



**Power Lines, Pipes and Cables Ltd (PLPC Ltd)** are committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and recognises that there are specific risks to employees who are driving on behalf of the company. PLPC Ltd has introduced this Work-Related Road Safety (WRRS) policy with the objective of effectively managing those risks and to comply with our legal obligation(s).

The Managing Director will actively promote sound health and safety driving practices to improve our safety culture and to minimise work related road safety incidents.

The systems and arrangements to implement this policy are described in procedure *MSP 23 - Managing Work Related Road Safety* and are not repeated in this policy statement.

Our policy principles are to:

- Promote a “No Blame” incident reporting culture
- Verify drivers’ entitlement to drive before joining the company and at regular subsequent intervals
- Require drivers to drive in accordance with the Highway Code and have regular eyesight tests
- Communicate this policy and associated relevant information
- Monitor driver performance and take action such as enhanced training and instruction, to improve performance
- Investigate incidents to identify root cause(s) and take action to prevent recurrence
- Specify and select vehicles that are suitable, safe and fuel efficient
- Carry out required maintenance, inspections and repairs to ensure vehicle safety
- Provide necessary vehicle safety equipment
- Require drivers of company vehicles to carry out daily pre-use safety checks

The Managing Director has ultimate responsibility for compliance with this policy and the arrangements in MSP 23, these have been delegated for day-to-day implementation to the Transport and Facilities Manager.

All employees driving company or privately owned vehicles on any journey that is work related other than driving to and from their normal place of work, are required to comply with this procedure and the arrangements set out in MSP 23.

This policy will be displayed at our Carluke office and will be distributed to customers, suppliers or any person, group or organisation on request.

Signed:

**Dale Harrison**  
Managing Director

**Last Reviewed:** April 2026  
**Next Review Date:** April 2027

## Authorised Drivers

Only employees who have been authorised by the PLPC and have met the minimum requirements can drive company vehicles.

## Driving Best Practice

These Guidelines support the Work Related Road Safety Policy and Procedure *MSP 23 - Managing Work Related Road Safety* and reference should be made to those documents for full details of the arrangements in place to minimise the risk of an incident.

## Risk Assessments

Hazards, controls and risks relating to driving company vehicles are assessed. Read the risk assessments and ask your supervisor or manager if you have any queries or concerns.

## Servicing

All vehicles are required to be maintained, serviced and inspected in accordance with applicable statutory requirements, Goods Vehicle Operator Licence and manufacturer's instructions. It is the driver's responsibility to arrange with their team manager and the garage to book the vehicle in for the service or maintenance. A service sticker is on the inside to right of the windscreen and indicates when the next service interval is due.

## Pre-Use Checks

### 60sec Vehicle Safety Check

**Fuel** - Fuel Levels - Always have sufficient fuel, of the correct type.

**Lights** - Are all lights working and in good clean condition check internal & external lights.

**Oil** - Check levels - Check the engine oil regularly. Engine failure could lead to a serious on-road incident. Check for signs of leakage underneath your vehicle.

**Water** - Water levels, Wind screen fluid levels

**Electrics** - All in working order with modern vehicles this is covered by the display that activates when you turn the ignition on. Do not ignore any warning light (Amber/Red) –report this to the transport manager.

**Rubber** - Tyre Pressure, Tyre Condition, Window wipers

**Yourselves** – how you are feeling can impact your driving habits, are you ill, tired or angry?

## Before driving any type of vehicle drivers should always be able to say '**I AM SAFE**'

**Illness** Do you have an illness or symptoms that might affect your ability to drive?  
Have you reported this to your manager and the DVLA?

**Attitude** Try not to get impatient with other road users as it could lead to conflict.  
Remember, when driving for work you are an ambassador for PLPC

**Medication** Could your medication or any drugs in your system affect your driving?  
Check with your doctor/pharmacists if unsure

**Sleep** Have you had enough rest? Are you suffering from fatigue?  
Take regular breaks from driving

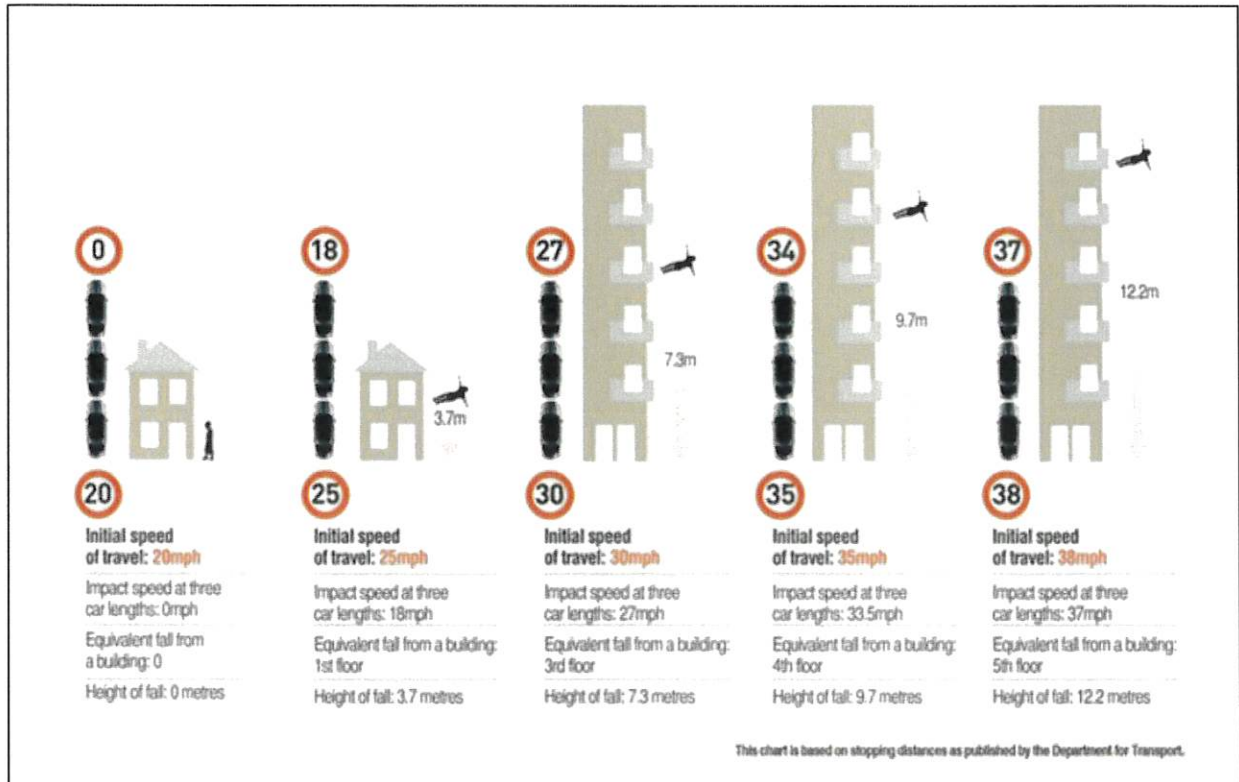
**Alcohol** Do you have any alcohol or drugs in your system?  
Never drink and drive

**Food** Are you hungry or thirsty?  
Could it affect your concentration?

**Eyesight** When did you last have your eyes tested and are you wearing eye correction if you need it?  
Check you can read a number plate from 20 meters

## Driving Style & Speeding

Driving abruptly or in excess of the legal speed limit is unacceptable. Speeding will render you liable to prosecution which can lead to the revocation or suspension of your licence and/or a fine. Drivers who travel at excessive speed will be personally responsible for any fine and/or prosecution including penalty points and will be subject to company disciplinary procedures, up to and including dismissal.



### Reverse In, Drive Out

All employees driving on behalf of the company, where possible and safe to do so, should reverse into parking spaces / bays, allowing them to drive out subsequently. The only exception to this is where angle (echelon) parking is in use. You must always drive in and reverse out of these parking bays.

**Note:** When a second person is available, the second person must act as a banksman when necessary and guide the reversing driver.



### Defects, Repairs and Breakdowns

- Drivers are instructed to record any defects
- Any defects which could affect vehicles safety, shall be reported to the Transport Department immediately

### Telematics

Drivers Safety is very important to us. PLPC commits to doing its utmost to ensure that each employee arrives to work and home safely each day. Therefore, PLPC has initiated a Vehicle Management System to achieve that aim.

The leading cause of Vehicle Accidents is driver behaviour. The introduction of the VMS will help drivers improve their driving habits, thus assisting them to drive more safely and ensuring less collisions occur involving employees.

Vehicle speed, harsh breaking, harsh cornering and rapid acceleration are measured using the telematics system installed in the vehicle. This system is fitted to all PLPC company vehicles without exception

We are all on a collective journey towards safer roads, reduced fatalities and serious injuries, to this end PLPC has moved to encapsulate the concept of passive safety systems in company vehicles, which is a Vehicle management System (VMS) with its primary function to provide better road safety and vehicle safety for all employees, other road users and members of the general public.

## **Fuel Cards**

Fuel Cards are for business use only and should not be transferred to another vehicle under any circumstance. The fuel card are unique to the vehicle, or the driver. You must provide your vehicle mileage at the time of refueling and registration number at the paypoint.

When refuelling you must apply the handbrake, turn off the ignition, remove the keys and lock the vehicle.

## **Vehicle Security**

Employees are responsible for the vehicle's security and contents whenever it is left unattended. The instructions include the following:

- a) Parking brake to be engaged
- b) Ignition key removed
- c) Doors and windows to be closed and locked
- d) Ignition and door lock keys to be kept secure at all times
- e) When parking on a hill, steer towards the kerb facing downhill and steer away from the kerb facing uphill
- f) Leave vehicle in gear

Report any loss or damage to the Team Co-ordinator / Team Leader, in turn notifying relevant manager.

## **Theft**

If your vehicle is broken into or stolen, you must report the circumstances to the Police, your manager, the Transport and Facilities Manager immediately.

## **Portable First-Aid Kits and Fire Extinguishers**

First-Aid kits and fire extinguishers are kept in company vehicles.

## **Cleanliness and Materials**

Vehicles shall be kept in a clean condition at all times, both inside and outside. Any equipment, materials and loose items being carried, shall be properly stored to prevent driver injury or interference with driving ability.

## **Licence Requirements**

Employees shall not be permitted to drive any vehicle for business purposes unless they are holders of a licence valid for the categories of vehicle which they are driving.

## **Restrictions on the Use of Mobile Electronic devices**

PLPC drivers are not permitted to use a handheld mobile electronic device for any purpose while driving.

## **Inspection of Licences**

Employees shall be required to produce their licence for the type of vehicle to ensure driver eligibility and to report any changes, penalties or disqualifications.

Drivers of any company vehicle that are involved in a driving accident must report the accident to their **own insurers** and to the Transport and Facilities Manager.

## **Substance Misuse**

The company recognises and accepts that a substance (medications, illegal drugs and alcohol) impairs judgement, making drivers over confident and more likely to take risks. It slows reactions, impairs judgement of speed and distance and affects vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.

Drivers must not drive if their ability to do so safely is affected by substances. Any breach of policy will invoke the company's disciplinary procedures.

Employees will be instructed to seek guidance from their general practitioner regarding driving at work in the event they are being prescribed medication which may affect their capability to drive. It is the responsibility of the driver to inform their supervisor immediately of any such circumstances.

### **Eyesight**

Undertake regular eyesight testing to ensure that sight and glasses prescriptions meet the eyesight requirements set out in the Highway Code.

### **Site Traffic Plan**

Sites are to be organised in such a way that pedestrians and vehicles can circulate in a safe manner. Routes on sites should be designed to ensure that they do not encroach on any vulnerable items, such as fuel storage tanks. Traffic routes shall be suitable for the persons or vehicles using them.

Where reasonably practicable, implement a one-way system and provide safe areas for loading and unloading materials or goods.

### **Journey Planning and Scheduling**

Keep reversing to a minimum.

Before undertaking any journey, plan the journey to use the safest route for the vehicles, road types and conditions. Plan breaks into the journey.

Check the weather forecast and road traffic reports and adjust the route as necessary. Special arrangements shall be considered to deal with adverse weather conditions e.g. snow and ice which may include not completing the journey when weather conditions are exceptionally difficult.

Drivers are prohibited from using hand-held phone, or similar device, when driving. The penalty is a fixed penalty fine and licence endorsement points. An exemption to this statutory requirement is that a mobile phone can be used whilst making an emergency call ie calling 999.

### **Fuel Saving Driving Tips**

- Make sure the tyres are properly inflated, under-inflated tyres can cost as much as 1 mpg
- Avoid unnecessary idling – turn the engine off when stationary
- Avoid sudden stops and starts, hard acceleration uses up to one third more fuel
- Don't drive aggressively, aggressive acceleration wastes fuel and can be dangerous
- Drive at a steady pace, plan the route to avoid stop - and - start conditions where possible
- Avoid excessive braking, reduce speed and change gear
- Plan work to reduce mileage
- Think about the Travel Hierarchy:
  - *Hold a conference call rather than driving to a meeting*
  - *Use public transport*
  - *Use park and ride*
  - *Car share where possible*