

Vulnerable Road User Policy

John Pearce Glynneath Limited vehicles share the roads with many other road users, some of whom are at a far greater risk than others. We recognise that some of these road users may warrant special consideration and greater vigilance in order to protect their safety and well-being.

John Pearce Glynneath Limited aims to avoid all collisions involving other road users, by adhering to the simple precautions outlined in this procedure.

Scope

This policy applies to all drivers, co-drivers, supervisors and managers responsible for transport staff at John Pearce Glynneath Limited.

Policy Statement

John Pearce Glynneath Limited has identified the significant risks from our operations involving transport activities (including the safety of vulnerable road users) and has put in place procedures to reduce these risks. Owing to the variable factors involved, no single measure is enough to completely ensure safety. A number of control measures have been identified through the risk assessment process and these are communicated as part of this policy. The Company expects these measures to be adhered to, will continuously monitor and will take appropriate action against those who fail to do so. From time to time, the risks and measures taken to reduce them will be reviewed to ensure maximum effectiveness.

The key objectives of the vulnerable road user policy are to:

- Promote a culture of safety and exercise a 'duty of care'.
- Avoid distress and trauma of a collision to both victim and the driver.
- Avoid financial and reputational risks associated with a collision.

Roles and responsibilities of Senior management is to:

- Publish the vulnerable road user policy and ensure it is effectively communicated to all managerial and driving staff
- Ensure company vehicles used in populated urban areas are as safe as possible and fitted with appropriate vision aids/warning devices suitable for the task
- Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to
- Ensure that any related policies, driver training, education campaigns and disciplinary procedures are consistent with this policy Supervisory management must ensure that:
- They are conversant with all procedures and documentation referred to in this policy and that the policy is fully implemented
- All drivers are fit to drive, are aware of their responsibilities under this policy to share the road safely and the 'top tips' described below
- Take appropriate action if any driver fails to comply with their responsibilities under this policy Vulnerable Road Users Policy Document:

Before they travel:

- Prepare themselves

Refresh their knowledge of the Highway Code

If they need glasses (or contact lenses) to meet the Highway Code's minimum vision standards, they must wear them at all times while driving.

Set their phone to voicemail

- Plan their journey

If they can't avoid cyclist commuter routes, try to travel at less busy times

Be particularly vigilant around schools

- Check their vehicle (MIST) Complete a walk-round check to ensure that:

Mirrors are clean, correctly adjusted and set to minimise blind spots

Indicators are working, clean, and can be seen

Signs for cyclists are clean and easily visible

While driving:

Look out for cyclists

- Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic
- Check their mirrors for cyclists before they indicate, vary their speed or change direction
- Keep scanning their mirrors when approaching junctions in case a cyclist enters their blind spot
- Before pulling away from junctions look over the dashboard (even if they have a Class VI mirror fitted) and try to make eye contact with cyclists so they know they've seen them

Check their nearside blind spot every time they turn left

Check over their shoulder for cyclists before opening their door to ensure it doesn't open into their path

- Indicate clearly and in good time

Indicate their intentions clearly when turning or changing lanes, even if they don't think anyone is near them

Indicate in good time to allow others to react

Turn off their indicator once they have completed their manoeuvre to avoid giving false information to other road users Vulnerable Road Users Policy Document: POL12 Reviewed: 01/02/2017 Revised: 01/02/2017 Page 3 of 3

- Leave space

Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car doors

When overtaking, give cyclists and motorcyclists at least as much space as they would a car

Do not cross stop lines or encroach on Advanced Stop Lines

Cycle lanes are for cyclists: do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable Overall and final responsibility for health and safety in the company is that of:

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VEHICLE MANOEUVRING POLICY

John Pearce Glynneath Limited are committed to ensuring the safe manoeuvring of vehicles including driving forward, turning, reversing, towing, uncoupling and parking. The policy includes all drivers (sub contracted and agency drivers) The Company goal is to ensure a reduction in the potential to injure people through careful control of its vehicles. The policy is written to ensure consistency throughout the company and informs drivers how to behave in certain situations.

Manoeuvring trucks is a difficult and skilled operation, it is important to be aware of hazards and obstacles that may be in your way. As a driver you must always observe your surroundings before carrying out any manoeuvre and ensure you use your mirrors. There are blind spots around the sides of the vehicle, which makes it important to be aware of the other road users both to the sides and the rear before they enter your blind spots.

You must ensure that you keep a clear view from the driving position, no items are to be placed in the windscreen area or in the way of any mirrors or monitors where they might impede visibility. The area of the windscreen by the wipers should not be obscured, and nor should the side windows. Windows and mirrors will also normally need to be kept clean and in good repair. Dirt or cracks can make windows or mirrors less effective. All collisions (minor and major) and near misses should be reported to your supervisor as soon as possible. If reversing is unavoidable, use organised routes to minimise the need for reversing. If there is a one way system on the site, use it.

Most of the accidents can be avoided by taking simple precautions. Where possible, the need for reversing should be eliminated, however where reversing cannot be avoided:

- When visiting sites make sure you are familiar with the layout of the workplace and any site rules. If you have to report to reception on arrival make sure you do

- Where possible, use the help of a 'banksman', whose job it is to keep the reversing area free of pedestrians, and to guide drivers. If there isn't a banksman and you need help, it's always better to ask than risk having an accident

- When using a banksman, make sure you understand their signals before starting the reversing manoeuvre. If you lose sight of him/her, stop immediately

- Reverse slowly and with caution, minimising the distance. Be prepared to stop instantly

- If you can't see behind the vehicle, or you're unsure of distances, stop, get out of your vehicle and check access before continuing the manoeuvre

Parking As a driver you should understand the risks of leaving your vehicle badly parked and how to avoid doing this. Carelessly parked vehicles can injure or even kill people. For example: A vehicle parked on a slope can move if all of the brakes are not used properly. Remember it can take very little slope to make a vehicle move.

Vehicles should be parked on firm and level ground, in a designated parking area if one is available.

A vehicle must NEVER be left without ensuring both the vehicle and the trailer are securely braked, the engine is off and the key to the vehicle has been removed. Also ensure appropriate trailer legs and any mounted equipment is lowered to the ground or secured.

Remember: – Brakes ON – Engine OFF – Key OUT – Equipment SAFE Coupling / Uncoupling Coupling and uncoupling should take place on firm and level surfaces and in areas that are well lit.

Don't attempt to do it without being properly trained and always make sure you follow a safe system of work involving the use of trailer and tractor unit parking brakes as appropriate. Finally ensure you are wearing the appropriate clothing to carry out this task, this can include suitable gloves, footwear, and other personal protective equipment such as high visibility clothing.

A coupling procedure for standard semi-trailers is as follows:

- Slowly reverse the tractor unit in a straight line towards the front of the trailer and apply the tractor unit parking brake, stop the engine and remove the keys – Check the trailer parking brake is applied and make any necessary adjustments to the trailer coupling height and slowly reverse the tractor unit under the trailer until the 5th wheel jaws engage

- Apply the tractor unit parking brake, stop the engine and remove the keys and carry out a visual check that the 5th wheel jaws have engaged correctly and fit the security "dog clip" or other safety device

- Carry out a second test that the 5th wheel jaws have engaged by selecting a low forward gear and with the trailer brakes still applied slowly pull forward

- Apply the tractor unit parking brake, stop the engine and remove the keys then connect the service airline (yellow) and electrical connections

- Connect the emergency airline (red) and watch for any unexpected movement. (If the trailer moves, immediately disconnect the emergency airline (red) and check that the trailer parking brake has been applied

- Wind up the landing legs and secure the handle then fit the number plates and check that the lights work. Carry out visual and functional vehicle checks, and release the trailer handbrake before setting off a uncoupling procedure for standard semi-trailers is as follows:

- Park the combination in a straight line and apply the tractor unit parking brake, stop the engine and remove the keys

- Apply the trailer parking brake, remove and stow the trailer number plate and lower the landing legs – Disconnect all of the air and electrical services and stow safely and remove the security "dog clip" and pull the release handle to disengage the 5th wheel jaws

- Slowly draw the tractor unit away from the trailer. If the tractor unit has mechanical suspension stop when the trailer is clear of the fifth wheel

- Apply the tractor unit parking brake, stop the engine and remove the keys. Before leaving the trailer, walk round it to check that it is in a safe condition.

Carefully controlling vehicles and manoeuvring your vehicle safely can result in:

- Reduced loss through damage, injury and people off work

- Better insurance rates

- The company can avoid compensation payments, fines and legal costs

- John Pearce's reputation is protected

- It improves YOUR morale as an employee

- A general improvement in working practices from a planned and sensible approach to health and safety, which can lead to improvements in productivity

VEHICLE ENGINE IDLING POLICY

John Pearce (Glyneath) Ltd is committed to environmental responsibility and carbon footprint reduction. In order to reduce harmful emissions vehicle idling time must be minimised by the driver at all times. The vehicle tracking system compiles weekly reports on vehicle engine idling and drivers will be spoken to in order to account for what is deemed as being excessive engine idling. For those repeat offenders who cannot account for any excessive idling this may result in a disciplinary matter.

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SAFE LOADING POLICY

John Pearce Glyneath Limited is committed to ensuring all drivers (including sub contracted and agency drivers) and loading staff ensure vehicles are safely loaded, loads in normal and emergency situations so not to cause a hazard and that appropriate load restraints are used. The driver is bound by law to pay attention to the weight, size and security of any load carried on their vehicle. The law requires a load to be arranged and secured so there is no likelihood of danger, injury or nuisance to any person.

All drivers (including sub contracted and agency drivers) and all loading staff are required to know how to load a vehicle safely.

Any one responsible for loading a vehicle must make sure that the right type of vehicle is used for the load and that the load is distributed evenly and secured correctly

Loading staff responsible for loading vehicles, should ensure that the load remains in a safe condition during loading, transit and unloading. If you are the driver but did not witness the vehicle being loaded / unloaded then you should check that the load is in a safe condition before you commence / continue your journey.

The driver should be fully trained on the correct methods of loading and unloading a vehicle safely including correct use of restraints and aids (as stated in the Highway Code Rule 98 Vehicle towing and loading).

The Driver & Vehicle Standards Agency (DVSA) and the police have powers to issue fines (graduated fixed penalty scheme) to any driver in charge of a vehicle that is overloaded or if the load is insecure.

The maximum fine is £5,000, an unsafe loading/unloading offence carries 3 penalty points and a licence endorsement for the driver. The court may also give the driver an unlimited fine.

Safe loading / unloading of vehicle

- Drivers to use adequate load restraints.
- Drivers to use dedicated loading bays (where possible)
- Drivers to load/unload from roads marked with single and double yellow lines unless there are loading restrictions.
- Drivers to load/unload on Red Routes and other specialist thoroughfares (specially marked bays and signs indicate when and where loading/unloading is permitted. This will be indicated through the local signage network.
- Drivers to ensure they are clear of other traffic, pedestrians and people not involved in loading or unloading.
- Spread the load as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Drivers to ensure loads are secured, or arranged so that they do not slide around.
- Drivers to make sure safety equipment is considered. Mechanical equipment and heavy moving loads are dangerous.
- Driver to ensure the vehicle or trailer has its brakes applied and all stabilisers are used. The vehicle should be as stable as possible.
- Never overload the vehicle. Overloaded vehicles can become unstable, difficult to steer or be less able to brake
- Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc
- Loading should allow for safe unloading
- Loads must be suitably packaged.
- When pallets are used, you need to check that they are in good condition, the load is properly secured to them and the load is safe on the vehicle. They may need to be securely attached to make sure they cannot fall off.
- Driver should use weighbridges to ensure their vehicle is not overloaded. (If this is being delivered in a company the locations of nearest weighbridges should be identified and given)
- If you load your vehicles safely it can prevent goods from falling onto roads while on the journey and prevent the goods being damaged before they reach their destinations thus saving time and money. This would also reduce the likelihood of accidents occurring and reduce the likelihood of fines.

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Security & Counter Terrorism Policy

Scope

This policy applies to all drivers, co-drivers, supervisors and managers responsible for transport staff at John Pearce Glynneath Limited.

Policy Statement

John Pearce Glynneath Limited has identified the significant risks from our operations involving transport activities (including the safety and terrorist threats to the driver and the load) and has put in place procedures to reduce these risks. The policy is to raise the drivers awareness of potential security and terrorism threats, specifically in terms of theft of vehicles or loads and the use of vehicles as weapons.

Owing to the variable factors involved, no single measure is enough to completely ensure safety. A number of control measures have been identified through the risk assessment process and these are communicated as part of this policy. The Company expects these measures to be adhered to where possible, and will continuously monitor and will take appropriate action against those who fail to do so. From time to time, the risks and measures taken to reduce them will be reviewed, to ensure maximum effectiveness.

The key objectives of the Security and Counter Terrorism policy are to:

- The different forms of threats that exist in terms of security and terrorism.
- Ways to identify / report suspicious behaviours of activity.
- Measures you can take as a driver to reduce putting yourself and the vehicle at risk of hijack, theft or physical attack.
- What you can do if you are involved in a security or terrorism related incident.

Crimes such as theft, vandalism and assault could occur at any time. As a professional driver you need to be aware that you and your vehicle are a potential target for criminals who want to steal your load, there is also a chance of stowaways who want to cross borders hiding in your truck, and possibly terrorists who may want to exploit your vehicle and or your load for acts of terror. As a driver, it is your responsibility to look after your load and ensure the safety and security of your vehicle. Any attempted, actual or suspected criminal activity must be reported to your Manager and any other relevant parties such as the police and counter terrorism hotlines.

As a driver, you need to be aware of terrorism and the potential for vehicles to be used as weapons. As long as you are carrying a load, you are vulnerable and can be a target for crime whether it is fuel theft, load theft, hi jacking or fraudulent theft. These types of crimes pose a serious threat to the safety of the general public and can be frightening and stressful for you the driver. They can also cause major disruption and economic loss and have a far reaching impact beyond those who have been tasked with transporting the goods.

The most common security and terrorism incidents include:-

- Fuel theft through siphoning
- Load theft while vehicles are parked or resting at unsecured parking locations.
- Curtainsiders having their curtains slashed.
- Use of vehicles as mobile weapons.
- Unknowingly carrying stowaways across borders.
- Hijacking
- Diversion and fraudulent theft.
- Physical attack on drivers.

The consequences of freight crime and terrorism attacks can include:-

- Fatalities and serious physical injuries
- Psychological damage to the persons affected.
- Adverse impact on the finances and reputation of the haulier involved.

There are a number of things that could alert you to suspicious behaviours or potential terrorism and theft. These are as follows:-

- Broken CCTV camera(s): someone may not want the street to be watched.
- Unfamiliar individual at site: it is important to be cautious if the person welcoming you to a site does not look familiar, even if they are wearing the requisite HSE equipment (e.g. hardhat, hi- vis jacket).
- Broken street lighting: making it difficult to see what's happening clearly.
- Correct paperwork/identification: it is vital to check if there is any doubt that the person holding it is a genuine security officer.
- Suspicious vehicles: ensure there are no vehicles that are out of place for the environment around e.g. unmarked truck on side street ready to load with doors open.
- Suspicious people: loitering near or wandering around a possible target.

As a knowledgeable professional driver, you are the best theft prevention tool available! While there are physical ways to protect a trailer or cargo from being stolen, as a driver, avoiding putting yourself and your equipment in situations where theft is most likely to occur is the best way to avoid becoming a victim. As a driver, you can reduce the likelihood of security and terrorism related incidents whilst on the road by considering the following:-

Daily Checks

- Conduct visual checks around your vehicle before departure and upon arrival.
- When you leave your vehicle, always lock it and always take your keys with you. Never leave them in the cab.

Plan Ahead

- Plan your route, stopovers and overnight parking. You will not have to stop to ask for directions. If you know exactly where you are going, no one can mislead you with wrong directions.
- Avoid high-risk routes or routes where you need to drive slowly or make many stops.
- Look out for suspicious behaviour and vehicles. Be the eyes and ears of the road.
- Stick to pre-defined routes and ensure that you report any diversions.
- Keep a mobile phone with you with sufficient charge to contact your transport manager or the police if you need to.
- Be aware, avoid talking about loads and routes with other drivers or customers (including over phones, radios and social media).
- Be cautious if you are forced to stop, for example, at the scene of an accident or an emergency, or at police stops.
- If you are stopped by the Police or DVSA and are suspicious about the validity of the officer, ring into the office (01639 720910) and stay in the vehicle.

Loading and Unloading

- When loading or unloading, lock the cab.
- When driving, where appropriate, lock the load compartment.
- Check that all security devices are working.
- Be alert when leaving your loading point. Criminal surveillance often begins at, or within a mile of, your origin.
- Never unload into another vehicle or at a different location than specified in your delivery instructions.
- Check that your navigation system has the correct delivery address.

Parking safely

- Whenever possible decide where you are to park overnight before starting your journey and stop only at secure locations.
- Park your vehicle within sight and where you can return to it quickly for short breaks.
- When returning, check all round for signs of interference, including any load security seals.
- Ensure that you only park in approved overnight parking facility.

While Driving

- The Company do not allow drivers to give lifts or to have any unauthorised people in the cab.

Documents

When you collect a load:-

- Check the load matches the collection note.
- Make sure you are clear on where you are delivering to and who will receive the goods.
- Record the load seal number if appropriate.

When you deliver:-

- Make sure you are delivering to the right place (check collection and delivery against the notes)
- If the delivery instructions are changed, get written confirmation of the changes from senior staff at the delivery address or from your employer.
- Make sure that there is a clear signature and printed name on the POD note (proof of delivery).
- Check that quantities and weights match the collection and delivery notes.
- Monitor unloading operations personally if possible.
- Check the load seal is intact and the number is the same as on the delivery note.

As an experienced driver you have a feel for what is and isn't quite right. If you have any concerns over suspicious activity or potential crime you should contact the police or other authorities:-

- Emergency crime / terrorism 999
- Non-Emergency Crime 101
- HGV Related Crime - NaVCIS Freight Crime Desk 02380 478311
- Anti-Terrorist Hotline 0800 789 321

Effective management of preventing security and terrorism attack risks help reduce the:-

- Risk of harm to yourself and others.
- Cost of replacement goods and associated charges.
- Cost of repairing or replacing damaged/stolen vehicles.
- Potential loss of business/contracts or even penalties incurred for late/missed deliveries.
- Damage to the company's reputation.
- Hire vehicle costs (whilst the vehicle is being repaired and/or the insurance claim is being settled).
- Shortfall in insurance settlement amount vs. cost of vehicle repair/replacement.
- An increase in insurance premiums.
- Potential fines for carrying clandestine persons
- Increased administrative costs.

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Routing & Scheduling Policy Statement

John Pearce (Glyneath) Ltd is committed to a quality service provision and expects all staff to operate in alignment with the corporate policy statements. In view of operational efficiency, driver welfare and to maximise our customer care, JPG utilises the following means of route scheduling:-

- LGV sat-nav's [only to be programmed when vehicle is stationary and safely parked]
- Google route maps which may be requested from the traffic office
- Atlas maps maybe used provided that the route is determined prior to journey commencement

Should any staff member have any queries please do not hesitate to contact the office on 01639 720910 or the Managing Director [Clive Davies] on 07775 642260.

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PERSONAL SAFETY IN AND AROUND VEHICLE POLICY

John Pearce Glynneath Limited are committed to ensuring the safety of persons in and around vehicles. The policy specifically includes all drivers (sub contracted and agency drivers) on working at height and the prevention of falls from vehicles or trailers, and those who assist them in the loading and unloading activities.

The driver must make sure that all work carried out at height is properly planned, supervised and carried out by people who are competent to do the job. By law the driver is responsible to make sure they are taking practical measures to reduce the risk of themselves and others around them from falling while working at height and / or prevent falls from vehicles.

Getting on and off the vehicle

Ensure you use steps and hand holds if they are provided.

Ensure you take your time to climb down from the cab and use hand holds.

Do not jump down – this is bad for your knees and you are more likely to fall.

Before stepping off the vehicle, check for pot holes or uneven ground which may cause you to slip.

Ensure you use the three points of contact rule.

Keeping your vehicle safe

Ensure you carry out pre-use checks on the vehicle, e.g. check any steps or handholds are in good condition.

Report broken boards and any other objects that could cause a fall.

Ensure you keep the load are tidy, pick up loose ropes and packaging etc.

Check that the straps are safely stored on curtainsiders, so they do not become a trip hazard.

Ensure that all spills and dirt such as diesel is cleaned up on the load area to stop people slipping on them.

Working in a safe manner

Avoid working at height unless it is essential.

Follow safe systems of work for loading and unloading vehicles.

Ensure you have been trained in and follow the Company's safe ways of working, if you have to use equipment such as tail lifts.

Ensure you use "the three point hold rule" – to keep at least three points on contact with the vehicle you are climbing, moving one limb at a time and testing the new hold before moving on.

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TYRE & FUEL MANAGEMENT POLICY

John Pearce Glynneath Limited is committed to the prevention of pollution and the safeguarding of the environment. All transport staff exercise consideration to the business, the communities we operate in and the environment by working to reduce tyre usage and fuel consumption.

This policy applies to all transport and maintenance staff as part of both the Health & Safety Policy and Environment Policy and aims to achieve its purpose by considering and continuously improving all aspects of the fleet operation that relate to tyre condition / usage and fuel consumption.

A number of control measures have been identified and are communicated as part of this policy. The company expects these measures to be adhered to and will take appropriate action against staff who fail to do so.

The key objectives of the Tyre & Fuel Management Policy are to:

☒ Promote a culture of safety and exercise a 'duty of care'

☒ Ensure the company procures tyres in the most efficient and financially viable manner

☒ Ensure all vehicles tyres are maintained to the appropriate level required by the law

☒ Dispose of tyres in a manner that has the least impact on the environment

Ensure Staff understand the consequences of poor fuel efficiency and management

Ensure Staff receive appropriate driver assessment and training to help improve both their fuel management and efficiency.

Ensure fuel management topics such as idling or other fuel reduction measures are included and periodic checks to be conducted to ensure the policy is being followed.

To challenge poor attitudes and behaviours and encourage staff to drive with consideration to fuel efficiency.

To follow our monitoring, reporting and investigation procedures to help learn lessons which could help / improve our fuel efficiency and tyre usage.

Avoid financial and reputational risks

Senior management is to:

☒ Publish the Tyre & Fuel Management Policy and ensure it is effectively communicated to all staff.

☒ Ensure company vehicles used in connection with our business are fit and serviceable for the public highway.

Provide professionally trained staff to carry out tyre pressure checks and replacement of defective tyres and undertake their responsibilities under the Health and Safety Legislation

☒ Ensure the company procures tyres in the safest, most efficient and financially viable manner

Continuously review environmentally friendly tyre disposal solutions and apply where suitable

☒ Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to.

☒ Ensure the company's Health and Safety obligations are met Line management must ensure that:

All drivers are aware of their duties and responsibilities under this policy.

Take appropriate action if any driver falls short of their duties and responsibilities under this policy. Tread wear is limited by ensuring correct tyre choice for application, removing mismatches and ensuring correct wheel alignment

☒ Ensure that all tyre pressures and conditions are kept in accordance with Road Traffic law and the manufacturer's instructions

Complete pre-use and continuous inspections and ensure that any defects found are recorded and fixed.

☒ Ensure that a vehicle is not taken on to the road that is not roadworthy and/or compliant with the law

To produce individual report cards for drivers for the month to include anti idling, speeding (events / time) and harsh braking. These will be reviewed by Senior Management and Drivers spoken to if their score falls below 85.

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In Cab Vehicle Technology Policy

As part of our overall health and safety policy, we are committed to reducing the risks which our staff face and create when driving or riding for work. We ask all our staff to play their part. Staff using vehicle technology for work must ensure that they always use it safely.

Persistent failure to comply with the policy will be regarded as a serious disciplinary matter.

Senior managers must:

- Lead by example, by ensuring that they drive safely and responsibly
- Ensure that all staff receive training about the technology in their work vehicles and understand the benefits to them and the company.

Line managers must:

- Lead by personal example
- Ensure that any technology provided is suitable for the needs of staff
- Ensure staff understand their responsibilities about vehicle technology
- Provide appropriate training and advice to staff periodically to ensure they can use vehicle technology safely
- Conduct regular visual inspections of nomadic technology to ensure that it is safely located and can be safely used by the driver
- Ensure staff are confident that they can report and discuss any driving issues they might have with an appropriate person without fear of being treated unfairly
- Include work related road safety in team meetings and staff appraisals and periodic checks are conducted to ensure the Policy is being followed
- Follow monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance
- Challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example in the way they themselves drive.

Staff must:

- Ensure they know what technology is provided in their vehicle
- ensure they do not use vehicle technology inappropriately
- read the instruction manual or vehicle handbook to understand how the technology works
- report any problems about using the equipment to their line manager
- report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to their line manager
- co-operate with the organisation's driving licence monitoring process
- co-operate with monitoring, reporting and investigation procedures.

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GDPR DATA PROTECTION POLICY

John Pearce Glynneath Limited aims to adhere to the requirements of the General Data Protection Regulations (GDPR), relating to the processing of personal data in manual and electronic records.

Personal data is information that relates to an identifiable person who can be directly or indirectly identified from that information. It may include information containing religious beliefs, an individual's racial or ethnic origin, political opinions, trade union membership, physical or mental health, sexual orientation and criminal records.

Our commitment requires that personal data must be processed in line with the following basic data protection principles:

- It will be processed fairly, lawfully and in a transparent manner;
- It will be collected for a specific, explicit, and legitimate purpose;
- It will be adequate, relevant and limited to what is necessary for the purposes of processing;
- It will be accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay;
- It will not be kept for longer than is necessary for its given purpose;
- It will be processed in line with the rights of the individual;
- It will be processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures;
- It will comply with the relevant GDPR procedures for international transferring of personal data

This includes where third parties process data on behalf of John Pearce Glynneath Limited.

DATA STORAGE AND TRANSFER

Whether stored manually or electronically, personal data will be secure as far as is practicable. John Pearce Glynneath Limited aims to ensure that manual files holding personal data are securely held with locks and only those who should have access retain the key. In the case of computerised records, John Pearce Glynneath Limited will ensure that strong passwords are established to limit unauthorised access and all laptops that are taken off site will contain necessary information only. Encrypted systems will be used where necessary. Data will not be held for longer than is necessary. Arrangements for the secure disposal of both paper and electronic records have been established.

All forms of data transfer and storage must be approved by management prior to their use if not supplied by John Pearce Glynneath Limited. Devices such as, floppy disks, memory sticks, USB memory modules, internal and external CD and DVD writers should be considered prohibited unless explicit management consent has been provided.

The transmission of any data from any internal source to a personal computer or storage device is not permitted.

DISCLOSURE OF DATA

John Pearce Glynneath Limited will only disclose information when an individual has provided their express consent, where we are legally obliged to do so or when there is a business requirement to disclose data that is within the remit of the legislation e.g. for any employee benefits operated by third parties, for statutory payment purposes, for HR management and administration and so forth.

You must treat all data carefully and must not disclose personal data to unauthorised persons, unless there is some other legal justification.

You must check fax numbers and e-mail addresses carefully before sending any information. If a fax or e-mail containing sensitive material is sent to the wrong address, you must inform management immediately.

Those with access to secure documents will be subject to a strict confidentiality clause in their Statement of Main Terms and Conditions of Employment. Any individual discovered to be in breach of confidentiality, data protection or common decency with regards to documentation may face disciplinary action.

SUBJECT ACCESS REQUESTS

You have the right to be informed whether John Pearce Glynneath Limited processes personal data relating to you and to access such data by submitting a written request to the management.

You will not be charged for the supply of data unless the request is manifestly unfounded, excessive or repetitive, or unless a request is made for duplicate copies to be provided to third parties.

John Pearce Glynneath Limited will respond to a request without delay. Access to data will be provided, subject to legally permitted exceptions, within one month as a maximum. This may be extended by a further two months where requests are complex or numerous.

You must inform John Pearce Glynneath Limited immediately if you believe that the data is inaccurate, either as a result of a subject access request or otherwise. John Pearce Glynneath Limited will take immediate steps to rectify the information.

BREACH NOTIFICATION

If a data breach is likely to result in a risk to the rights and freedoms of individuals, it must be reported to the Information Commissioners Office ('ICO') within 72 hours of John Pearce Glynneath Limited becoming aware of it. As such, you must report any breaches to a member of management immediately.

Individuals will be informed directly in the event that the breach is likely to result in a high risk to the rights and freedoms of that individual.

If the breach is sufficient to warrant notification to the public, John Pearce Glynneath Limited will arrange this without undue delay.

This policy and the related procedures run in conjunction with our Equal Opportunities Policy and anyone who feels that they have been unfairly treated should follow the Grievance Procedure.

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Fines & Charges

All Incidents, fines and charges will be investigated by Jeff Harding. Drivers will be responsible for paying the fine unless there are mitigating circumstances. All repeat offenders will be subject to disciplinary action being taken.

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DRIVING STANDARDS POLICY

Purpose of the Policy

John Pearce Glynneath Limited is committed to ensuring all drivers (including sub contracted and agency drivers) adhere to their Driving Standards Policy.

The aim of the Driving Standards Policy, is to ensure that all drivers drive within the Highway Code and that they follow Company policy at all times paying particular attention to vulnerable road users.

It is the drivers responsibility to ensure the upkeep of their general driving standards and the safety of all other road users. Drivers need to stay safe on the roads, ensuring they adhere to speed limits. This will improve the safety of other road users especially the vulnerable road users. Drivers need to ensure that they use the correct procedures following breakdowns and collisions, and ensure that any safety equipment (where applicable) is used correctly. Drivers need to avoid using mobile phones or any other in vehicle technology unless it is safe to do so. Drivers MUST NOT drive when feeling tired or under the influence of alcohol or drugs.

Drivers must maintain their driving standards by –

Always obeying the speed limits (as stated in Rule 24 – Highway Code – Speed Limits).

Never use a handheld mobile phone or other in vehicle technology whilst driving even when in stationary traffic. If you need to make or take a call, pull over into a safe place and switch the engine off.

Drive safely – anticipate and adjust to road and traffic conditions

Drive smoothly, avoiding sudden harsh braking and rapid acceleration to avoid destabilising the load

Do not eat, drink, smoke, listen to loud music or argue with passengers whilst driving (as stated in Rule 148 of the Highway Code – Safe driving and riding needs concentration).

Always wear a seat belt whenever in the vehicle

Make sure that you concentrate on the road as driving 'in a fog' or 'on autopilot' increases the risk of collisions

Allow for the effect that your load may have on the vehicles handling characteristics and make sure its maximum authorised mass is not exceeded.

Assess whether your ability to drive safely and legally is affected or likely to be affected by: – Medicines, Illegal or controlled substances, Alcohol, Tiredness, A short or long-term physical condition or your emotional state.

Assess whether your drivers hours regulations permit you to drive and take sufficient breaks.

Continue to make effective observations, including checks of blind spots, while manoeuvring.

Drivers must use a safe, systematic approach throughout, such as 'mirrors, signal, manoeuvre, position, speed, look' to maintain the safety of yourself and other road users. Drivers must use reversing camera systems or proximity sensors effectively, where fitted.

Driving within the Highway Code and adhering to the John Pearce Glynneath Ltd Driving Standards Policy, paying attention to vulnerable road users will help to ensure you become a safe driver and contribute to improving road safety for all road users. Thus ensuring that you are operating within the framework of the law.

This will reduce the chances of receiving penalty points or fines, or even being banned from driving. Do not damage your reputation as a driver as this would also have a detrimental effect on the reputation of John Pearce Glynneath Ltd. In addition, you will help the Company reduce their insurance premiums due to driving safer and having fewer collisions. This would increase vehicle productivity and reduce the down time of our company vehicles that might have been off the road. This would improve our standing / reputation in the community as a safe operator and ultimately a possibility of winning new work / customers.

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This will reduce the chances of receiving penalty points or fines, or even being banned from driving. Do not damage your reputation as a driver as this would also have a detrimental effect on the reputation of John Pearce Glynneath Ltd. In addition, you will help the Company reduce their insurance premiums due to driving safer and having fewer collisions. This would increase vehicle productivity and reduce the down time of our company vehicles that might have been off the road. This would improve our standing / reputation in the community as a safe operator and ultimately a possibility of winning new work / customers.

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DRIVERS HOURS AND TOTAL WORK TIME POLICY

John Pearce are committed to ensuring that their Drivers hours and Total Work time Policy is to be used in conjunction with the EU Drivers Hours Regulations (EC) 561/2006 and the Working Time rules directive 2002/15/EC

The aim of this policy is to ensure that all our drivers are aware of the need for them to manage both their drivers' hours and total working time for all (where applicable). In addition, all sub contracted and agency drivers are managed by their respective Company or Agency.

Any infringements, by the drivers are investigated by Clive Davies and any repeat offenders maybe subject to disciplinary action being taken.

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DRIVER INFRACTIONS POLICY

Statement

John Pearce Glynneath limited is committed to properly reporting and thoroughly investigating all reports involving a John Pearce vehicle. It believes this is essential to ensure the public has confidence in John Pearce Glynneath Limited integrity and to help reduce the number of collisions, near misses and reports from third parties by improving driver behaviour. Drivers undertaking driving duties are expected to do so in a professional manner. It is considered essential, therefore, that John Pearce Glynneath Ltd makes every effort to ensure those drivers reach and maintain the highest driving standards.

Aims

The main aim of this policy is to improve the standard of our drivers and thereby reduce the number of collisions and near misses in which our vehicles are involved. It is not the intention of this policy to be seen in punitive terms, it is intended to be a training aid to assist in establishing areas for improvement. The policy is designed to ensure all our drivers and staff are fully aware of their respective and joint responsibilities regarding vehicle collisions. It is underpinned by procedures that detail the steps to be taken at all relevant stages of an accident.

Objectives

The primary objective is to provide a framework that helps improve driver behaviour and helps reduce the overall number of collisions involving our vehicles.

Associated objectives are:

To reduce deaths and injuries arising from John Pearce vehicle collisions.

To reduce instances of civil litigation in relation to John Pearce vehicle collisions.

To reduce the number of lost working days relating to our vehicle collisions.

To improve customer satisfaction in the manner we investigate and record our vehicle collisions.

To reduce the cost of our vehicle insurance.

Drivers who repeatedly have collisions and near misses maybe subject to disciplinary action being taken.

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Driver Fitness & Health Declaration

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it.

This is a declaration that I _____

have produced my latest licence, and that I have no pending convictions, endorsements or disqualifications.

I have had no change in my health, which could affect my entitlement to drive, in particular, for ALL licences:

- Epilepsy
 - Fits or blackouts
 - Repeated attacks of sudden disabling giddiness (dizziness that prevents you from functioning normally)
 - Diabetes controlled by insulin
 - An implanted cardiac pacemaker
 - An implanted cardiac defibrillator (ICD)
 - Persistent alcohol abuse or dependency
 - Persistent drug abuse or dependency
 - Parkinson's disease
 - Narcolepsy or sleep apnoea syndrome
 - Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)
 - Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
 - Any other chronic (long term) neurological condition
 - A serious problem with memory or episodes of confusion
 - Severe learning disability
 - Serious psychiatric illness or mental ill-health
 - Total loss of sight in one eye
 - Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
 - Any condition affecting your visual field (the surrounding area you can see when looking directly ahead)
 - Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls
- Also, for vocational licences:
- Angina, other heart conditions or heart operation
 - Diabetes controlled by tablets
 - Visual problems affecting either eye
 - Any form of stroke, including TIAs (Transient Ischaemic Attacks)

If any of the above affects me I will inform my employer as soon as possible. I understand that I must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from www.direct.gov.uk/driverhealth). Failure to do so is a criminal offence punishable by a fine of up to £1,000. I will inform my employer of any road traffic incidents, convictions, endorsements or disqualifications that occur, which could affect my entitlement to drive, as soon as possible.

If I fail to inform my employer, I understand that this will lead to disciplinary action.

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