

This policy compliments our Health and Safety Policy which should be read in conjunction with this document.

Fuse Rail is committed to providing the safest possible working environment to all employees, sub-contractors and third parties and it recognises the significant impact driving has on employees, members of the public, safety and the environment. This Safe Driving Policy has been established with the aim of having no vehicle accidents or collisions and reducing the environmental impact that our vehicles can have on the environment.

Fuse Rail takes all reasonable steps to ensure that Employees and Sub-Contractors are made aware of this policy and will put in place procedures to ensure compliance with this policy and to assess its effectiveness. All employees who are required by their duties to drive a vehicle for business purposes are expected to adhere to this policy.

**To maintain this policy Fuse Rail will undertake the following:**

- Six monthly checks on all employees driving licenses to ensure their eligibility to drive.
- All Drivers will be issued with a copy of the driver's handbook QAD034, which can also be found on Planday.
- Monitor individual driving habits and techniques via Driving monitoring system.

**It is a requirement of this policy that Employees Must Not:**

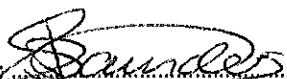
- Drive when tired or fatigued – see work safe procedure (HSP010).
- Drive when Drugs or Alcohol may be present in their system, including any over the counter medication that may affect their driving performance.
- Drive in an aggressive or threatening manner.
- Drive in any way that endangers other road users including their passengers.
- Smoke within the vehicle (including vaping).

**It is a requirement that Employees Must:**

- Always wear seat belts.
- Undertake daily vehicle checks and report any faults, damage or concerns to the depot manager and via Lightfoot.
- Switch off engines as soon as possible and not allow engines to run un-necessarily.
- Adhere to all speed limits.
- Report all road traffic collisions to the management team.
- Report all driving convictions or formal driving censures to HR.
- Do not overload their vehicle and keep tools, equipment and materials secure in transit.
- Adhere to the requirements of this Driving Policy and QAD034 Drivers Handbook.
- Drive in accordance with The Highway Code.
- Locate a safe place to park and switch the engine off to use a mobile telephone.
- Maintain full control of the vehicle at all times and not be distracted by the vehicle's technology.
- It is a Mandatory Requirement to reverse park on all Railway Infrastructures, it is also good practice to Reverse Park at all times.

**REVIEW OF POLICY**

This policy will be reviewed for adequacy and compliance to relevant standards

Signed:  .....

Date: 27/01/25.

D. Saunders, Managing Director