



Handbook for self-employed sub-contractor drivers

Driving of Vehicles

Ecomotive Logistics (the company) as works providers have a duty to ensure that self-employed sub-contractors are fit for work, including driving.

Self-employed sub-contractors are also responsible for ensuring that they do not drive when they are not fit to do so, and that they report to their planner or the Director of Operations any condition that affects their ability to drive safely, or which may affect their ability to hold a driving licence.

Should the company have any concerns regarding a self-employed sub-contractors fitness to drive, it reserves the right to request that the self-employed sub-contractor undertake an assessment by a senior member of the company's team and may also request that the self-employed sub-contractor retakes the companies training induction.

The company expects all self-employed sub-contractors to drive in a sensible, safe and careful manner at all times. During a normal day there will be opportunities to take breaks from driving whilst utilising public transport. On longer journeys, drivers should take regular breaks to minimise the risk of accidents due to fatigue.

The company reserves the right to take appropriate actions against any self-employed sub-contractors who drives negligently or carelessly, has an accident or series of accidents, or who is convicted of a serious motoring offence. Such actions may involve the loss of the right to drive on behalf of the company and may lead to termination of works provision to the self-employed sub-contractor.

All self-employed sub-contractors drivers must hold a valid, current driving licence legally permitting him or her to drive the vehicle concerned.

If any self-employed sub-contractors working on behalf of the company is disqualified from driving for any reason, the company reserves the right to summarily terminate works provision to the self-employed sub-contractor.

Upon joining the company as a self-employed sub-contractor you agree that you will provide information upon request to allow the company to check the current status of your driving licence. The company will check all licences at least once in every six month period.

Self-employed sub-contractors are expected at all times to obey the laws relating to the use of a vehicle on the road.

Self-employed sub-contractors are expected to keep themselves abreast of all amendments to driving rules and regulations that may change within the Highway Code. Drivers are expected to pay particular attention to vulnerable road users such as cyclists, motorcyclists, horses and pedestrians by providing extra distance when passing and prioritising their safety if they are sharing the road.

Self-employed sub-contractors are responsible for paying their own parking or speeding fines or fines for other traffic offences whether on company business or not, if they fail to do so, the parties agree that the company will pay and recharge the cost of the fine and whatever administrative cost is

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incurred and will make the relevant deduction from monies due to you in respect of the self-employed sub-contractors works provided.

Self-employed sub-contractors must comply with the Road Vehicles (Construction and Use) Regulations 1986 as amended and must not use mobile telephones whilst driving unless such phones are fixed and are genuinely hands free.

The carrying of hitch hikers in company or customer vehicles or in any vehicles being used on company business is expressly forbidden.

All self-employed sub-contractors must ensure that they meet the minimum eyesight and medical standards for drivers. Further information can be found on the Department for Transport website.

The self-employed sub-contractor must ensure that their eyesight is checked on a regular basis. The company will request that all drivers complete an online eyesight test and report the results once in every six month period.

Self-employed sub-contractors are responsible for their fitness and must make sure that no medication is being taken which might impair their driving capabilities.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your self-employed sub-contractor driving role.

All incidents involving damage to company or customer vehicles or damage to third party property or injuries to any person caused or alleged to be caused by a Company vehicle must be reported to your planner or the Director of Operations on the day of the occurrence or the next working day.

Self-employed sub-contractors are expected to co-operate fully and frankly with the company in providing details of the circumstances surrounding accidents so that the best interests of the company, their customer and the self-employed sub-contractor can be protected.

It is normal company policy that, where there are damages caused by any self-employed sub-contractor which cannot be recovered from a third party, an excess of up to £500 will be payable by the self-employed sub-contractors. This may increase to up to £2,000 in any further incident.

The company reserves the right to make the appropriate deduction from any payments due to you from works completed in your role as a self-employed sub-contractor in respect of such a payment.

In exceptional cases the company may exercise its discretion not to recover payment in respect of damages outlined above, each incident will be judged on a case by case basis.

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Driving Licence

All self-employed sub-contractors are responsible for ensuring that they hold a valid full driving licence.

You agree that you will provide information upon request to allow the company to check your driving licence current status upon joining the company as a self-employed sub-contractor and thereafter to monitor it periodically.

Licence Checks

The frequency of licence checks depends on how many points a self-employed sub-contractor has on their licence.

- 0-5 points – six month check
- 6-8 points – third party monitoring engaged by the company

Licences may be checked on an ad hoc basis where there are reasonable grounds for believing that a self-employed sub-contractor may have been involved in a driving offence or received a disqualification which has not been declared to the company.

Loss of Driving Licence

In the event that you are convicted of a driving offence, disqualified from driving for any reason whatsoever, receive penalty points or a fine for a traffic offence you must immediately inform the Director of Operations.

The company reserves the right to terminate works provision to you in the event you are disqualified from driving for any reason.

Driving with Care

All self-employed sub-contractor are expected to drive safely, courteously and within the law and in a manner that does not attract undue attention and bring the company into disrepute.

It is the responsibility of the self-employed sub-contractor to ensure adherence to this policy.

Use of Mobile Telephones in Vehicles

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The Road Vehicles (Construction and Use) (Amendment) (No 4) Regulations 2003 amended the Road Vehicles (Construction and Use) Regulations 1986 with effect from 1 December 2003 such that the use of hand held telephones and other devices whilst driving is now illegal.

The use of such equipment whilst driving can put you and other road users at risk of accident or injury and is strictly forbidden unless you are using a mobile phone to call an emergency service in a genuine emergency and it is unsafe and impractical to stop the car.

The prohibition against a mobile phone while driving covers not only making or receiving of phone calls but also using a phone to send texts, picture images, WhatsApp, e-mails etc or to surf the Internet.

It covers using a mobile while the car is moving and while stationary, for example in a traffic jam or at traffic lights.

If the car in your control car has been fitted with hands-free equipment which has been approved by the company you may use your mobile telephone while driving, provided your telephone can be voice activated or the phone can be used without being held.

However, it is illegal to use a phone if it must be held at some point during a call or performing any other interactive communication function.

Smoking

Smoking is not permitted at any time in any vehicle belonging to the company or a customer of the company.

Journey Planning

All self-employed sub-contractors who drive on company business must ensure that they plan their journey in advance and allow sufficient time to complete their journey safely, taking into account the weather conditions and the distance to be travelled.

Before undertaking any journey in any vehicle either belonging to the company or a customer of the company all drivers must carry out routine safety checks including checking that all lights, indicators and windscreen wipers are working.

Whilst driving on behalf of the company or customers of the company the company will ensure that any schedules provided are realistic and do not place drivers under undue pressure.

Insurance

All vehicles including customer vehicles in the care and custody of the company are comprehensively insured with a substantial excess to be paid by the company.

Personal Effects

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Personal effects lost or damaged in either customer cars or cars belonging to customers are not covered and the company does not accept liability for such items as cassettes, cameras, CDs, mobile phones, personal clothing etc. left in the vehicle. Such items should be covered by a personal policy.

Accident Reporting Procedure - Procedure at time of accident

CONTACT THE OFFICE AT THE VERY FIRST PRACTICABLE OPPORTUNITY

TAKE LOTS OF PHOTOGRAPHS OF BOTH THE VEHICLES AND THE SCENE

The procedure to be followed at the time of the accident is exactly the same as for a personally owned car.

Legal Requirements:

- Stop your vehicle at the scene or as close as it is possible making sure you are not obstructing traffic.
- Ensure your own safety first, then (if able) help any injured person and call for assistance if needed.
- Give your own name and address, and the name and address of the Company to anyone having reasonable grounds for requiring it.
- Exchange registration numbers.

Do not volunteer an opinion, say nothing other than, "It is Company policy to report accidents to them first. They will liaise with you and arrange availability to take a statement."

Obtain details from any and all other parties concerned:

- Driver's name and address.
- Owner's name and address if different from above.
- Registration number.
- Insurance details – policy number, company name and address (third parties are not obliged by law to divulge this information).

Obtain information and make a note of:

- Names and addresses of any independent witnesses (note: those travelling in your vehicle are not independent).

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- Names and addresses of anyone else involved in the accident (pedestrian, cyclist, etc.).
- The police officer's number and police station address if in attendance.
- A brief sketch of the scene of the accident, showing positions of vehicles before and after impact and any relevant signs, etc.
- Make a note of any injuries sustained by any party involved.
- If possible, take photographic evidence of the damage to all vehicles.

Leave the scene once you have exchanged particulars and can do no more to help. If police are present, obtain their permission to leave.

DO NOT admit responsibility or liability, sign any documentation or make any payments, or any offers of payment.

Contacting the Police: Discuss with your office planner first

The police should be called if personal injuries are sustained; it is advisable to call them if the accident is serious, or you suspect any driver being under the influence of either drink or drugs.

The accident should be reported to the police within 24 hours (by the office) if any of the following occur:

- The other driver fails to stop.
- The other driver fails to produce his name and address.
- A domestic or farm animal is involved (other than a cat) and the owner is not traced.

You will be required to produce a certificate of insurance to the police, at the station of your choice, within five days. This certificate can be obtained from the office.

Damage to Your Vehicle

If the vehicle is not drivable, arrange for it to be towed to a garage via discussions with the office.

Action Following any Accident

It is Company policy for every accident, however trivial, to be reported.

Even in the event of no damage being sustained to the vehicle in a road traffic accident, it is important that you report all details of any accident to the office.

Motor Theft

The theft of any company owned or customer vehicle or associated equipment must be reported to the police, via early disclosure of all known details of the theft to the office.

You must:

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- a) Report the loss, accident or theft as soon as possible to your Planner or the Director of Operations.
- b) You will be required to attend the office to assist in completing a claim form and a full incident report in the day following the incident.

Defensive Driving

The use of defensive driving techniques will benefit both you and the Company by preventing accidental damage and potential injury. Seat belts are fitted and it is mandatory, both in the UK and overseas, for occupants of front and rear seats to wear them.

- Speed limits should not be exceeded. When weather and traffic conditions are poor, speed should be reduced.

- You should drive sufficiently far behind the vehicle in front to enable you to stop safely in any circumstances.
- Under conditions where the road surface is poor, such as level crossings, drive slowly to prevent mechanical damage to vehicle or loss of control of the vehicle.
- In poor visibility (i.e. heavy rain/spray, daylight fog or falling snow) dipped headlights and rear fog lights should be used.
- Keep all lights and windows clean at all times. Remember, “see and be seen”.
- Always observe and obey road signs and signals.

Method Statement 11 - Driving Associated to Risk Assessment RA 11

Pre-Checks – on collection

1. Check the vehicle has a valid MOT. (<https://www.check-mot.service.gov.uk/>)
2. Carry out the following safety checks.

Tyre pressure and tread depth are correct and legal, oil water and screen wash levels are correct, all lights checked and working correctly, horn operation.

3. Adjust the driver's seat, mirrors and other controls to suit your driving position. If the windows are frosted or covered with condensation wait for them to clear before moving.
4. Check fuel levels, if you need to refuel, plan a suitable fuel station to use on route.
5. Plan your route ahead, set navigation and pair phone where needed.
6. Check around the vehicle to ensure there are no restrictions, posts or barriers behind or alongside the vehicle before setting off.

Never exit the vehicle with the keys in the ignition, if you get out take the KEYS with you

Whilst Driving

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1. Be conscious of other road users, be courteous and leave plenty of space around the vehicle, especially the kerbside.
2. Adhere to the legal restrictions and give advance notice when signalling.
3. No harsh braking or erratic manoeuvres.

Overnight Parking

1. The vehicle must be parked on your driveway. The only exception is where you have to stay out, the vehicle has to be parked safely in the Hotel / B&B's car park.
2. All artefacts must be removed from the vehicle to include trade plates. (not taxed when you are not in the vehicle)
3. Check the vehicle is securely locked.
4. All keys must be locked away in your property, away from any doors and windows and kept in a faraday pouch.

At delivery

1. Ensure the vehicle is parked in a safe place and away from the kerb, not causing an obstruction or to give other road users concern.
2. Check you are delivering the vehicle to the correct person and view their ID before handing over the keys. If they are not available check with your planner that you are ok to deliver the car to a nominated person.
3. Take your delivery photos where the vehicle is being left.

Fuel

All fuel and other forecourt service, such as oil, should be paid for by fuel charge cards where these are issued. It is the self-employed sub-contractors responsibility to ensure that the vehicle is refuelled at petrol stations accepting this card.

Fuel cards may only be used for fuelling any company or a vehicle belonging to a customer of the company in your possession at the time and may not be used on any other.

A breach of this policy could be deemed as theft or fraud and may be reported to the police.



Ecomotive Policy Relating to Harassment & Bullying – both Self-Employed Sub-Contractors and Employees

This policy covers bullying and harassment in the working environment be that within the company's premises or outside of those premises whilst engaged in works on behalf of Ecomotive Logistics or their customers.

This policy applies to, and between both self-employed sub-contractors and the employed team members of Ecomotive Logistics.

It also covers harassment in situations outside of the workplace between both self-employed sub-contractors and the employed team members of Ecomotive Logistics that have an impact on any individuals engaged with Ecomotive Logistics such as through postings on social media sites or texting.

Bullying is defined as any unsolicited or unwelcome act that humiliates, intimidates or undermines the individual concerned. No form of bullying will be condoned at work, or outside work if it has a bearing on the working relationships that include both employee's and self-employed sub-contractors.

Harassment and bullying can range from extremes such as violence, to less obvious forms like ignoring someone. Whatever the form, it amounts to behaviour that is considered by the recipient to be unwanted and unpleasant.

Forms of harassment include:

- unwanted physical contact
- jokes, offensive language, gossip, slander, sectarian songs and letters
- posters, graffiti, obscene gestures, flags, bunting and emblems;
- isolation or non-cooperation and exclusion from social activities
- coercion for sexual favours and pressure to participate in political/religious groups
- intrusion by pestering, spying and stalking
- failure to safeguard confidential information.

This list is not exhaustive.

The company is keen to ensure that both employees and self-employed sub-contractors feel able to raise such grievances on the understanding that no individual will be penalised for raising such a grievance unless it is found to be untrue or made in bad faith. All complaints will be taken seriously, investigated and treated confidentially where possible.



Ecomotive Policy Relating to Violence at Work

The company will take all reasonable steps to protect all employees and self-employed sub-contractors from acts of violence or aggression, either physical or verbal, from all other employees and self-employed sub-contractors, customers, drivers or other visitors at work or at company sponsored events.

Any form of violence or aggression is unacceptable.

Acts of violence or aggression are considered to be a gross misconduct offence and may result in summary termination of works engagement.

Ecomotive Other Policies & Procedures - Use of Computer/Data System, Internet, Social Media & Email

We expect all employees and self-employed sub-contractors of Ecomotive Logistics who use social media, e-mail and the Internet to follow this policy. This policy also applies to drivers and any other third parties who participate in social media activities on behalf of or using the name of our company.

Email

Employees and self-employed sub-contractors must be conscious at all times of the need to keep their personal and professional lives separate. Employees and self-employed sub-contractors must adopt a professional and courteous tone and observe appropriate etiquette when communicating with third parties, Ecomotive Logistic employees or other self-employed sub-contractors by email.

Remember that e-mails are not private, that they can be used in legal proceedings and that even deleted e-mails may remain capable of being retrieved. You must not send abusive, threatening, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate e-mails that may have a detrimental impact on Ecomotive Logistics.

You should not:

- send or forward private e-mails at in any way connected to Ecomotive Logistics which you would not want a third party to read;
- send or forward chain mail, junk mail, cartoons, jokes, gossip or advertisements by email, social media, blog or instant message that in any way suggest a connection to Ecomotive Logistics.

Social Media

Social media is a place where individuals exchange information, opinions and experiences to learn, develop and have fun. Social media refers to a variety of online communities like internet postings, blogs, social networks, chat rooms and forums. These include Facebook, Twitter, WhatsApp and LinkedIn.

You must not, without prior written authority, use the name Ecomotive Logistics in postings on any of these mediums if such posting could be considered to be harmful or detrimental to either the name



of Ecomotive Logistics or by an employee of Ecomotive Logistics or a self-employed contractor engaged by Ecomotive Logistics

Ecomotive Policy Relating to Personal Appearance

Ecomotive Logistics operates within the service industry and as such all employees and self-employed sub-contractors should present an outstanding personal appearance image on behalf of our businesses.

We expect all employees to have excellent standards of personal appearance and grooming at all times and wear clothing of the type specified by the company at the time of engagement.



Ecomotive Policy Relating to Smoking

Ecomotive Logistics operates a **NO SMOKING** policy inside all closed areas of its premises and within all Company or customer owned vehicles in accordance with current legislation.

In regards to customer vehicles it must be recognised that smoking, even outside of the vehicle if windows or doors are open can lead to smoking odours entering the car.

It must be further recognised that smoking smells can linger on the skin or clothing of the smoker and therefore might taint the interior smell of the car being driven and therefore should you smoke you must ensure an adequate period of time passes to ensure you do not inadvertently carry the smell of smoking into any vehicle in your charge either on behalf of the company or our customers.

Ecomotive Policy Relating to Alcohol & Drugs

In compliance with the Health and Safety at Work Act (Section 2), the Company is committed to providing a safe, efficient, and productive work environment for all employees and self-employed sub-contractors.

To safeguard the health and safety of all employees, and others with whom they come into contact and to maintain the efficient and effective operation of the Company, the following rules will be strictly enforced.

Self-employed sub-contractors must not:

- Report or try to report on company premises or engage in working activities whilst working with either company or customer vehicles whilst impaired due to the use of alcohol or drugs (legal or illegal).
- Consume alcohol whilst representing the company in any capacity
- Consume illegal drugs or whilst representing the company in any capacity

Any contravention of the above, without exception, will be reported to the Police.

Self-employed sub-contractors must comply with drink driving laws and drug driving laws at all times.

Ecomotive Policy for Property and Security

All self-employed sub-contractors must ensure that both company and customers' vehicles are not unduly exposed to the risk of theft or vandalism.

All company and customer vehicles parked overnight or at weekends at a home address must be parked in the agreed areas only.