

Dual Seal Glass Limited consider that nothing is so important that it cannot be done safely, with road safety being as important as health and safety on site. Ensuring that our drivers are fit, trained and competent to operate their vehicle is key to ensuring the safety of vulnerable road users, the travelling public and the driver themselves. The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of work-related road risk. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually. This policy will be freely available to the public via the Company Internet Site This policy requires the driver must report any of the following to the transport manager:

- Changes to their driving license details
- Penalty points, fines or bans that have been issued
- Changes in their health that may impair their ability to drive safely
- Changes in their eyesight that may affect their ability to drive safely
- Medicine that they have taken that may impair their ability to drive safely
- Illicit drugs that they have taken
- Alcohol consumption that takes the driver over the limit
- Any events when the driver has been stopped by the Police, VOSA or the DVSA
- Vehicle faults at the pre-start vehicle inspection

Where drivers are feeling unwell or they are taking any medication that may affect their ability to drive, the driver must immediately inform their Manager who will decide if the reporting driver is safe to drive or if other arrangements need to be made to safely relieve the driver. The Transport Manager may request assistance and guidance from the Health & Safety Officer about determining if the operative is in a fit state to drive a vehicle. Whilst driving, the driver must:

- Abide to the road traffic act
- Adhere to the highway code
- Wearing a seatbelt always
- Act professionally and responsibly
- Adhere to speed limits and traffic signs
- NOT smoke, eat or drink causing any form of distraction
- Use vision aids and safety features to protect vulnerable road users
- Notify the Transport manager of a vehicle collision
- Notifying the police within 24 hours, where a vehicle has not stopped at the scene of a collision
- Stay within green band driving, to ensure optimal fuel efficiency and impact on air quality
- Ensure their load is safe at all time
- Ensure safety of their passengers and conduct; seat belts are worn always, and passengers act professionally and responsibly when in the vehicle
- To make allowance for adverse weather conditions

Failure to comply with this policy may result in a breach of the law and the relevant enforcement agency taking direct action against the driver. Where driver actions constitute a breach of this policy, disciplinary action will be taken by the Company against the driver. We will confirm the presence of these arrangements to our supply chain partner and will be reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

