

# Framework Business Consultancy Limited Safe Driving Policy

The purpose of this Policy is to ensure that all drivers on company business behave in a safe and considerate manner, obey all applicable road safety legislation and show respect for other drivers.

## ***Procedures and Processes***

- All staff must hold a full, current licence for the class of vehicle that they drive on company business.
- All staff must have current insurance for the class of vehicle and purpose/ usage.
- All staff must produce upon request a drivers licence and/or vehicle insurance documents.
- Any staff driving on company business will be responsible for their own safety, for any passengers or loads carried in the vehicle and for ensuring that the vehicle is safe to use.
- All staff will not use a hand-held mobile phone whilst driving.
- All parking and fixed penalty fines are the responsibility of the driver of the vehicle and must be paid on demand.
- In the event of a vehicle breakdown all staff must inform the office and the client.
- All staff must ensure they have suitable vehicle breakdown service cover.

This Policy is fully supported by Angie Ingman. We will ensure that all staff, customers and clients are aware of the policy, and that they understand that they are responsible for observing it.

Our Safe Driving action plan outlines the steps we will take to give effect to this policy. We will monitor the action plan and review the progress we have made each year, to make sure the Policy is achieving its aims.

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## Action Plan

- Angie Ingman is responsible for the Safe Driving Policy and for putting the Safe Driving action plan into practice.
- We will circulate our Safe Driving Policy to all staff by means of a Policy Handbook and via the company website.
- We will ensure that all staff signs a declaration that they have read, understood and accepted individual responsibility for abiding by the Safe Driving Policy.
- We will keep records of all staff acknowledgements.
- We review all our Policies every six months.
- We welcome feedback from our clients, associates and other interested bodies, implementing any procedures that will improve our Policies.