



DRIVING FOR WORK POLICY

Aim of this Policy:

To reduce vehicle incident and at-fault work related road collision costs and injuries by 50% over three years by promoting a safe driving culture within the organisation.

Objectives of this Policy:

1. To make drivers aware of the main risks they face or create when driving for work.
2. To make sure that employees who drive vehicles in the course of their work demonstrate safe, efficient driving skills and other good road safety habits at all times.
3. To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the drivers, occupants and other road users, and reduce the impacts of company vehicles on the environment – this also applies to personal vehicles used for work purposes.

Code of Conduct:

While driving company or own vehicles for work purposes, employees must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions when driving for work for ESS will be viewed as serious breaches of conduct and dismissal may be a consequence:

- drinking or being under the influence of drugs while driving.
- driving while disqualified or not correctly licensed.
- reckless or dangerous driving causing death or injury.
- failing to stop after a collision.
- any actions that warrant the suspension of a license, e.g. acquiring penalty points.

Responsibilities as an Employee

Every driver of a company vehicle must:

- make sure they hold a current driver licence for the category of vehicle they are driving, and this licence is carried when driving a company vehicle.
- immediately notify their supervisor or manager if their driver licence has been suspended or cancelled or has had limitations placed upon it.
- take time to familiarise themselves with the vehicle's handbook.
- be responsible and accountable for their actions when operating a company vehicle or driving for the purposes of work
- carry out a full daily walk around check prior to using the vehicle.
- display the highest level of professional conduct when driving a company vehicle.
- regularly check the oil, tyre pressures, radiator and battery levels of company vehicles they regularly use.
- Comply with the Rules of The Road and the ESS Modular 'Safe Driving Handbook' at all times.

- Assess hazards while driving and anticipate 'what if' scenarios.
- drive within the legal speed limits, including driving to the conditions.
- wear a seat belt and make sure all occupants wear their seat belt at all times.
- only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness.
- avoid distraction when driving – if you need to, adjust or set satnavs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely in order to do so.
- Report any near-misses, crashes and scrapes, including those that do not result in injury, and follow the collision procedures outlined in this policy.
- report vehicle defects before the next vehicle use.
- never carry any hazardous substances without the prior approval of the line manager. Hazardous goods may only be carried in full compliance with relevant legislation.

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours.
- stop when tired.
- plan their journeys, taking into account pre-journey work duties, the length of the trip and post-journey commitments. If necessary, discuss driving hours and schedules with your manager – an overnight stop may be required.

Drivers using their own car for work

If an employee is driving their own vehicle to drive for work (not commuting) the same policies apply. In addition:

- the employee must seek agreement with their Manager before using their vehicle for work.
- the car must be legally registered, authorised and insured for the purposes of work – the employee must show evidence of this on request.
- the employee must not carry loads for which the vehicle is unsuited, nor may they carry more passengers than there are seat belts.
- the vehicle must not be used in conditions for which it was not designed (such as off-road).

Responsibilities as an employer

ESS Modular will take all steps to ensure company vehicles are as safe as possible and will not require employees to drive under conditions that are unsafe or likely to create an unsafe environment, physical distress or fatigue.

Vehicle Selection and Procurement

Giving priority to safety features when selecting new vehicles, including:

- only buying and hiring vehicles that rate four or more stars on the EuroNCAP (European New Car Assessment Program) tests.
- choosing vehicles with ESC (Electronic Stability Control), ABS brakes and side head-protecting airbags
- only buying and hiring vehicles that are light coloured
- fitting all vehicles with a first aid kit, a securely fitted fire extinguisher, a high visibility jacket for each seat in the vehicle, a torch and an emergency triangle

The person/position responsible for ensuring this is followed is Shane O'Brien (Head of Procurement)

Vehicle Maintenance

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:

- servicing the vehicles according to manufacturers' recommendations.
- setting up procedures where employees check their vehicle's oil, water, tyre pressures and general cleanliness on a regular basis, then recording these inspections.
- keeping maintenance schedules which are completed each time the vehicles are serviced in any way.
- following the maintenance schedules in the vehicles' manuals.
- Rectifying all defects, no matter how small, as soon as practicable.

The person/position responsible for ensuring this is followed is Tracy Hynes (Transport Manager)

Data on Collisions and Incidents

Collecting and collating statistics on incidents, collisions and their causes, including:

- the number of collisions.
- who was thought to be at fault.
- the probable causes of the collisions and other contributors, such as unrealistic work schedules

- the financial cost of all collisions.
- the number of prosecutions.
- the number of near-miss events.

The person/position responsible for ensuring this is followed is Warren Donnelly (SHEQ Manager)

Driving Time and Driver Hours

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:

- requiring professional drivers of Heavy commercial and light commercial vehicles and buses to comply with both drivers' hours regulations and Driver CPC requirements (where applicable)
- requiring non-commercial drivers to take 15-minute breaks every two hours of driving.

The person/position responsible for ensuring this is followed is Tracy Hynes (Transport Manager)

Safe Driver Behaviour

Encouraging safe driving behaviour by:

- not paying employees' speeding or other infringement fines.
- forbidding the use of mobile phones in vehicles while driving (including hands-free).
- encouraging regular breaks while driving.
- providing taxis and designated drivers to and from work social events.
- providing food and non-alcoholic drinks at work functions.
- encouraging the use of public transport, taxis and buses whenever possible.
- making sure ESS Modular is informed if existing employees become unlicensed.

The person/position responsible for ensuring this is followed is Paul Tierney (Managing Director)

Breakdowns

In the event of a breakdown do not try to repair the vehicle. Contact the breakdown assistance provider:

ROI Roadside Assistance 01 804 4328

UK Roadside Assistance 0845 603 7991

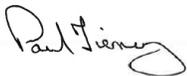
How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- the number of collisions involving company vehicles.
- the number of traffic infringements received.
- Safe driving performance statistics from telematics systems.
- Financial costs associated with vehicle use
- the average cost of vehicle-related employee compensation claims.

Policy review

This policy will be reviewed after its first year and every year thereafter.



Paul Tierney, Managing Director

Date: 22nd January 2020