

POLICY STATEMENT

This policy supports the Peak Collections Ltd Health and Safety Policy and describes our health and safety arrangements for driving at work.

This policy applies to all Peak Collections Ltd employees any contractors paid by Peak Collections Ltd to complete work activities which includes driving Peak Collections Ltd vehicles.

Authorisation

Employees and contractors contracted to Peak Collections Ltd must be authorised to drive as part of their work, and have a current valid driving licence, which will be checked by Peak Collections Ltd via the DVLA website.

Employees must inform us if:

- They receive any fixed penalty enforcement notices;
- They are prosecuted for any road traffic offence;
- They become aware of any issue which affects their insurance;
- Ill-health or medication affects their ability to drive.

Alcohol and Drugs

Driving on Peak Collections Ltd business whilst under the influence of alcohol or drugs is strictly forbidden and will result in disciplinary action.

Medical Conditions

Employees must not use their vehicle on Peak Collections Ltd business if they suffer from any medical condition which affects their driving ability. In these circumstances they must inform us.

Journey Times and Rest Breaks

Peak Collections Ltd expects those driving on Company business to follow the rules set out in the Highway Code:

- Be fit to drive and not begin a journey when tired;
- Avoid driving long journeys between midnight and 06:00 hours when natural alertness will be at a minimum;
- Plan journeys to take sufficient breaks – 15 minutes after every 2 hours of driving is recommended;
- Take additional breaks in a safe place, such as a motorway services, if starting to feel sleepy.

Peak Collections Ltd does not expect employees to work excessively long hours. Overnight accommodation may be considered if the working day including travel time exceeds 12 hours. If an overnight stay is expected, this must be authorised by the Field manager/Managing Director in

advance.

Mobile Phones

Handheld mobile phones should never be used when driving. The practice is illegal, and it is also an offence to use them when stationary at traffic lights or in a traffic queue. Although it is legal to use a 'hands free' phone, drivers can be prosecuted if they are not in proper control of their vehicle whilst using them.

Satellite Navigation

- Use satellite navigation equipment with caution:
- Programme the equipment before setting out.
- Do not put in instructions whilst driving, stop in a safe location to do this.
- Position portable units where they can easily be seen but do not obstruct your view of the road. Do not put them in front of airbags.

Peak Collections Ltd Equipment

If any driver has Peak Collections Ltd equipment, it must be secured safely within their vehicle, so that it does not become a missile in the event of an accident, this extends to ramps being securely stowed.

When leaving the vehicle unattended ensure equipment is stored out of sight. Any theft or damage to the equipment must be reported to Simon Shuttleworth, Craig Millward or Robert Plant.

Peak Collections Ltd Vehicles

Peak Collections Ltd vehicles are maintained in excess of the manufacturer's approved service times. In addition, PUWER (Provision & Use of Work Equipment Regulations 1998) checks must be completed at each vehicle service. Daily walk around checks must be completed along with weekly check sheets, which must be submitted each Monday, prior to commencement of work. If any driver of a Peak Collections Ltd vehicle notices a defect, they must report it immediately to Simon Shuttleworth or Craig Millward.

Road Traffic Accidents Whilst on Peak Collections Ltd Business

Any road traffic accident whilst driving on Peak Collections Ltd business must be reported immediately to Simon Shuttleworth, Craig Millward or Robert Plant. The vehicle incident form must be completed in full at the time and location of the incident, if it is safe to do so.

Satellite Tracking

All Peak vehicles are equipped with satellite tracking technology. This enables us to prove the location of any of our vehicles at any point, and to monitor driving style and infringements, including speeding infringements.

Onboard CCTV

Onboard CCTV is being rolled out across the fleet. This enables us to provide evidence of any incident during a field visit if required. It also enables us to log into the cameras in real time to assist with any



Road Safety Policy

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field approval requests.

Acknowledgement:

I have read and understood the content of this policy.

I am aware of where to find it on the Integrated Management System to ensure I am updated with any amendments to it.

I agree to abide by the content of this policy at all times.

Signature:

Date: