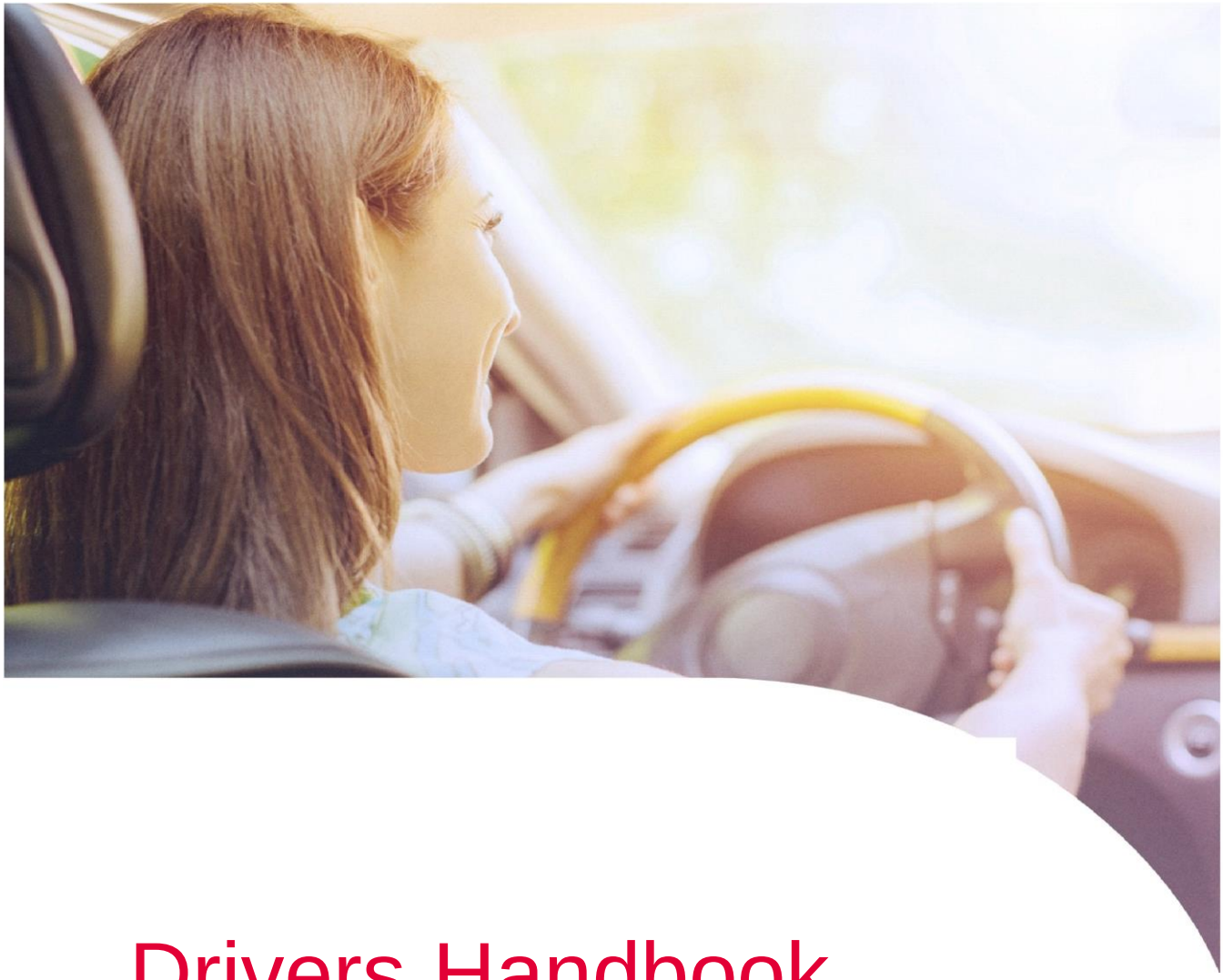


Drivers Handbook

Policy Statement

Employees who drive in the course of their work are at risk of being involved in a road traffic accident. We are committed to reducing that risk so far as we can and have prepared this booklet which sets out our policy, our rules and general arrangements in respect of company vehicles and driving in the course of work.

We expect you to drive with due care and attention at all times and observe the rules of the road set out in the current version of the Highway Code.

By adopting this strategy we aim to prevent loss of life, injury and property damage caused by driving accidents. You should familiarise yourself with the instructions and information in this handbook.

Allocation & Vehicle Arrangements

Before you are allocated or permitted to drive one of our vehicles you must be authorised to drive by a senior manager.

To become an authorised driver you must have shown us your current driving licence. This will be checked to ensure that you are not disqualified, have no endorsements that might affect insurance cover and that the licence covers the vehicles to be driven. A copy will be held on our records.

A copy of this Driver Handbook will be issued to every authorised driver who must make themselves familiar with the instructions it contains. A signed receipt is required.

Subsequently:

- You must report changes to your licence including endorsements and restrictions without delay to your manager.
- Your driving licence will be subject to an annual check for endorsements.

Before taking a vehicle onto the road you should inspect it for signs of damage or defects and ensure that the ancillary equipment (vehicle jack, wheel brace and spare wheel) is in place on the vehicle.

Falsification of any driving licence document will be dealt with as a disciplinary issue.

Authorised Drivers

No one will be authorised to drive any of our vehicles unless they have produced their driving licence for validation or given us the information required to allow us to check for ourselves at the Driver and Vehicle Standards Agency (DVSA) webpage https://www.gov.uk/view-driving-licence. We will also make periodic checks to ensure that you remain licensed to drive and that any penalty points do not exceed limits imposed by our insurers.

Emergency Authorisation to Drive

In the event of accident, breakdowns or illness, where the driver is unable to proceed, any competent and fully licensed driver is authorised (and will be insured) to drive the vehicle directly to its normal base, a garage or place of safety.

Excluded Drivers

- Anyone not in possession of a full UK driving licence for the category of vehicle to be driven.
- Learner drivers.
- Anyone who is disqualified from driving.
- Anyone who has been refused motor insurance or renewal or has had a policy cancelled.
- Those who suffer from a listed medical condition.

Use of Company Vehicles

Our vehicles must not be used for any business or purpose of any kind except that of Londonist Hospitality Limited unless authorisation has been given in writing.

You are responsible for making sure that the vehicle is not overloaded, in passenger numbers or maximum weight.

None of our vehicles are to be used to carry passengers for hire or reward.

The authorised driver is responsible for any fixed penalty charges or fines. They must keep detailed records of the vehicle's use.

Private Car Use for Business Purposes

Employees must seek prior approval before making any business journey in their private vehicle. The responsible person will consider the cost effectiveness of other methods of transport including the use of company vehicles before granting permission.

If you are authorised to use your own vehicle you must show us that you have insurance for business use. A copy of the Insurance Certificate will be kept on file.

You are responsible for ensuring that your vehicle is taxed and has a valid MOT test certificate if it is over three years old. We may check that these are in place on the DVSA website at https://www.vehicleenquiry.service.gov.uk.

You will be able to claim reimbursement for authorised business mileage.

Accessories Fitted to Vehicles

Accessories for work or private use must not be fitted to company vehicles without the authority of a senior manager. These items may include any vehicle approved equipment including roof racks, towing brackets and associated equipment, bicycle racks (rear and roof fitted) and ancillary fittings.

If approval is given accessories must be fitted correctly by a competent person. Once fitted they become part of the vehicle and will normally be covered by the vehicle insurance.

Private equipment carried in company vehicles is not insured and you will need to make separate arrangements. Damage caused to the vehicle by private belongings or equipment may be chargeable to the driver.

Wearing of Seatbelts

Drivers and occupants must wear seatbelts when travelling in our vehicles.

It is the driver's responsibility to ensure that seatbelts or child restraints are worn. The latter if fitted must be appropriate for the age and weight of the child.

Alcohol and Drugs – Driving

Driving one of our vehicles, or using a private vehicle for business purposes, whilst under the influence of alcohol or drugs is strictly forbidden and will be subject to disciplinary action.

Medical Conditions - Driving

Authorised drivers must inform senior managers of any medical condition that may affect their driving ability.

Journey Times and Rests Breaks

We expect you to follow the rules set out in the current version of the Highway Code;

- You should be fit to drive and not begin a journey when tired.
- Avoid driving long journeys between midnight and 6 am, when natural alertness will be at a minimum.
- Plan your journey to take sufficient breaks – 15 minutes after every two hours of driving is recommended.
- Take additional breaks if you feel at all sleepy. Stop in a safe place - not on the hard shoulder of a motorway.
- The most effective way to counter sleepiness is to drink, for example, two cups of caffeinated coffee and to take a short 15 minute nap.

We do not expect you to work excessively long hours. Overnight accommodation should always be considered if the total travel time and working day, including breaks, exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

Regulated Drivers' Hours

There are statutory restrictions on both driving time and working time for drivers of goods carrying vehicles with a maximum permitted mass (including trailer or semi-trailer) is more than 3,500 kgs or of passenger vehicles capable of carrying more than nine people including the driver. The restrictions apply whether the vehicles are laden or not. We expect you to adhere to the requirements and co-operate with us in ensuring that you do not exceed either the daily or weekly driving limits, and take at least the minimum rest breaks appropriate to the rules applying to your vehicle and journey.

Vehicle Security

Vehicle security is important, particularly if you are carrying and delivering valuable goods. You are expected to;

- Lock and secure the vehicle whenever you leave the cab and keep the keys with you. This will also apply during unloading and loading.
- Refuel on site before starting a journey, where possible.
- Plan routes before setting out.
- Avoid taking the same routes and making the same stops; routine makes you an easy target for anyone with criminal intent.
- Comply with our procedures if you are asked to change a delivery address. You must phone the office to confirm and verify the change.
- Never carry unauthorised passengers or hitch hikers.
- Report any irregularity in loading, locking, sealing or documentation.
- Check your vehicle is correctly loaded.
- Protect documents such as shipping orders and consignment notes; which can be used by criminals to steal valuable loads.

- Avoid talking about loads or routes with other drivers or customers (including over radios and telephones).
- Notify your planner or transport manager of changes of routes or unplanned stops.
- In the event of any suspect devices found on or around the vehicle immediately report to the police – dial 999.

Load Security

You must always be aware of the risks present during loading and unloading. Do not put yourself or others at risk; follow the instruction and training you have been given.

You should also be aware of the additional risk of the load, or part of the load, moving in the course of a journey. This will apply to all vehicles and to all types of load. You are ultimately responsible for the load being carried whether or not you were involved in securing the load.

The Department of Transport Code of Practice 'Safety of Loads on Vehicles' sets the standard that you should follow.

Onboard Vehicle Cameras

For a number of reasons, including crime prevention, safety of employees and clients, reducing insurance and legal costs cameras may be fitted to our vehicles. The footage can be monitored live or retrospectively.

You should be aware that footage from the cameras may be used and relied upon, where necessary, for insurance and disciplinary purposes. Similarly, if there were allegations of negligence or careless driving made by clients or third parties against our drivers, or civil claims brought against any employee we may use the footage in dealing with them.

There may also be cases where we are required to disclose the recordings to relevant authorities.

Smoking in Vehicles

Smoking is not permitted in company vehicles. Drivers of private vehicles should consider their passengers.

Mobile Telephones

Handheld mobile phones should never be used when driving. The practice is illegal and it also an offence to use them when stopped at traffic lights or in a traffic queue.

Although it is legal to use a 'hands-free' phone drivers can be prosecuted if they are not in proper control of their vehicle whilst using them. Driving carelessly or dangerously when using a hands-free mobile could lead to prosecution and disqualification, a large fine or up to two years in prison.

The safest approach, which we expect you to adopt, is to find a safe stopping place and switch off the engine before making or answering a call or text message.

Satellite Navigation Equipment

Always programme your satellite navigation equipment before setting off, and do not input instructions whilst driving. If you need to set or adjust a journey avoid the risk of prosecution for dangerous or careless driving by pulling over to a convenient safe location.

Check the route selected by the navigation system to make sure it is practical. Planning a journey in advance will reduce your reliance on the satellite navigation system and will also prompt you to think about issues such as fatigue, the best time of day for the journey and where you will be able to take a rest break.

Keep the navigation equipment updated with new maps, new road layouts and new one way systems.

Position portable units where they can easily be seen; do not allow them to obstruct your view of the road. Do not put them in front of airbags.

Reporting of Incidents and Damage

All incidents, including accidents, thefts, vandalism and damage of any kind must be reported to your manager.

Road Traffic Accidents

At the scene of an accident:

- Stay calm and act in a manner which does not expose anyone to danger.
- Inform the emergency services and call for assistance if required.

If you are involved in an accident do not admit or discuss liability, but obtain the following information:

- Date, time and location of accident.
- Vehicle registration numbers of third party vehicles(s)
- Third party drivers' name, address and insurance company.
- Third party insurers and policy number.
- Name and number of any police officer attending the accident.
- Police incident number.
- Sketches or photographs of the accident scene showing position of vehicles, road markings etc.
- Names and addresses of any other witnesses.
- Any other applicable information.

If the vehicle(s) involved in the accident have only suffered minor damage and it is safe to do so they can be moved from the immediate scene to a place of safety where details can be exchanged. As soon as possible after the accident the details must be reported to your manager.

If your vehicle cannot be driven arrangements will need to be made to remove the vehicle. If you are unaware of the arrangements we have in place contact your manager for advice.

Depending on the circumstances the vehicle may be recovered to our premises, a garage or a storage compound. All valuables, company and personal property should be removed from the vehicle.

If your vehicle remains legally drivable and it is safe to do so return to your normal base or home address.

Theft of Vehicle and or Contents

If your vehicle is broken into, stolen or vandalised the circumstances must be immediately reported to the Police. A Vehicle Damage Report and a Crime number must be forwarded to your manager.

When left unattended vehicles must be locked and all alarms, immobilisers and anti-theft devices activated. Valuable items including mobile telephones, computers, briefcases, handbags and jackets must not be left on display. Take them with you or put them in the boot space.

When the vehicle is left unoccupied and during refuelling ensure that the windows are closed, keys are removed from the ignition and all doors are locked.

Ensure that spare wheels, ladders or other equipment carried externally are protected by suitable security devices. Do not leave tools and equipment in vehicles overnight.

Note that under the terms of our insurance policy the loss of private items may not be covered. Ensure that you have adequate insurance cover is in place for personal tools and equipment.

Vehicle Insurance

If you are asked to produce a Certificate of Insurance for a company vehicle by the Police an original can be obtained from a senior manager.

Road Fund Licence and MOT Testing

We will arrange for company vehicles to be taxed and MOT tested (as necessary) for use on the road. You can check that the tax has been paid and that the test certificate is current on the internet at the DVSA website https://www.vehicleenquiry.service.gov.uk. To complete the enquiry you will need to enter the vehicle registration number and make.

If you use a private vehicle for work it is your responsibility to ensure that it is taxed and tested for road use. We may use the DVSA website to check.

Offences and Fines

You will always be responsible for parking penalties and other road traffic offences.

Remember that in some cases this business can also be prosecuted for offences committed by you in the course of work. We therefore expect you to drive in compliance with the Highway Code.

Vehicle Operation and Controls

You should be fully aware of the vehicle controls and their functions including the location and operation of the spare wheel, jack and brace and security system before driving the vehicle. The vehicle handbook will also provide useful information on the vehicle, its functions and capabilities in respect of safe driving. Seek advice if unsure about anything.

Drivers of commercial vehicles will have an induction period to instruct and familiarise them with all aspects of the vehicle before using them unaccompanied.

Care and Condition of Vehicle

You are expected to keep your vehicle clean and presentable both inside and out.

Vehicle Defects and Damage

You are responsible for keeping your vehicle in a road worthy condition. Inform your manager about damage and defects to your company vehicle so that remedial action can be arranged. Those that are not urgent can be dealt with at the next service or another convenient time.

Authorised drivers of pool vehicles should report any defects or concerns to their manager.

If you use a private vehicle for work it is your responsibility to keep it properly maintained.

Weekly and Daily Maintenance Checks by the Driver

Before using the vehicle drivers are responsible for carrying out the following checks and any others specified in the vehicle handbook.

Daily:

- Condition of side and roof rack and security straps.
- Tyre pressures and condition (inc. spare).
- Road lights and damage.

Weekly:

- Mirrors and glass.
- Windscreen washer level.
- Oil, coolant and fluid levels.
- Brake and control functions.

Make sure that a vehicle jack, wheel brace and inflated spare wheel are available.

Standards of Driving

Londonist HOSPITALITY Limited is justifiably proud of its image and reputation. We expect staff to uphold our reputation and standards in all aspects of their work; this includes driving on company business.

Follow the rules in the latest version of the Highway Code to avoid becoming involved in an accident. Take care to look out for cyclists and motor-cyclists; be particularly careful when pulling out of a side road or turning left. See also appendix 2.

Do not drive in a way that causes road rage in other drivers and avoid being provoked into road rage by other drivers. If you are faced by a driver with road rage the situation must be immediately calmed. Do not react to provocation by using signs, foul language, aggressive behaviour or aggressive driving. If you have sufficient details to do so you may wish to report incidents to the police.

Where we receive a report of road rage by one of our employees in the course of their work the incident will be fully investigated and appropriate action taken.

Take extra care when driving in wintery or other adverse conditions; see also appendix 3.

Tyre Condition and Punctures

Ensure that tyre pressures are correct for the type of load and driving conditions. It is your responsibility to ensure that tyres are roadworthy. If you have concerns over the legality of the tyres refer them to your manager.

If you use your own vehicle you are entirely responsible for the condition of the tyres and must ensure that they meet legal requirements.

In the event of a puncture use the spare wheel; follow the instructions in the vehicle handbook. If this is not possible contact the breakdown services or a mobile tyre repairer.

Remember that if the spare is narrower than the standard tyre the maximum speed at which the vehicle should be driven will be significantly restricted. This will normally be displayed on the wheel and explained in the handbook.

Windscreen Damage and Replacement

If the windscreen suffers serious damage you should make immediate arrangements to have it replaced by contacting an approved listed company. If necessary call tyour manager for advice.

In the event of minor damage and if the vehicle can be safely driven continue with your journey. On return contact an authorised repairer to see if it can be repaired or will need replacement.

Servicing Arrangements

- Cars

It is your responsibility to ask your manager to book the vehicle in for a service as the manufacturer's service intervals are reached.

- Commercial Vehicles

Commercial vehicles must be serviced as specified by the manufacturer or as soon as you aware that the vehicle needs attention. Ask your manager to make the arrangements.

Breakdown and Recovery

In the event of a breakdown call the recovery service number notified to you, details are with the vehicle documents. If you are not aware of this number or how to proceed call your manager or the office.

Bodywork Repairs

The course of action will be dependent on the circumstances and the extent of the damage to a vehicle. Take advice from a senior manager..

We may seek to recover the cost of repairing damage caused by driver negligence.

Return of Vehicles

When a vehicle is returned to our control you must ensure that the interior and exterior are reasonably clean and tidy and that all equipment belonging to this business is accounted for and not left in or on the vehicle.

Any damage over and above wear and tear may be charged to the driver.

Ignition keys and fuel cards must be returned to a senior manager.

Appendix 1. The Hazards of Overloading

An overloaded vehicle will not be roadworthy; it will not perform as designed and drivers will experience problems including;

- Adverse steering, road holding and stability
- An increase in braking distances
- Poor tyre performance
- Failure of axles or suspension.

Payload, Gross Vehicle Weight and Kerb Weight

Vehicle manufacturers specify a Gross Vehicle Weight (GVW) or Maximum Authorised Mass (MAM), which is the 'all-up' maximum permissible weight, including the chassis, body, driver, passengers, ancillaries, tools and equipment and any load placed onto the vehicle. The axles are also given an individual maximum axle weight limit lower than but proportional to the GVW. Overloading either the GVW or the axle weight limit is an offence under Road Traffic Legislation.

The maximum permissible load is determined by subtracting the Kerb Mass weight of the vehicle (chassis and body without the driver, passengers, fuel, tools, equipment etc.) from the GVW.

The payload is then further reduced depending on what tools and equipment is carried, how much fuel is in the tank, the weight of the driver and passenger and any other items that are carried on the vehicle. The maximum payload will be substantially lower than the maximum permissible GVW.

Safe Loading Principles

1. Know the payload capacity of the vehicle you are driving.
2. When loading calculate the weight of the goods (many products are marked with their weight) and materials and make sure that neither GVW nor axle weight limits are exceeded.
3. Whenever heavier materials, products etc. are carried the weight must be evenly distributed across the load area. The full load should never be placed between the rear axle and the tailgate.
4. Secure any load that is likely to move before moving off.

Remember that axle weight limits can be exceeded without exceeding the GVW.

Visual Indication of overloading

The best indication of a vehicle being overloaded or unstable is visual –

- If the vehicle is not level (lower at the rear) or less tyre than normal is visible then more than likely it is overloaded.
- If the vehicle is lower to one side or less tyre is visible, then the vehicle is incorrectly loaded and unstable.

In either case re-distribute or remove part of the load.

Responsibilities

When the vehicle is being driven on a public highway it is always the driver's responsibility to ensure that the load is secure and within weight restrictions. Penalties in the event of conviction will usually include a fine and endorsement of their licence.

Any work related fines or endorsements are likely to affect the insurance premiums for your personal vehicle.

Appendix 2. Legal and General Information

Maximum Speed Limits

Do not exceed the maximum permissible speed limits set out in the following table.

Type of vehicle	Built-up areas[A]	Single Carriageway	Dual Carriageway	Motorway
	mph(km/h)	**mph** (km/h)	**mph** (km/h)	**mph** (km/h)
Cars & motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	**20**(32) **or** **30**(48)[A]	**60** (96)	**70** (112)	**70** (112)
Cars towing caravans or trailers (including car-derived vans and motorcycles)	**20**(32) **or** **30**(48)[A]	**50** (80)	**60** (96)	**60** (96)
Buses, coaches and minibuses (not exceeding 12 metres in overall length)	**20**(32) **or** **30**(48)[A]	**50** (80)	**60** (96)	**70** (112)[B]
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	**20**(32) **or** **30**(48)[A]	**50** (80)	**60** (96)[D]	**70** (112)[C,D]
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	**20**(32) **or** **30**(48)[A]	**50** (80) England and Wales **40** (64) Scotland and N Ireland	**60** (96) England and Wales **50** (80) Scotland and N Ireland	**60** (96)[D]

[A] The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. In many built up areas a limit of 20mph will apply.

[B] Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be **62 mph** (100km/h).

[C] 60 mph (96 km/h) if articulated or towing a trailer.

[D] Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be **56mph** (90km/h).

Stationary Vehicles

When a vehicle is stationary on a road (except in traffic) the engine should be switched off to prevent unnecessary noise or exhaust emissions.

It is an offence to leave a vehicle unattended unless the engine has been stopped and the handbrake applied.

Use of Horn

At night, between 23.30 and 07.00, it is an offence to use the horn unless it is as a warning to other drivers.

Hazard Warning Lights

Hazard warning lights may be used when the vehicle is stationary due to breakdown, for the purpose of warning other road users if the vehicle is causing a temporary obstruction, or on a motorway or un-restricted dual carriageway to warn approaching drivers.

Use of Lights during Daylight Hours

Where visibility is reduced vehicles must have side and rear lamps switched on.

Front and rear fog lamps may only be used in conditions where visibility is seriously reduced (at other times it is illegal to use front fog lights as driving lights).

Any projecting loads must also be lit.

Parking and Loading Restrictions

Statutory restrictions on parking, loading and unloading indicated by yellow markings on kerbs and in gutters are in force in most town and village centres and on busy roads.

- Single marks at the pavement edge indicate no loading at peak hours or at other stated times.
- Double marks at the pavement edge indicate no loading throughout the working day or if stated at any time.

If you have to stop on a Motorway

It is an offence to stop on a motorway other than in an emergency; you should not stop to consult maps, use mobile telephones or to go to the toilet. If you do need to stop in an emergency -

- Use the hard shoulder as a deceleration lane. On a SMART motorway pull into a designated refuge wherever possible.
- Pull as far to the left as you can and park with wheels turned towards the nearside verge.
- Turn on hazard warning lights.
- Leave the vehicle by the passenger door and stand as far away as possible from the vehicle.
- Use motorway emergency telephones.

Appendix 3. Winter Driving Precautions

During winter additional driving hazards have to be considered. These include adverse weather (rain, snow, frost, standing water) and long hours of darkness. Following the advice given below will help to ensure your safety when driving in these conditions:

- Make sure you have plenty of fuel.
- Allow extra time for the journey and reduce speed.
- Increase the distance between your vehicle and the vehicle in front – in ice and snow stopping distances are ten times larger.
- In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- Remember snow is visible but ice, especially black ice, is often invisible.
- Avoid sudden braking or harsh acceleration or steering manoeuvres.
- Keep all windows and mirrors clean, clear of snow and ice and free of mist. Keep lights and indicators clean.
- Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack and a hot drink, especially if you are driving through isolated areas.
- If you are planning a long journey advise someone of your destination and approximate expected arrival time. If you have one, carry a mobile phone with you, ensuring it is fully charged. Do not use it while driving.
- If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether your journey is necessary at that time or whether it can be postponed. Consider whether an alternative method of transport would be better.
- If stranded by bad weather try to ensure that you are not blocking access for emergency vehicles. Remain with the vehicle unless there is shelter nearby. Maintain your circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over ensure that an airway is maintained.

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Form DH/HS

Name: _____

Department: _____

Confirmation of Receipt of Driver's Handbook

Please read the note below and then sign this form.

I have read the Londonist HOSPITALITY Limited Driver's Handbook. I understand, accept and will comply with the contents. I understand that compliance with the rules and conditions set out forms part of my contract of employment. I will keep myself aware of its contents and any updates that are brought to my attention.

Employee signature: _____

Date: _____

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