

## driver distraction policy

Dual Seal Glass Limited consider that nothing is so important that it cannot be done safely, with road safety being as important as health and safety on site. The health and safety of vulnerable road users, the travelling public and our drivers is fundamental to our success. We believe there is never any conflict between the company's long-term success and our obligation to keep employees and members of the public safe by continually reducing our work-related road risk. The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our Fleet's capabilities and reduction of work-related road risk. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually. Dual Seal Glass Limited recognize that for our drivers to drive safely and within the law, they must give 100% of their attention to the road ahead whilst driving. This cannot be achieved if drivers are distracted by completing other activities whilst driving such as the use of in-vehicle communication devices. The aim of this policy is to ensure that our drivers are the safest that they can be on the road, so it is of primary importance that they must not be distracted whilst driving.

**This policy prohibits any driver of a Dual Seal Glass Limited owned or leased vehicle from:**

- Manually activating or operating any in-vehicle technology whilst driving
- Manually activating or operating mobile phones
- Smoking, eating or drinking whilst driving
- Dressing, undressing or grooming whilst driving
- Operating media devices
- Map reading

**This policy also prohibits passengers from distracting the driver through inappropriate actions. To adhere to this policy all drivers must:**

- Pre-set satellite navigation devices with the destination before driving commences
- Place mobile phones in a secure location out of arms reach
- Mobile phones must be put on to silent for the duration of the journey

**The company recognises that mobile communications are essential in the modern age and this policy allows drivers to operate or activate in car technology only if the following criteria are met:**

- The vehicle must be parked in a safe place
- The vehicle's engine must be isolated
- The vehicle handbrake must be engaged

## Roles and responsibilities

### Senior management is to:

- Develop and communicate the in-cab technology policies, procedures and responsibilities effectively across the organisation
- Ensure the policy is reviewed at least every 12 months and more frequently if necessary
- Ensure all staff are conversant with all procedures and documentation outlined in this policy and that the policy is fully implemented
- Ensure operational, management and driving staff are resourced, trained and empowered to conduct the duties
- Ensure any related policies, driver performance management and disciplinary procedures are consistent with this policy
- Publish the In-Cab Technology Policy and ensure it is effectively communicated to all staff
- Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues.
- Ensure company vehicles used in connection with our business are fit and serviceable for the public highway.
- Continually review operating practices to ensure all measures for reducing the risk of distraction by In-Cab Technology are considered and implemented where viable.

### Transport Manager must ensure:

- Restrict phone calls to drivers and only phone when it is operationally critical to do so.
- Should they suspect a driver is using a hand-held device whilst driving they should end the call immediately and report the event to their line manager.
- They are conversant with the policy and that it is fully implemented
- All drivers are aware of their duties and responsibilities under this policy
- They take appropriate action if any driver falls short of their duties and responsibilities under this policy
- They lead by personal example
- Work practices do not pressurise staff to use a mobile phone or other hand-held device whilst driving
- Frequent checks are conducted to ensure the policy is being followed

### Driving staff must ensure that:

- Never use a handheld device whilst driving
- Do not use hands-free technology to make outgoing calls. They are only to use hands-free to answer incoming calls and must keep the call as brief as possible.
- Only answer work critical calls. Company mobile phones are not provided for the use of personal phone calls
- Private mobile phones are only used on breaks.
- Outgoing calls are only made when the vehicle is parked in a safe, legal place with the engine turned off.
- Satellite Navigation Systems are only operated when the vehicle is parked in a safe, legal place with the engine turned off.
- The positioning of Satellite Navigation systems must comply with the requirements of the MOT test for visibility.

We will also confirm the presence of these arrangements to our supply chain partners. This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

