

# THAMES SECURITY MANAGEMENT LTD



## DRIVERS POLICY

The Health and Safety Executive now regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is therefore essential that THAMES SECURITY MANAGEMENT LTD has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. THAMES SECURITY MANAGEMENT LTD takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstance do so in a manner that minimises the risk, both to the employee and the company.

THAMES SECURITY MANAGEMENT LTD has identified that motor vehicles are a necessary requirement for the fulfillment of its business. This document sets out the rules, processes and regulations that all drivers will follow.

There should be no misunderstanding with regard to the company's policy relating to the provision and use of vehicles.

THAMES SECURITY MANAGEMENT LTD has established this Car Driver Risk Management Policy, which involves a commitment to:-

- Reduce accidents and harm to employees and others.
- Reduce the indirect costs of accidents.
- Contain the costs of insurance.

THAMES SECURITY MANAGEMENT LTD's aim is to reduce to a minimum the number of vehicle accidents and injuries that employees and members of the public may suffer, as a result of our fleet activities.

THAMES SECURITY MANAGEMENT LTD also recognises that accidents have a negative financial effect. Indirect costs of accidents, combined with insurance costs, are a serious concern and it is the Company's intention to reduce them by keeping the number of accidents to a minimum. Car Driver risk management will be given equal consideration and resources as those of general health and safety issues, environmental issues and the commitment to quality.

For the Car Driver Risk Management Policy to be effective, each employee needs to share equally in the commitment to reducing accidents. Leadership and direction will be provided to allow employees to respond to this commitment. All Company Car drivers must be a minimum age of 25 with 2 years proven driving experience and no more than 6 penalty points.

All mini-bus drivers must have D1 on their license, be a minimum age of 25 with 2 years proven driving experience and no more than 6 penalty points.

The Driver Handbook should be read thoroughly and kept in the vehicle at all times. Its contents apply to use of company vehicles and private vehicles used on company business. The Handbook also contains some useful driving information and procedures to follow in the event of an emergency.

THAMES SECURITY MANAGEMENT LTD reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

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Mr. S Graham  
Managing Director