

ENGINEERED SYSTEMS (ELECTRICAL) LTD
Unit 1 Waterside Industrial Park, Waterside Road,
Leeds, LS10 1RW

DRIVING POLICY

PURPOSE:

ENGINEERED SYSTEMS (ELECTRICAL) LTD is concerned about the dangers associated with driving whilst at work. This includes the use of mobile phones, use of alcohol or drugs, fatigue and excessive driving hours.

SCOPE:

Our policy is to do all we can to prevent (wherever possible) the organization and its employees from the risks associated with driving whilst at work.

CONTROL MEASURES:

ENGINEERED SYSTEMS (ELECTRICAL) LTD will consider and implement the most suitable system of risk assessment and reassessment for the road safety needs of the company and its employees. This includes choosing the right vehicle and the safest specification for the needs of the job.

ENGINEERED SYSTEMS (ELECTRICAL) LTD shall ensure that work practices, journey schedules, appointments and routes enable our employees to stay within the law.

Drivers of company vehicles shall complete a daily safety check of their vehicles prior to use. Defects shall be recorded and actioned in an appropriate timeframe based upon the level of risk to personnel and the general public.

Drivers shall act in a courteous manner to the general public. Drivers must remember that they are representatives of the company, and any discourtesy towards the general public can have a negative impact on public perception.

In line with current legislation, drivers must not use handheld phones or similar handheld devices whilst in control of a vehicle. The use of handheld devices whilst driving is prohibited. All company vehicles are installed with hands-free apparatus. Should the use of a mobile phone be unavoidable, hands-free apparatus must be used.

Under no circumstances should any employee drive or attend work after the use of either alcohol or narcotic drugs. During working hours, employees must not be in possession of or consume alcohol or drugs whilst at work. Employees are also required to report to management any known side effects from prescribed medications.

Our employees shall ensure they are well rested and feeling fit and healthy (and not taking medication which contra-indicates using machinery), before starting long journeys. Our employees are required to plan their journey to include regular rest breaks (at least 15 minutes every two hours) or if necessary, plan an overnight stay. They should, at all times, avoid setting out on a long drive after having worked a full day and avoid driving in a period when they would normally be falling asleep.

Driving in the small hours (between 2 am and 6 am) should be avoided, except in extreme cases, and having gained management approval. Our employees are also aware that when driving between 2 pm and 4 pm (especially after having eaten a meal) they should be extra careful. Whenever our employees start to feel sleepy during a journey, they must stop somewhere safe, take a drink containing caffeine and take a short nap.

CONSEQUENCES OF NON-COMPLIANCE:

Where an employee commits a clear breach of company rules relating to this policy, action will be taken under our disciplinary procedures as appropriate.

Signed by the executive responsible for Driving at Work:



Michael Keith
Managing Director
Date: 28th August 2025