

Anyone acting in a supervisory capacity


Driving on Site

Employees, temporary contractors or visitors using their own or Company vehicles on site (including the access road at Ince).

Driving on Company business:

Employees who are authorised by the Company to drive a vehicle in the course of their employment. It does not include driving between home and the usual place of work. The types of vehicles that are involved include:

- Personally allocated Company vehicles both on and off site;
- Vehicles provided by the Company from a pool of Company vehicles;
- Hired vehicles driven on behalf of the Company;
- Private vehicles.

		<i>HR policy/procedure</i>
Instruction No. ref no		Company Driving Policy
Issued By:	HR Shared Services Manager	Issue Date: July 2014 Review Date: July 2018
Authorised By:	HR & PA Director	Issue No. 3 Page No. Page 2 of 8

4. RESPONSIBILITIES

4.1 Management

Management must ensure that this policy is complied with within their department. In particular, managers are responsible for monitoring and managing the requirement to drive on company business in their teams.

Site Management are responsible for establishing arrangements to monitoring non-compliance with site traffic instructions.

4.2 Human Resources Department

The Human Resources Department has the responsibility for ensuring the maintenance, regular review and updating of this policy and maintaining record systems appropriate for this policy.

4.3 EHS Department

The EHS Department has a responsibility for maintaining the accident investigation procedure for the Company.


4.4 All Employees Driving on Company Business

Drivers must ensure that they:

- Comply with this policy (failure to do so could lead to disciplinary action)
- Are fit to drive.
- Hold a current licence appropriate for the vehicle.
- Conduct a brief visual check of the vehicle prior to commencing the journey to ensure that the vehicle is in a safe and roadworthy condition.
- For Company/Pool and Private Car drivers, regular checks are carried out on lights, windscreen wipers, tyre pressures, tread and general condition, oil and water/washer levels are satisfactory and any deficiencies are immediately corrected.
- Comply with the Highway Code and other relevant Regulations.
- Plan their routes effectively taking into account the type of roads ie motorways/rural areas/average/alternative route.
- Avoid unnecessary distractions while driving including, for example, non-essential phone calls or programming navigation devices.
- Avoid driver fatigue by taking journeys in easy stages and never remain behind the wheel of a car for more than 2-3 hours without a break.
- Do not try to cover more than 400 miles in a day.
- Carry the appropriate paperwork and equipment to ensure their vehicle meets the country requirements when driving abroad.
- Know what actions to take to ensure their own safety following the breakdown of their vehicle.
- Report any accidents, damage or faulty equipment to the appropriate person including your line manager and if necessary as an incident in Workbench.
- Goods are properly secured and the load is safely distributed at all times.

4.5 Contractors

In addition to 4.4 above, contractors must make their driving licence available for inspection by their CF Fertilisers UK Limited host if requested.

		<i>HR policy/procedure</i>
Instruction No. ref no		Company Driving Policy
Issued By:	HR Shared Services Manager	Issue Date: July 2014 Review Date: July 2018
Authorised By:	HR & PA Director	Issue No. 3 Page No. Page 3 of 8

4.6 Insurance/MOT/Servicing

Drivers of must ensure that:

- Any private vehicle is insured for business use (other than for exceptional and occasional business use which is covered by CF Fertilisers UK Limited's insurance).
- Any private vehicle or company car has a current MOT certificate or other relevant certificate where appropriate.
- For Company Car owners, ensure that servicing is carried out as per the manufacturer's recommended schedules.

5. TRAINING

The HR department is responsible for specifying and arranging delivery of routine driver review/training for company car drivers and regular business car drivers. The training will include a routine check on the status of the individuals Driving License. The refresher period is 3 years.

Training on other types of vehicle (e.g. Forklift trucks) are defined in the compliance training process (outside of this policy).

6. DRIVING LICENCE

The employee is responsible for ensuring that they hold a relevant license for the vehicle to be driven. This should be made available if requested for inspection by the Company or nominated third parties.

Contractors may be allowed to drive Company Vehicles on presentation of their driving licence to the relevant CF Fertilisers UK Limited manager.

7. INSURANCE

The Company's car insurance policy covers:


- Driving on company business for employees or others with the permission of a CF Fertilisers UK Limited manager in Company Cars, Hire Cars and other company vehicles.
- Driving on company business in an employee's private vehicle where the journey is exceptional and occasional (in particular, no more than once per month and no more than 1,000 miles in a year).

If an employee needs to use their vehicle for routine local journeys, then they must add business use to their own car insurance and be prepared to prove this to CF Fertilisers UK Limited if requested. Alternatively, a hire car or company vehicle should be used.

8. FITNESS TO DRIVE

8.1 General

Managers are responsible for taking into account experience, capability and any fitness issues in the travel requirements they expect of their team. If appropriate, managers will authorise alternative means of travel.

		<i>HR policy/procedure</i>	
Instruction No. ref no		Company Driving Policy	
Issued By:	HR Shared Services Manager	Issue Date:	July 2014
		Review Date:	July 2018
Authorised By:	HR & PA Director	Issue No. 3	
		Page No. Page 4 of 8	

It is the employee's responsibility to ensure they are fit to drive when required, as they are in the best position to judge their own health, level of tiredness and other factors that impair their driving.

8.2 Eyesight

Any employee driving on Company business is responsible for ensuring that their vision is adequate for driving.

8.3 Alcohol and drugs

Employees must never drive when there is alcohol in their blood stream above the legal limit. Whilst driving on company sites, the relevant site's limits must be adhered to (see the relevant drug and alcohol policy for details). Even small amounts of alcohol will impair judgement and increase the chances of an employee being involved in a road accident.

Employees must never drive after taking illegal drugs. Apart from breaking the law the presence of illegal drugs in the bloodstream will impair judgement and increase the chances of being involved in a crash.

The use of certain prescription "over the counter" medicines such as certain flu remedies and hay fever medicines, can cause drowsiness and impair the ability to drive. It is employees' responsibility to ensure that they have read and understood the instructions on any medication that they are taking and not to drive if there are any warnings against this. If in any doubt about the effects a medicine may have employees should consult the Occupational Health Advisor or Physician.

8.4 Fatigue

A journey should never be started when an employee is feeling tired or unwell. It is employees' responsibility to judge their own fitness before driving on Company Business.


The following are some practical tips for minimising stress and fatigue while driving:

- Set flexible appointment times - take the pressure off by not having to meet exact deadlines.
- If you are running late, stop in a safe place and telephone to explain. Do not start taking risks in order to arrive on time.
- Avoid peak time travel if possible.
- Choose the least congested route practical.
- Take regular breaks.
- Limit driving periods to reasonable time or distance
- Share driving where possible

In certain conditions it will be more appropriate to arrange overnight accommodation rather than continue a journey, for example extreme weather, later than anticipated departure, or tiredness. Safety should always be top priority.

8.5 Physical disabilities

Modifications to Company vehicles may be necessary for disabled drivers. The Company will be responsible for making these modifications.

		<i>HR policy/procedure</i>	
Instruction No. ref no		Company Driving Policy	
Issued By:	HR Shared Services Manager	Issue Date:	July 2014
		Review Date:	July 2018
Authorised By:	HR & PA Director	Issue No.	3
		Page No.	Page 5 of 8

9 ACCIDENT LIABILITY

If employees are involved in an accident whilst driving on company business they must obtain relevant details of the parties involved as well as details of witnesses. They must co-operate with the emergency services and, if required to do so, provide a statement of basic facts. **It is a requirement of the Company's insurance policy that there must be no admission of liability.** Internally the employee should inform their Manager/Supervisor and, if appropriate, report as an incident in Workbench.

10 POLICE ENQUIRIES

In the event that the police contact the Company with respect to an alleged road traffic offence the Company will supply the authorities with relevant details. The employee must also inform the Company if they receive any writ or summons relating to an accident while on Company business. The employee will be responsible for payment of any subsequent penalties or parking fines.

11 MOBILE TELEPHONES

Employees on company business are forbidden to use hand-held mobile phones whilst driving. Any driver using a hand-held mobile phone whilst driving is liable for criminal prosecution. In addition, any driver who fails to have proper control whilst driving using a mobile phone with a hands-free device is liable for criminal prosecution. A breach is also liable to incur company disciplinary action.

If employees wish to use a hand-held mobile phone whilst in a vehicle they should park safely and switch off the engine before making or receiving calls.

Where a properly fitted hands-free kit has been provided, employees will be able to use their phone. However, even with a hands-free kit, the use of the phone while travelling presents a significant distraction and calls should be short and kept to a minimum. Calls should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated.

12 DANGEROUS GOODS

If you have permission to transport chemicals in your vehicle then you should ensure that:

- It is packaged and labelled in accordance with the current Regulations and you have the associated hazard data sheets.
- It is secured in the vehicle to prevent movement during transport that may give rise to damage or put the occupants of the vehicle at risk.
- Adequate secondary containment is provided with the vehicle to contain any release of material in the event of unexpected package rupture or a collision.
- All hazardous goods are physically separated from the occupants in the vehicle.

13 PERSONAL SAFETY GUIDANCE

There are hazards associated with travelling alone by car. Consider the following guidelines to help minimise the risks:

- Travel on main roads as far as possible
- Let someone know where you are going, your route and approximate time of arrival.



HR policy/procedure

Instruction No. ref no

Company Driving Policy

Issued By:	HR Shared Services Manager	Issue Date: July 2014
		Review Date: July 2018
Authorised By:	HR & PA Director	Issue No. 3
		Page No. Page 6 of 8

- Try always to have at least a quarter tank of fuel.
- Whilst driving be alert to the condition of your vehicle. If you suspect a fault is developing don't wait until it breaks down completely. Stop somewhere appropriate such as a garage, petrol station or shop, where there are a lot of people around and seek assistance
- Consider carrying comfortable shoes and warm clothing in the vehicle.
- When travelling to an unfamiliar office or hotel, call ahead and check the location and parking arrangements. On arrival, drive to the front entrance and if appropriate ask for assistance.
- Park in well-lit areas whenever possible and check around the vehicle and the interior especially the back seats before re-entering.
- If you see another driver in difficulty, drive on and report it by telephone as soon as possible.
- Always carry a mobile phone but never use it whilst driving if it is a hand-held model.
- Always lock your doors whilst driving and especially at night and in busy areas.
- Should you break down on a motorway in the UK, the advice is to put on a reflective jacket, get out of the car by the nearside door, and wait a safe distance off the hard shoulder, after telephoning the emergency services. You may consider leaving the passenger (nearside) door open. In the event that you feel threatened, you may get into the car and lock the doors. Once the perceived threat has gone you should return to a position away from the hard shoulder.
- Do not give lifts to strangers.
- If possible reschedule your journey time and routes to take account of adverse weather conditions and do not feel pressurised to complete journeys where weather conditions are exceptionally difficult.

Revision History

Revision	Issue Date	Author	Summary of Changes
2	01-10-12	DPJ	New template introducing review date (4 yearly)
3	04-07-14	NG/NC	General including responsibilities, training and insurance. Risk assessment added as Appendix 1.

APPENDIX 1 – RISK ASSESSMENT

Hazard	Controls	Risk Assessment		
		Consequence	Likelihood	Risk
1 – Vehicle Hazards				
a) Poor Vehicle Condition - Risk of breakdown or accident (car crash)	<ul style="list-style-type: none"> - Company Cars are leased by CF Fertilisers UK Limited under contract (cars less the 5 years old and regularly maintained). - Hire Cars are hired by CF Fertilisers UK Limited from an approved supplier. - Private cars condition is the responsibility of the owner, however their use is restricted by policy to local journeys. 	High	Low	Medium
b) Lack of Insurance - Driving without insurance is illegal - Company exposed to cost if an accident occurs.	<ul style="list-style-type: none"> - Corporate insurance policies are maintained for all types of vehicle, including occasional use of private cars. 	Medium	Low	Low
2 – Environment Hazards				
a) Poor driving conditions, e.g. Bad weather or extended driving at night - Increased risk of accident.	<ul style="list-style-type: none"> - Options are available to reduce the requirement for driving on company business – video conferencing, alternative transport modes (e.g. train). - Drivers are encouraged to plan their journeys to avoid adverse conditions and excessive fatigue. - Drivers are permitted to abandon the journey (e.g. stay overnight) if conditions are too poor to safely travel. 	High	Medium	Medium
b) 3 rd -Party collision - Risk of injury - Significant disruption to journey	<ul style="list-style-type: none"> - Safe driving practices (e.g. maintaining safe distances in traffic) are encouraged by procedure and in routine training. - Risk of injury is also reduced by having good quality and well-maintained vehicles (see 1(a) above). 	High	Medium	Medium

Hazard	Controls	Risk Assessment		
		Consequence	Likelihood	Risk
3 – Driver Hazards				
<p>a) Driver error leading to accident, caused by</p> <ul style="list-style-type: none"> - Inexperience - Lack of driver competence / skill - Fatigue - Distraction - Other pressures (e.g. time, unfamiliar locations) 	<ul style="list-style-type: none"> - CF Fertilisers UK Limited undertake regular review and, where appropriate, training of drivers. - Managers are required to monitor and supervise the requirement to drive on company business, including when drivers are inexperienced or liable to suffer from fatigue. - Drivers are required to consider their own well-being and fitness to drive when travelling, and if necessary take additional breaks or suspend the journey. - Drivers are encouraged to minimise potential distractions – e.g. avoid phone calls or adjusting a ‘SatNav’ while moving. - Drivers and managers are encouraged to plan driving flexibly to avoid undue time pressures and enable finding their destination in unfamiliar locations. 	High	Medium	Medium
<p>c) Lack of License to Drive</p> <ul style="list-style-type: none"> - Driving without an appropriate license is illegal. - Company exposed to cost if an incident occurs (insurance may be deemed invalid). 	<ul style="list-style-type: none"> - Driving licenses are routinely checked for regular and company car drivers. - Managers are typically well-aware of those in their teams who are regular drivers prior to asking them to drive on company business. - Driving without an appropriate license would be both illegal and a serious disciplinary issue for the individual. 	Medium	Low	Low