



DRIVING SAFELY

The aim of this toolbox talk is to communicate this company's policy of ensuring that all drivers (including sub-contracted and agency drivers) are fully prepared for the job they are going to undertake and are aware of and familiar with the company's road safety policy.

- All persons required to drive on company business must have a valid UK driving licence.
- Any persons banned from driving must not drive and must report this to the Managing Director.
- Persons should inform management if they have a medical condition or are on medication which either prevents them from driving or diminishes their capabilities when it comes to driving.
- Always wear your seat belt. Wearing seat belts can increase your chance of survival in an accident.
- Don't drive under the influence of alcohol, drugs or medication.
- Don't drive if you are tired.
- Maintain your vehicle in good condition. Check that the tires, brakes, headlights, taillights, and turn signals all work properly before setting off.
- Company vehicles must be clean, roadworthy and safe to drive at all times.
- Obey the speed limit and maintain a safe driving distance between you and the car in front of you, especially when driving in bad weather conditions and darkness.



-
- Drive defensively and be aware of the drivers around you. If another driver is driving aggressively or experiencing road rage do not confront them.
 - Be careful at junctions and slip roads when emerging onto a road or motorway.
 - Do not use a mobile phone whilst driving. If you need to use your phone, pull off the road in a safe and legal place and turn off your engine, limit your calls to emergencies or use hands-free facilities if available.
 - Don't Text. Sending or receiving a text takes a driver's eyes from the road for an average of 4.6 seconds, the equivalent- at 55 mph- of driving the length of an entire football pitch, blind.
 - If your vehicle has an Anti-Lock Braking System (ABS) and you must brake because of an obstacle, be sure to press the brake pedal and hold, and gently steer around the obstacle.
 - Be extra careful when driving in construction sites and urban areas. Always be mindful of pedestrians.
 - Whilst driving, do not cut into other lanes dangerously. Always use your indicators and move into the lane when there is space to do so.
 - Always endeavour to drive in the left-hand lane, returning to it once you have overtaken when on motorways or dual carriageways.
 - Look out for cyclists and motor cyclists when driving.
 - Plan your journey before setting off. If necessary, set up any sat nav prior to turning on the engine.



-
- Keep a sleeping bag, warm and weatherproof clothing in your car, and a torch in case you become stranded in snow.
 - Keep a first aid kit your car, and keep maintained.