

ManDev Ltd 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.

This Policy is fully supported by Jacquie Stafford. 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.