



Fleet Drivers Manual

The company operates a Risk Management programme. The purpose of these measures is to reduce the costs of running the motor fleet, to reduce the accident rates of the fleet and to try to avoid vehicle breakdowns.

In addition to reducing the costs of running the motor fleet, these measures will also avoid as far as possible the chances of you and your passengers being injured through a motor vehicle accident.

Please read the following and keep a copy of this leaflet in the vehicle for which you are responsible and refer to it to refresh your memory on a regular basis.

Approved Drivers List

The company operates an approved drivers list. Only those whose details appear on the list are entitled to drive company vehicles. Before you can be added to this list you must complete a drivers questionnaire and hand it with a copy of your driving licence, or if you are a HGV driver a copy of both licences, to the co-ordinator of the approved drivers list. Only when approval has been received are you entitled to drive any Company vehicles. You will be asked annually for updated details of your driving history and for inspection of your licence.

Remember: Being entitled to drive a company vehicle is a privilege, not a right.

You should be aware of who is entitled to drive a company vehicle and for what purposes, if you are not you should check:

- That anyone wanting to drive your allocated vehicle is on the approved drivers list
- Any restrictions that apply to private use of the vehicles
- Is any towing permitted using a company vehicle for other than business purposes?
- If you want to take a company vehicle abroad, what permission do you need first?

Convictions

Regardless of how minor, all convictions imposed or pending must be notified immediately to the company who will decide what action, if any, needs to be taken regarding your entitlement to continue driving company vehicles. This responsibility also applies to you in respect of convictions made or pending and to others that drive the vehicle for which you are responsible.

Failure to notify convictions to the Company could affect the insurance cover provided.

Care of your vehicle

It is your responsibility to ensure your vehicle is kept well maintained. You must:

- Wash and clean the vehicle, inside and out, on a regular basis.
- Make sure even small dents and scratches are repaired.
- Ensure windscreen chips are repaired. Often the screen does not need replacing and can be easily repaired.
- Undertake checks, at least on a weekly basis, of tyres, tyre pressures, oil and fluid levels, wipers, lights etc.
- Ensure the vehicle is regularly serviced in line with the manufacturers recommended service intervals.
- Report and have repaired any mechanical fault.
- Ensure the vehicle is road worthy.

You will find that a clean and well maintained vehicle will encourage pride in appearance. If your vehicle is kept clean and is driven in a courteous manner the image of the company in the local community will be higher.

Security of Vehicles

The risk of theft of or from your vehicle can be reduced by simple measures:

- An unattended vehicle **MUST NOT** be left with the keys in the ignition or not properly secured - even if it is left for a few minutes. Failure to remove the keys could affect the insurance cover provided.
- Valuable stock and personal effects should be kept to a minimum in unattended vehicles. Any items that have to be left should be secured in a boot or covered area out of sight of passers-by.
- Where possible vehicles should be placed in a locked garage when out of use and especially at night.
- If your vehicle is fitted with an alarm or immobiliser this must be armed when the vehicle is left unattended.
- If your vehicle is fitted with audio equipment and this is removable or part removable for security purposes, the appropriate action should be taken to prevent theft.

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Driving Tips

- Neither you nor the company wants injuries through vehicle accidents to yourself or others. The following driving tips are effective when put into practice. Consciously practising these will change your driving style for the better.
- Check the overall condition of the vehicle on a daily basis.
- When driving remember to leave enough time to observe and react. In good conditions allow at least two seconds between you and the vehicle in front, in other than ideal conditions this distance must be doubled - remember the phrase: "ONLY A FOOL BREAKS THE TWO SECOND RULE"
- Practice progressive braking and acceleration.
- Be aware of what is going on all around your vehicle - constantly scan the area in front, to the sides and your mirrors. Practice moving your eyes and looking not just immediately in front of you but anticipate what may happen by looking into the distance also.
- Concentrate on your driving and avoid becoming aggressive in the vehicle.
- Practice giving a commentary of your driving and stating potential hazards to accentuate awareness.
- Check your mirrors and be aware of potential blind spots.
- Allow time for your journey including breaks every two to three hours for at least 20 minutes to half an hour.
- Your steering should be smooth.
- Always drive to survive - expect the unexpected.
- Do not drive under the influence of drink, drugs (both controlled and prescription) or a combination of drink and drugs.

Accidents & Losses

If an accident takes place, or the vehicle is stolen, you must report the incident to the appropriate authorities and to the company as soon as possible following the incident, this must be within at least 24 hours.

Failure by you to report an accident, or any attempt by you to falsify an accident report, could result in your removal from the approved drivers list and any other action the company feels fit to take.

When the accident happens

1. STOP. It is the law that you must stop if someone is hurt even slightly - or if someone else's vehicle or other property is damaged in any way or if you hit a dog, horse or farm animal.
2. You should give the following details to anyone reasonably requiring them (for instance, a police officer, traffic warden or anyone else involved in the accident).
 - Your name and address
 - The Company name and address
 - The registration number or make of the vehicleYou should also obtain the same information from any other driver involved in the accident.
3. If no-one asks for these details, report the accident to the police *as soon as possible*, and in any case within 24 hours.
4. If anyone is hurt, produce your motor insurance certificate either at the time or at any police station within 5 days of reporting the accident.

At the scene of the accident

1. **DON'T** admit liability. Even if you think you are to blame, it is not necessary to admit liability, and may confuse matters later if, for example, the other driver is judged to have been at fault in some way. Simply leave the matter of liability to be sorted out by others, later.
2. Endeavour to avoid argument, and do keep calm. The immediate problems will be more easily resolved in a sensible atmosphere, and heated arguments rarely resolve anything.
3. **WRITE DOWN** the key details of the accident. Use the following form and the car diagram to set out the essential information, at the time of the accident. This will help you have a clear record should there be any disagreement and assist in the completion of a claim form at a later date.

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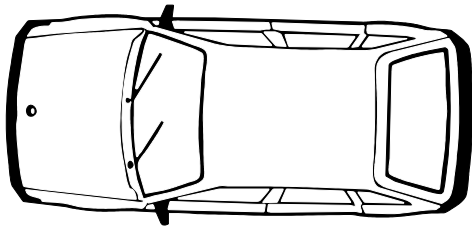
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After the accident

1. The first thing to do is contact Turner & Company. Making this contact is essential. If the damage to your vehicle is covered by your policy you will be put in touch with the most conveniently located Approved Repairer.
2. The complete Turner & Co claims and repair service is initiated with that one call, with no administrative hassle and if need be collection and delivery within a 25 mile radius, at no extra charge.
3. Send all correspondence relating to the accident to Turner & Company. This includes letters, writs, summonses and notice of intended police proceedings.
4. If anyone makes a claim upon you, there is a legal duty to disclose to such persons details of your motor insurance

MARK ON THIS DIAGRAM ANY DAMAGE TO YOUR CAR



Name of other person involved _____
Address _____

Vehicle Reg. No. _____ Make _____
Insurer _____
Certificate or Policy No. _____

USE THIS SECTION TO RECORD THE ACCIDENT DETAILS

Owner's name if different _____
Address _____

Witness Name/Address _____

If there are any other persons involved take down similar details.

Date of accident _____ Time _____
Place _____
Weather conditions _____
Speed at time of impact _____

If police attend
Officer's Name _____ No. _____
Station _____

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