

TRAINING POLICY (Driving Standards)

The law obliges employers to consider the Health & Safety capabilities of people when they give them tasks to do, and to ensure that they are properly trained before being exposed to risks in the workplace.

It is recommended that the same or higher standards are applied to workplace drivers as are applied to those allowed to drive on public roads:

- With a few exceptions, people in the UK must be aged 17 or older, and have passed a driving test.
- Drivers of large or heavy goods vehicles must, with certain exceptions, be aged 21 or over and have passed the appropriate test.
- It is important to stress to drivers the risks of unsafe working (such as driving too fast, turning too sharply, or driving on unsuitable ground or slopes). Always drive to the national speed limits or as road conditions allow.
- Every driver, and particularly younger or less experienced drivers, shall be instructed to drive and to carry out other work in a responsible and careful manner.
- Any infractions or incidents by persistent offenders resulting in insurance claims or penalty points which may invalidate your licence may result in additional training or disciplinary action, which may involve termination of your employment.
- A licence check is performed online via the DVLA website, however, you are required to inform your transport manager of any infringements you may have received.
- In the event of breakdowns contact your line manager, if out of hours, contact our fleet breakdown service (Scania Assistance Tel. 0800800660).
- In the event of a Collision, contact your line manager as soon as possible, DO NOT admit liability, Complete the accident forms that are in your Red folder, take photographs of the scene and (if possible?) Driver & passengers.

Dowse Haulage Limited recognises that all employees must attain a level of training and experience to be assessed as being competent to undertake the tasks assigned to them.

Training is defined as the continual improvement of a person's knowledge, skills and attitude to enable them to undertake their tasks without risks to health and safety to themselves or others within the workplace.

Each employee, will be assessed for his or her competency throughout their employment with Dowse Haulage Ltd, to carry out the duties assigned to them, and *where there is a 'need'*; training will be provided,

In addition to training or assessment in new skills, Dowse Haulage Limited are committed to undertaking refresher training at periodic intervals, which have been stated as best practice by Regulatory Bodies.

Dowse haulage shall ensure progressive training which includes a theoretical and practical e-learning quiz which shall be refreshed on an annual basis and a 'on cycle' awareness training every three years.

Progressive training shall also include the use and limitations of supplementary vehicle safety equipment.

All employees training is monitored and reviewed to take account of changes in legislation, codes of practice or industry standards by:

Paul Mansfield (Health & Safety Manager)

