



THE CLANCY GROUP DRIVING STANDARDS DOCUMENT





The Clancy Group is committed to providing and maintaining safe systems of work for all its employees, including those drivers whose work involves shift work, extended hours, on-call arrangements and lone working. Our Mission is to Make Life Better for All Our Families – and as part of our 6S Vision for Safety, we want everyone working for and on behalf of The Clancy Group to go home safe and healthy every single day. Driving is one of the most hazardous work-related activities, with an estimated one in four deaths and injuries on Britain's roads involving someone driving on their company's business.

The Clancy Group Driving Standards apply to anyone who drives on company business. 'Driving on company business' refers to any time that you are driving for your job/work activity, at any time of the day or night.

All Clancy Group employees and sub-contractors who drive Clancy owned vehicles and/or externally hired vehicles fall within scope of the Clancy Driving Standards. In addition, all grey fleet drivers must also follow the standards.

Grey fleet means:

- Those employees who take a cash allowance in lieu of a Company car, and are expected to provide a suitable vehicle when driving for business, with business insurance
- Those employees who fall out of the cash allowance scheme and are asked to drive their own private vehicles to meetings, training courses, and other places of work other than their regular location
- Those employees who are required to use hire cars or pool cars from time to time

Dermot Clancy
Joint Chairman
The Clancy Group Plc

Kevin Clancy
Joint Chairman
The Clancy Group Plc

What is The Clancy Group Driving Standards Document?

The Clancy Group Driving Standards Document brings together eight new driving policies, helping us to maintain our safety culture by promoting driver and vehicle safety, positively modifying driver behaviours and reducing our fleet operating costs. The Clancy Group Driving Standards Document does not replace the 'On the Road' book, and we would encourage all employees to continue to read the 'On the Road' book alongside the new Clancy Group Driving Standards Document.

Revision date: September 2019



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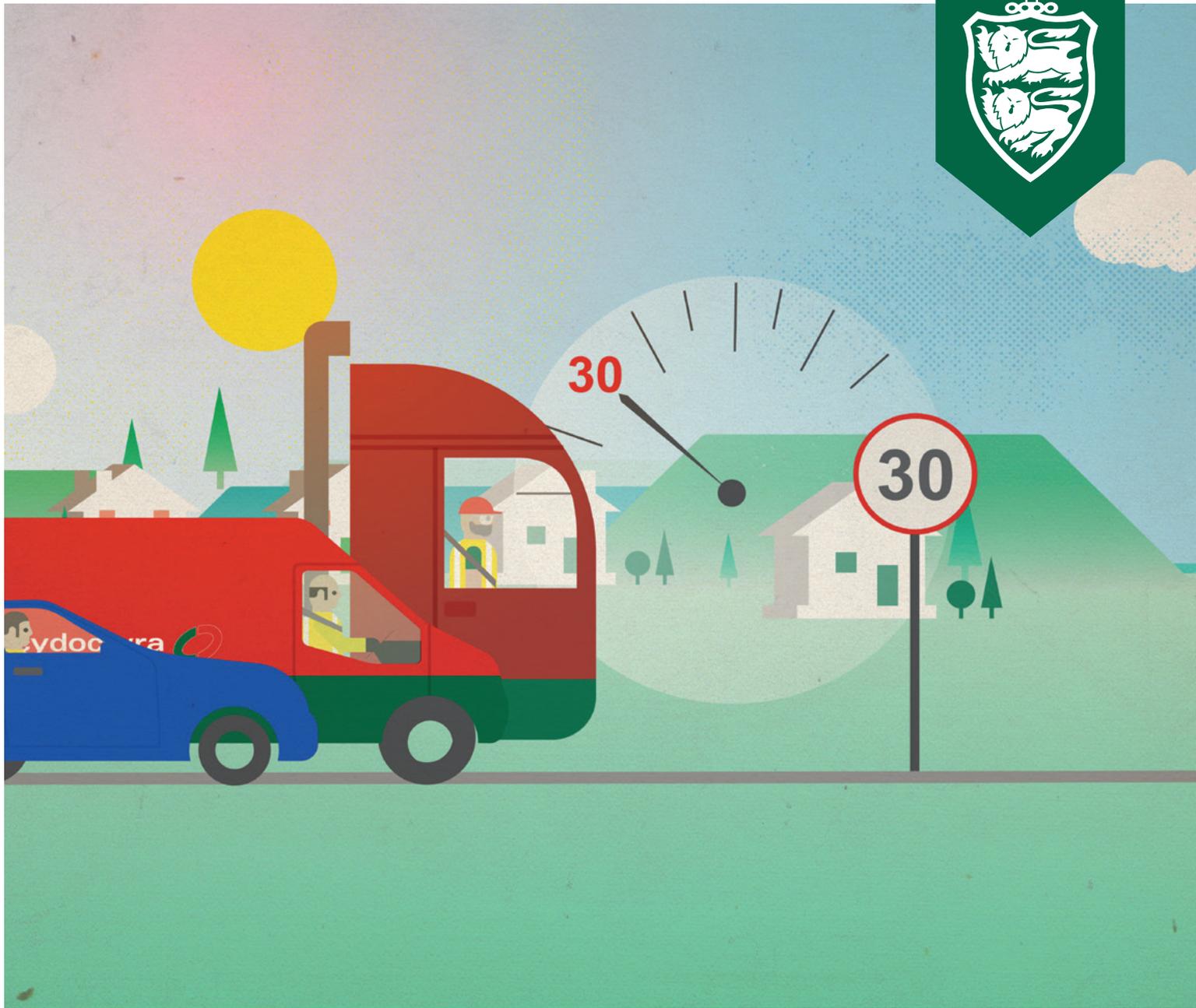
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01

**SAFE SPEED
STANDARD**

Drivers who travel at inappropriate speeds are more likely to crash, and their higher speed means that the crash will cause more severe injuries to themselves and/or to other road users. Inappropriate speed also magnifies driver errors, such as driving too close or driving when tired or distracted, multiplying the risk of a collision.

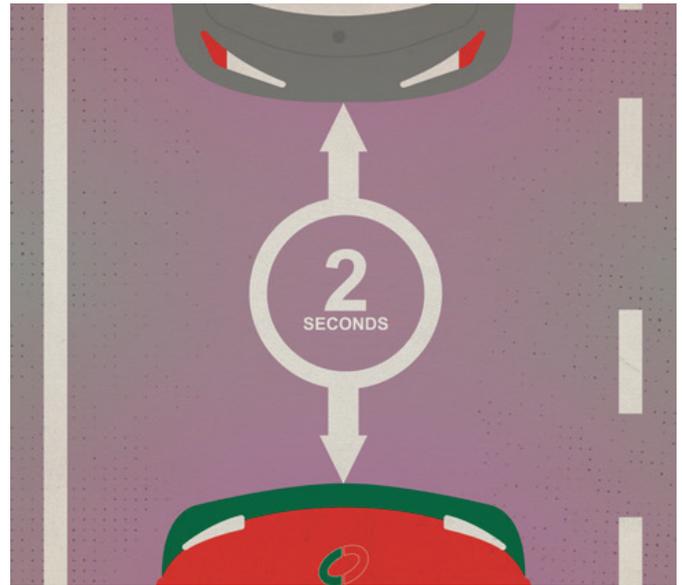
The Clancy Group has adopted a three-tiered approach for dealing with speeding drivers, as set out below:

First instance – When a driver is highlighted for speeding, an initial meeting will take place between the driver and their Line Manager. The purpose of this meeting will be for the driver to explain the reason for the speeding, how it has occurred, and for the Company to understand the seriousness of the speeding. If it is a first instance, the Line Manager may find that it is sufficient for a letter of concern to be issued to the driver. However, if the Line Manager feels that the driver has not provided a satisfactory explanation for why the speeding has occurred, or if the speeding was a serious offence - i.e. if the driver was going 50mph in a 30mph zone - then the Company will invoke the formal disciplinary process. First instance drivers will be required to attend an in-house speed awareness workshop.

Second Instance – The severity of the speeding will depend on whether it will be treated as either misconduct or gross misconduct under the Disciplinary Policy. Second instance drivers will be required to attend a 2nd in-house speed awareness workshop.

NB, Any driver identified as speeding MUST attend a speed awareness workshop within 2 months of the initial offence, or the Company may invoke the disciplinary process.

Third Instance – Will be treated as gross misconduct under the Disciplinary Policy.



Speeding event

- Any speed 10% over the posted speed limit, but not over 20%, sustained for 30 seconds or more.

Severe speeding event

- Any speed 10% over the posted speed limit, but not over 20%, sustained for 30 seconds or more and occurring five times or more in a 24 hour period.
- Any speed over 20% over the posted speed limit, sustained for 30 seconds or more.

Remember!

Speeding is **NEVER** acceptable - we expect everyone to set a good example and stay within speed limits at all times, and to stay below speed limits when the conditions dictate. If an employee believes the nature of the driving they are required to do for work inadvertently encourages them to speed, they must discuss this with their Line Manager or with the Human Resources Department, so that a solution can be found.

Remember!

You **MUST NOT** exceed the maximum speed limits for the road and for your vehicle. The speed limit is the absolute maximum, and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions is dangerous. You **MUST** always reduce your speed when the road layout or condition presents hazards, such as bends.

You **MUST** always reduce your speed when sharing the road with pedestrians and cyclists, particularly children and motorcyclists. Always reduce your speed when weather conditions make it safer to do so - and remember to reduce your speed when driving at night, as it is harder to see other road users.

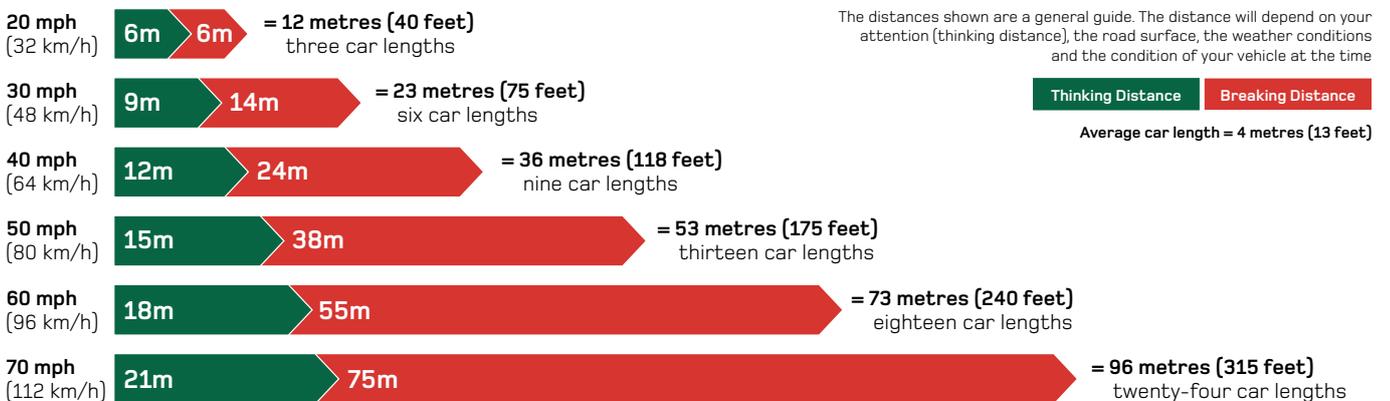
You **MUST** always drive at a speed that will allow you to stop well within the distance you can see to be clear. Leave enough space between you and the vehicle in front so that you can pull up safely if it suddenly slows down or stops. You should always allow at least a two-second gap between you and the vehicle in front; the gap should be at least doubled on wet roads and increased still further on icy roads. Remember to check your speedometer regularly, especially when leaving higher speed limit roads or entering lower speed limit roads.

You should know the speed limit for the road you are driving on and actively look for changing speed signs, especially at junctions and roundabouts. Assume lamp posts mean 30mph, until signs say otherwise, but remember it could be 20mph. Speed limits are a maximum, not a target, and 20mph may even be too fast when children or the elderly are about.

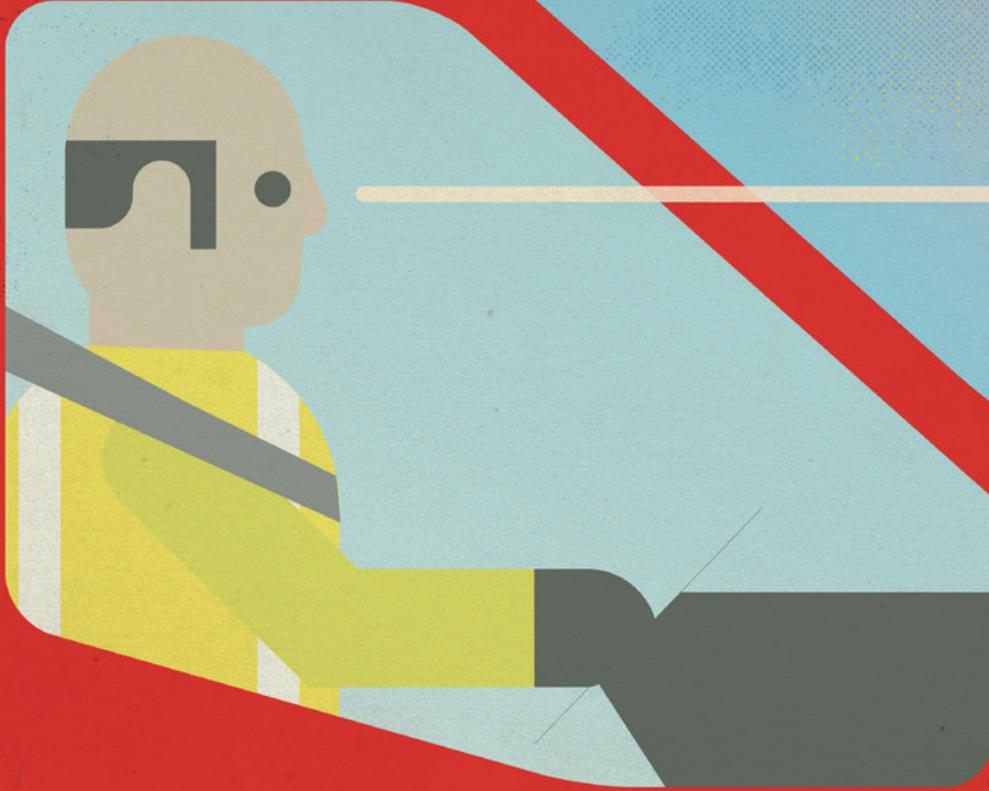
ADDITIONAL GUIDANCE

UK Speed Limits	Built-up areas *	Single carriage-ways	Dual carriage-ways	Motorways
Type of vehicle	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)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing caravans or trailers (including vans, car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Buses, coaches and minibuses (not exceeding 12 metres in overall length)	30 (48)	50 (80)	60 (96)	70 (112)
Goods vehicles (not exceeding 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	70 (112)**
Goods vehicles (exceeding 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	60 (96)
Scotland (Goods Vehicles exceeding 7.5 tonnes maximum laden weight)	30 (48)	40 (64)	50 (80)	60 (96)

Typical Stopping Distances



ALWAYS DRIVE AT A SPEED THAT ALLOWS YOU TO STOP IN THE DISTANCE YOU CAN SEE TO BE CLEAR.



02

DISTRACTED DRIVING STANDARD

The use of handheld mobile devices whilst in control of a vehicle is against the law. Use of handheld mobile devices whilst driving is strictly prohibited. You must never use/adjust or attempt to operate any type of handheld mobile/in-vehicle device while you are driving – only do so when you have stopped your vehicle, not just waiting in a queue of traffic, and it is then safe to do so.

Only answer a call whilst driving if you think it is safe to do so, and only if your mobile phone is linked to a hands free/Bluetooth system. Inform the caller immediately that you are driving and that you can only take a brief message. Do not enter into a long conversation; confirm that you have received and understood the message and then end the call. If you are making a call to a mobile phone number or receiving a call from one, ask the person if they are driving. If they are, only leave or accept a brief message and then end the call. Under no circumstances is any driver permitted to dial in to or engage in a teleconference call when they are driving.

You may use your mobile phone/in-vehicle device to access information for the journey ahead, e.g. traffic news, but **ONLY** if it is safe and legal to do so. Remember, use of a handheld mobile phone or in-vehicle device whilst your vehicle is moving is strictly forbidden.

You should never attempt to adjust the settings on any type of satellite navigation device (built-in or windscreen/dashboard mounted), or re-tune your radio whilst driving, as this can result in you being distracted from your driving and could lead to a collision.

- Anyone who drives on company business should consider:
 - Switching off any mobile phones/other in-vehicle distractions, or putting them on silent before starting your journey
 - Changing your voicemail greetings to indicate that you are not available to answer calls or return messages while driving



- Informing clients, associates and supply chain partners, etc. of our policy, so they understand why their calls may not be answered/returned immediately
- If, during your journey, you need to use your handheld mobile phone or in-vehicle device, you must first pull over safely to the side of the road or other safe location, and only use it once you have parked your vehicle with the ignition switched off.
- Any passenger is allowed to use their handheld or hands free device at any time, as long as it does not distract the driver.
- If you are involved in a road traffic collision, records of your mobile phone/in-vehicle device use will be checked by the police.
- Any contractual obligation from a client, such as an outright ban on the use of mobile/in-vehicle devices whilst driving, must be strictly adhered to.
- Failure to comply with this standard will lead to disciplinary action.

Whilst the above specifically applies to those driving on company business, we strongly advise anyone who drives either their own vehicle or a company vehicle in their own time, not to use mobile/in-vehicle devices whilst driving.

 **THINK! MINIMISE IN-VEHICLE DISTRACTIONS; STAY FOCUSED ON THE TASK IN HAND. DRIVE SAFE = HOME SAFE**



03

IN-VEHICLE SAFETY MONITORING SYSTEMS (IVSMS) STANDARD

Telemetry, vehicle tracking and forward road facing cameras are becoming a way of life for many organisations. Their purpose is to improve driver behaviour and the safety of the Clancy Group's drivers, by reducing the number of harsh braking, acceleration, cornering and speeding events. In addition, the systems are also utilised to effectively monitor and manage fuel usage, allowing us to reduce our carbon footprint.

IVSMS are also utilised during collision reporting and investigation procedures, enabling us to learn from and reduce the volume of road traffic collisions our driver are involved in. In addition, IVSMS fitted to Clancy Group vehicles will improve the safety of our drivers by reducing the risk of injuries and crashes, as well as the scope of drivers accumulating penalty points and fines - therefore protecting their driving licences, whilst also defending our drivers and our business against bogus motor claims.

When coupled with alerts, feedback, and driver coaching, IVSMS attempt to educate and train drivers to avoid risky driving before an incident occurs.

DATA PROTECTION

In the UK, there are stringent laws relating to the privacy and monitoring of employees, and this expands to in-vehicle monitoring. Please note that tracking devices are installed in all Clancy Group company vehicles. During working hours, employee movements are recorded. Driving behaviour may also be monitored during working hours, to ensure the safety of Clancy Group employees, and that vehicles are being driven responsibly. However, Management reserve the right to track the organisation's assets at any time to investigate an incident, an alleged incident or a road traffic crash. In addition, Management must ensure that vehicle data is available to the authorities or internal investigations if required to do so.



THE SCOPE OF THE WORKING DAY MEANS:

Driving on company business - any time that you are driving for your job/work activity, at any time of the day or night.

We regard the lawful and correct treatment of personal information by The Clancy Group as very important to successful operations, and to maintaining confidence between those with whom we deal and ourselves. We ensure that our organisation treats personal information lawfully and correctly.

To this end, we fully endorse and adhere to the Principles of Data Protection, as enumerated in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
- Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
- Shall be accurate and, where necessary, kept up to date

- Shall not be kept for longer than is necessary for that purpose or those purposes
- Shall be processed in accordance with the rights of data subjects under the Act
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of, or damage to, personal data

TYPES OF IVSMS USED BY THE CLANCY GROUP

Telemetry and vehicle tracking

- Providing GPS data relating to the location of vehicles
- Providing data relating to driver style, driver behaviour and fuel consumption

Forward facing cameras

- Providing 60 seconds of CCTV footage before and after a road traffic collision or incident





04

ROAD TRAFFIC COLLISION (RTC) REPORTING & INVESTIGATING STANDARD

An RTC is any collision involving a vehicle, including when a Clancy vehicle is unattended.

It is Company policy that Contracts will pay the £5000 excess of any insurance claim, regardless of fault. However, this payment is recoverable in non-fault collisions. Drivers of Company owned, hired or lease hire vehicles must present those vehicles for inspection following collision damage, or any other reportable damage sustained - whether a third party is liable or not. The vehicles must be presented to either Elm Lodge ARC, or one of the preferred repairers appointed to carry out repairs on the company's behalf, within a two week timescale of the damage occurring.

(RTCs) involving grey fleet vehicles must be reported to a Line Manager or other nominated Manager, and fully investigated in line with the requirements set out in this policy.

The Clancy Group will investigate all work-related RTCs to establish how and why they occurred, and to learn how to prevent them from occurring in the future. RTCs involving Clancy owned vehicles and externally hired vehicles must be reported to an appropriate Line Manager and Aviva Insurance. The Clancy Group's Collision Reporting and Investigation Report (CRIF) must be completed and sent to the Fleet Safety Management & Compliance team within 48 hours. Any failure to comply with the policy may be regarded as a disciplinary matter. Persistent failure to comply with the policy, or a single serious instance, will be regarded as a serious disciplinary matter.



This Collision Reporting Investigation Policy is a key component of The Clancy Group's Fleet Safety Management & Compliance system that is designed to:

- Ensure work-related RTCs are reported and recorded
- Identify their immediate and underlying causes
- Enable lessons to be learned and shared throughout the organisation
- Implement measures to reduce the likelihood of similar RTCs occurring again.

Ultimately, this will help to reduce the number of RTCs within the business.

RTCs are very costly in human and financial terms but, if investigated correctly, they also represent highly valuable safety learning opportunities. Therefore, the business has designed a structured and methodical approach to reporting and investigation, enabling us to learn appropriate lessons from RTCs.

CLANCY GROUP RTC CLASSIFICATIONS

RTC Class 1

Warrants full investigation using the CRIF, in line with this policy, and involves major harm to people and the environment.

These are incidents involving a CG member of staff with a high potential for major injury, and are normally defined by the following criteria:

- When someone requires medical treatment
- When the CG or third party vehicle completely leaves the road or overturns
- When the CG or third party vehicle strikes a bridge or building
- When the CG or third party vehicle sets on fire
- When the CG or third party vehicle leaks fuel, causing major harm to people or the environment
- Significant damage to the vehicle (CG or third party), which as a result is unsafe to drive or requires to be towed or transported from the scene
- Trailer or load being towed (CG or third party) leaves the road, overturns or becomes detached
- Items fall from a moving vehicle, trailer or load being towed

RTC Class 2

Warrants full investigation using the CRIF, in line with this policy, and involves serious harm to people and the environment.

These are incidents where the CG vehicle is in motion and are normally defined by the following criteria:

- When someone requires first aid treatment
- The vehicle (CG or third party) partially leaves the road
- Moderate damage to the vehicle (CG or third party) - including body work repairs
- Damage to the CG vehicle following a large animal strike (deer, horse, cow, ass, mule, pig, sheep, goat or dog)

RTC Class 3

Warrants full investigation using the CRIF, in line with this policy, and involves incidental damage whilst the vehicle is in motion.

These are incidents where the CG vehicle is in motion and are normally defined by the following criteria:

- Minor damage to the vehicle (CG or third party) - including wing mirror(s) and paintwork
- Damage to the CG vehicle, following a small animal or bird strike
- Damage to the CG vehicle when temporarily stationary

RTC Class 4

Warrants full investigation using the CRIF, in line with this policy, and involves incidental damage whilst the vehicle is parked.



Team Based Approach

A team approach to investigation led by a Line Manager /Supervisor, but involving other Managers, HR, Safety Advisors and the Fleet Safety Management & Compliance Team, must take place when appropriate - to ensure the investigation is accurate and comprehensive, and that lessons learned are identified and implemented.

The Purpose of the Investigation

- To determine what led to the RTC occurring
- To identify what can be improved to prevent the same RTC occurring again
- To prevent an even more serious RTC taking place in the future
- To defend against insurance claims

Collision Reporting and Investigation Procedure

It is essential that all staff within scope of this policy follow the Collision Reporting & Investigation procedure. In essence, investigation is about developing a full understanding of:

- What happened?
- When and where?
- How?
- Why?
- To whom, and with what consequences?

Witnesses

Witnesses should be identified and interviewed as soon as possible after the event, with accurate records kept.

(IVSMS)

IVSMS such as Telemetry and forward facing cameras can be very helpful in collision and incident investigations, because the data provides an accurate and objective picture of what happened. This often means that investigations are quicker, easier and less expensive to conduct - and the conclusions are more accurate and reliable. It can also help to ensure that RTCs and incidents are recorded, with less reliance on staff and witness reports. This, of course, depends on the data from the telematics or forward facing camera being viewed regularly.



05

FUEL AND FUEL CARD USAGE STANDARD FOR COMMERCIAL VEHICLES

This standard outlines the measures and procedures in place for the monitoring & auditing of all fuel transactions, to prevent any fraud or misuse. It also defines the procedures in place to obtain and use fuel cards, and how they must be managed.

This policy relates the Clancy Group Plc. and its subsidiaries - as well as the associated companies referred to in the policy as, "Clancy Group" or "the Company".

All Employees have a responsibility to ensure that this policy is read, understood and adhered to at all times.

Any person(s) identified as misusing Company fuel or a Company fuel card will face disciplinary action and, if necessary, police investigation.

Misuse means:

- Using a Company fuel card to supply fuel to any other vehicle not listed on the fuel card. (i.e non-Company vehicle or pool vehicles ,or another Company vehicle that the fuel card does not belong to)
- Failing to return a Company fuel card when the vehicle is off-hired
- The use of a Company fuel card for the purchase and filling of Jerry cans or other fuel containers

Jerry cans **MUST** never be used for white diesel.

It is Company policy that all Company fuel cards are returned to Clancy Plant and cancelled when an externally hired vehicle is off hired or returned.

On vehicle transfers within the Clancy Group, the Company fuel cards and PIN's are to be signed for upon completion of internal transfer forms. If a Company vehicle is returned to Clancy Plant, the Company fuel card must also be returned.



It is Company policy that users of fuel cards **ALWAYS** give the correct **registration number** and the correct mileage to the cashier or point of sale every time fuel is purchased. There are no circumstances when this information can be omitted by the fuel card user.

Failure to adhere to the above will result in an internal investigation.

The only product permitted to be purchased with a Company fuel card without prior authorisation is regular diesel and, in some instances, Adblue for permitted vehicles.

The PIN number for the specific card MUST NEVER be recorded on the card or on the vehicle keys/fob.

This policy provides guidance for reporting lost or stolen cards, as it is imperative that the loss or possible theft of a fuel card is managed quickly and effectively to minimise the risk of inappropriate use and potential financial loss to the Clancy Group. The fuel card company, Shell, accepts financial responsibility for all transactions from the time they are notified of the loss/theft; however, if the Clancy Group is deemed to have been negligent it could be liable for interim misuse prior to the cancellation, for example, if the PIN is written on the card, vehicle keys or fob.

To report lost or stolen company fuel cards:

During office hours, email fuelcards@clancyplant.co.uk or, Clancy Plant Administrator telephone number:
Tel: **01895 823 711** Ext: **3087**

After **17:00**, call **Shell** immediately on:
Tel: **0800 731 3131**

Users must leave the following information with Shell:

- The date and time the Company fuel card was lost or stolen
- The vehicle registration
- A contact name & telephone number
- **Clancy Plant Administrator** contact telephone number: Tel: **01895 823 711** Ext: **3087**

In addition, the Clancy Plant Fuel Card Administrator must be contacted the next working day to report the loss or theft.

If at any time a Company fuel card is withheld by a cashier, a dated receipt explaining why the card is being withheld must be obtained. The Clancy Plant Fuel Card Administrator **MUST** be notified immediately. If this occurs outside office hours, the Clancy Plant Fuel Card Administrator **MUST** be notified by 09:00 the next working day.

FORECOURT PROCEDURE

Forecourt safety must be observed at all times. The following points should be adhered to in addition to any local safety advisory notices present at fuel stations:

- Park safely at the pump to avoid creating trip hazards for other users
- Turn off the engine, noting mileage and pump number before refuelling
- Observe garage signage
- The Clancy Group only operates diesel vehicles and our Company fuel cards are always for diesel. Always observe the signage by the fuel filler indicating the type of fuel for the vehicle and ensure only diesel is purchased
- Report any spills of fuel or oil to the cashier or Shell operative
- In the event of accidental misfuelling, report to Clancy Plant and local Management along with the fuel station. **DO NOT START THE ENGINE.**

On refuelling the vehicle, the cashier will require the following information on presentation of the fuel card:

- Vehicle registration number
- Accurate mileage/kilometre reading
- The PIN Must then be entered to authorise the transaction, and the receipt collected and checked by the driver

Contact the **Clancy Plant Fuel Card Administrator** to obtain the PIN for a Company fuel card
Tel: **01895 823711** Ext: **3087**

TRANSACTIONS & SECURITY

Fuel transaction data is recorded and maintained by Shell on behalf of the Clancy Group. Using data provided by the fuel provider and correlating with internal systems, The Fleet Safety Management & Compliance Team (FSMCT) will produce and review a number of reports on a monthly basis to determine any non-compliance.

It is Company policy that fuel is purchased from our preferred supplier, Shell. If a Shell garage is not available, fuel may be purchased from one of the following garages in exceptional circumstances.

- Esso
- Total
- Texaco
- Gulf
- Gleaner

Every effort must be made to purchase fuel from Shell garages. Failure to do so will result in disciplinary action. Data from the tracker will be utilised to monitor whether a Shell garage could have been used on the route instead of one of the garages mentioned above.



Company fuel cards **MUST** never be used for purchasing fuels for plant machinery. In the event that fuel is required, local arrangements must be made for plant machinery to be refuelled using red diesel only, supplied by the Clancy Group or CDL procured companies.

Upon request, CCTV footage will be provided to Clancy Group Management should the behaviour of filling fuel cans on the forecourt be reported. Personnel who carry out this practice will be subject to disciplinary action.

For HSE safety reasons, only authorised Clancy Plant procured fuel cans can be stored within a commercial company vehicle. These are 2 x 20 litres cans for red diesel, 1 x 5 litre cans for petrol/oil mixture, 1 x 5 litres cans for neat petrol, and a maximum of 410 litres of diesel in 2 x 205 litre/45 gallon drums in an open backed vehicle. Any infringements will be considered as gross misconduct.

No fuel cans may be filled using a fuel card as a manner of payment.

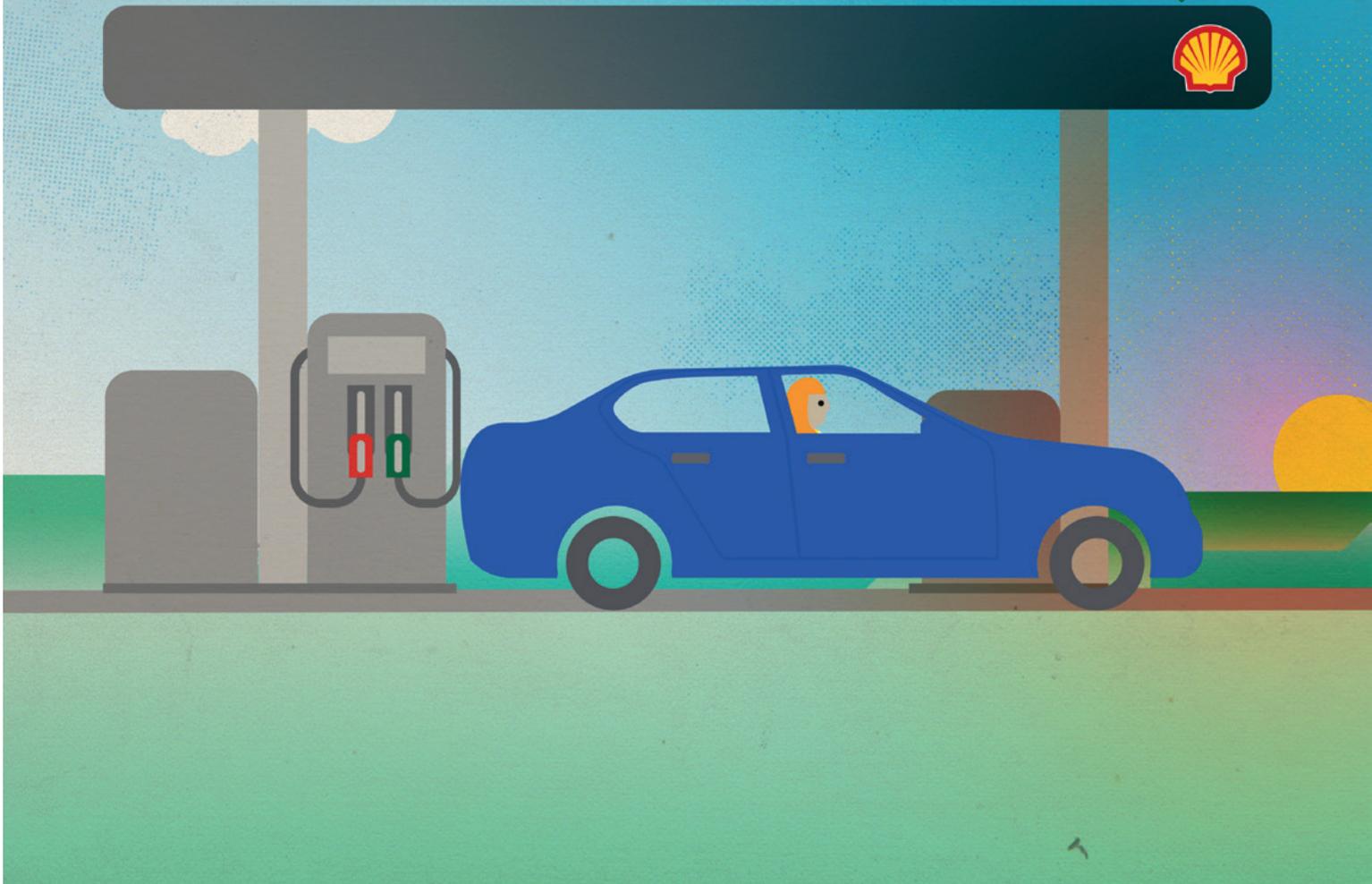
FSMCT will investigate any anomalies and report to the Security and Internal Investigations Department.

Fuel theft will be reported to the police for further action.

Supplying or using Company fuel cards for non-Company business constitutes a criminal offence, and will result in proceedings being taken against anyone identified in their fraudulent use. This will include a criminal investigation of the incident by the Security and Internal Investigations Department, which will result in a criminal and/or civil and/or disciplinary sanction being applied. The FSMCT will maintain a register of these anomalies, along with outcomes, to highlight any trends.

Premium grade diesel must not be purchased, and the Company policy is that only regular diesel is used in its vehicles. If the wrong grade of fuel is drawn a reminder will be sent by the FSMCT to staff explaining that only regular grades should be purchased. Repeated use of the wrong grade of fuel will be highlighted by the FSMC to the relevant Management, and will result in an investigation and possibly disciplinary action.

In an effort to reduce fraud, the Company fuel card provider, Shell, have CCTV on every Shell forecourt in the UK, with a dedicated team of experts constantly reviewing transactions. In addition, the FSMCT and Internal Investigations Team are working closely with Shell to identify fraudulent misuse of Company fuel cards, and will audit and review transactions on a regular basis. Working in line with our 6S foundations, this policy will assist us in managing our costs and eradicate fraudulent activities within our business, which will deliver improved financial results to make life better for all of our families.



06

FUEL AND FUEL CARD USAGE STANDARD FOR COMPANY CARS

This policy outlines the measures and procedures in place for the monitoring & auditing of all fuel transactions to prevent any fraud or misuse. It also defines the procedures in place to obtain and use fuel cards, and how they must be managed. This policy relates the Clancy Group Plc. and its subsidiaries, as well as the associated companies referred to in the policy as, "Clancy Group" or "the Company".



RESPONSIBILITIES

All Employees have a responsibility to ensure that this policy is read, understood and adhered to at all times.

Under this policy:

Management is responsible for:

- Implementing the Clancy Group Fuel & Fuel Card Usage Policy in consultation with staff, especially in consultation with drivers
- Ensuring any fleet related data is used responsibly and in accordance with the legal guidelines governing monitoring employees
- The Fleet Safety Management & Compliance Team (FSMCT) are responsible for regularly monitoring fleet data, providing reports to Managers and highlighting any breaches and/or re-occurring trends
- Reviewing reports provided by the FSMCT, and liaising with HR where appropriate to discuss any concerns
- Follow-up with drivers regarding any identified misuse of fuel or Company fuel cards
- Creating a culture that promotes collaboration between drivers and management
- Consulting with drivers regarding the effectiveness of the Clancy Group Fuel & Fuel Card Usage Policy - and provide information, instruction and training if required

Drivers are responsible for:

- Participating in the fuel management processes
- Notifying Shell and the Clancy Plant Administrator of lost or stolen cards
- The correct use of fuel cards in line with policy
- Signing the Clancy Group Fuel Card Administration Receipt form to confirm they have read, understood and accept the Fuel and Fuel Card Policy
- Participating in education and training in order to promote effective fuel management
- Implementing individualised driving safety and efficiency related goals
- Reporting any Company fuel and/or fuel card related concerns (i.e card theft, errors with cards, incorrect details on card, etc) to their Line Manager
- Implementing the Clancy Group's Whistle Blowing Policy on becoming aware of any fraudulent or misuse of Company fuel cards

Any person(s) identified as misusing Company fuel or a Company fuel card will face disciplinary action and, if necessary, police investigation.

Misuse means:

- Using a Company fuel card to supply fuel to any other vehicle not listed on the fuel card. (i.e non-Company vehicle or pool vehicles, or another Company vehicle that the fuel card does not belong to)
- Failing to return a Company fuel card when the vehicle is off-hired
- The use of a Company fuel card for the purchase and filling of Jerry cans or other fuel container

Jerry cans **MUST** never be used for white diesel.

It is Company policy that all Company fuel cards are returned to Clancy Plant and cancelled when an externally hired vehicle is off hired or returned/exchanged.

If a Company car is returned to Clancy Plant, the Company fuel card must be also returned and will be cancelled.

It is Company policy that users of fuel cards **ALWAYS** give the correct **registration number** and the **correct mileage** to the cashier or point of sale every time fuel is purchased. There are no circumstances when this information can be omitted by the fuel card user.

Failure to adhere to the above will result in an internal investigation.

The only product permitted to be purchased with a Company fuel card without prior authorisation is regular diesel and, in some instances, Adblue for permitted vehicles.

The PIN number for the specific card MUST NEVER be recorded on the card or on the vehicle keys/fob.

This policy provides guidance for reporting lost or stolen cards, as it is imperative that the loss or possible theft of a fuel card is managed quickly and effectively, to minimise the risk of inappropriate use and potential financial loss to the Clancy Group. The fuel card company, Shell, accepts financial responsibility for all transactions from the time they are notified of the loss / theft; however, if the Clancy Group is deemed to have been negligent, it could be liable for interim misuse prior to the cancellation, for example, if the PIN is written on the card, vehicle keys or fob.

For reporting lost or stolen company fuel cards:

During office hours email fuelcards@clancyplant.co.uk or, Clancy Plant Administrator telephone number: Tel: **01895 823 711** Ext: **3087**

After **17:00**, call **Shell** immediately on:
Tel: **0800 731 3131**

Users must leave the following information with Shell:

- The date and time the Company fuel card was lost or stolen
- The vehicle registration
- A contact name & telephone number
- **Clancy Plant Administrator** contact telephone number: Tel: **01895 823 711** Ext: **3087**

In addition, the Clancy Plant Fuel Card Administrator must be contacted the next working day to report the loss or theft.

If at any time a Company fuel card is withheld by a cashier, a dated receipt explaining why the card is being withheld must be obtained. The Clancy Plant Fuel Card Administrator **MUST** be notified immediately. If this occurs outside office hours, the Clancy Plant Fuel Card Administrator **MUST** be notified by 09:00 the next working day.

FORECOURT PROCEDURE

Forecourt safety must be observed at all times. The following points should be adhered to in addition to any local safety advisory notices present at fuel stations:

- Park safely at the pump to avoid creating trip hazards for other users
- Turn off the engine, noting mileage and pump number before refuelling
- Observe garage signage
- The Clancy Group only operates diesel vehicles and our Company fuel cards are always for diesel. Observe the signage by the fuel filler indicating the type of fuel for the vehicle, and ensure only diesel is purchased
- Report any spills of fuel or oil to the cashier or Shell operative
- In the event of accidental misfuelling, report to Clancy Plant and local Management, along with the fuel station. **DO NOT START THE ENGINE.**

On refuelling the vehicle, the cashier will require the following information on presentation of the fuel card:

- Vehicle registration number
- Accurate mileage/kilometre reading
- The PIN must then be entered to authorise the transaction and the receipt collected and checked by the driver

Contact the **Clancy Plant Fuel Card Administrator** to obtain the PIN for a Company fuel card
Tel: **01895 823711** Ext: **3087**

TRANSACTIONS & SECURITY

Fuel transaction data is recorded and maintained by Shell on behalf of the Clancy Group. Using data provided by the fuel provider and correlating with internal systems, The Fleet Safety Management & Compliance Team (FSMCT) will produce and review a number of reports on a monthly basis to determine any non-compliance.

It is Company policy that fuel is purchased from our preferred supplier, Shell. If a Shell garage is not available, fuel may be purchased from one of the following garages in exceptional circumstances.

- Esso
- Total
- Texaco
- Gulf
- Gleaner

Every effort must be made to purchase fuel from Shell garages. Failure to do so will result in disciplinary action. Data from the tracker will be utilised to monitor whether a Shell garage could have been used on the route, instead of one of the garages mentioned above.

Company fuel cards **MUST** never be used for purchasing fuels for plant machinery. In the event that fuel is required, local arrangements must be made for plant machinery to be refuelled using red diesel only, supplied by the Clancy Group or CDL procured companies.

Upon request, CCTV footage will be provided to Clancy Group Management should the behaviour of filling fuel cans on the forecourt be reported. Personnel who carry out this practice will be subject to disciplinary action.

No fuel cans may be filled using a fuel card as a manner of payment.

The FSMCT will investigate any anomalies and report to the Security and Internal Investigations Department.

Fuel theft will be reported to the police for further action.

Supplying or using Company fuel cards for non-Company business constitutes a criminal offence, and will result in proceedings being taken against anyone identified in their fraudulent use. This will include a criminal investigation of the incident by the Security and Internal Investigations Department, which will result in a criminal and/or civil and/or disciplinary sanction being applied. The FSMCT will maintain a register of these anomalies, along with outcomes, to highlight any trends.

Premium grade diesel must not be purchased, and the Company policy is that only regular diesel is used in its vehicles. If the wrong grade of fuel is drawn a reminder will be sent by the FSMCT to staff, explaining that only regular grades should be purchased. Repeated use of the wrong grade of fuel will be highlighted by the FSMCT to the relevant Management, and will result in an investigation and possible disciplinary action.

In an effort to reduce fraud, the Company fuel card provider, Shell, have CCTV on every Shell forecourt in the UK, with a dedicated team of experts constantly reviewing transactions. In addition, the FSMCT and Internal Investigations Team are working closely with Shell to identify fraudulent misuse of Company fuel cards, and will audit and review transactions on a regular basis. Working in line with our 6S foundations, this policy will assist us in managing our costs and eradicate fraudulent activities within our business, which will deliver improved financial results to make life better for all of our families.



07

VEHICLE ENGINE IDLING STANDARD

The Clancy Group has set a CO2 reduction target of 25%, to be achieved by 2020. As 94% of The Clancy Group's CO2 emissions are attributed to white and red diesel, all employees that drive on company business, either in a company-owned vehicle or a privately-owned vehicle, can assist us meet our target by reducing their vehicle engine idling time.

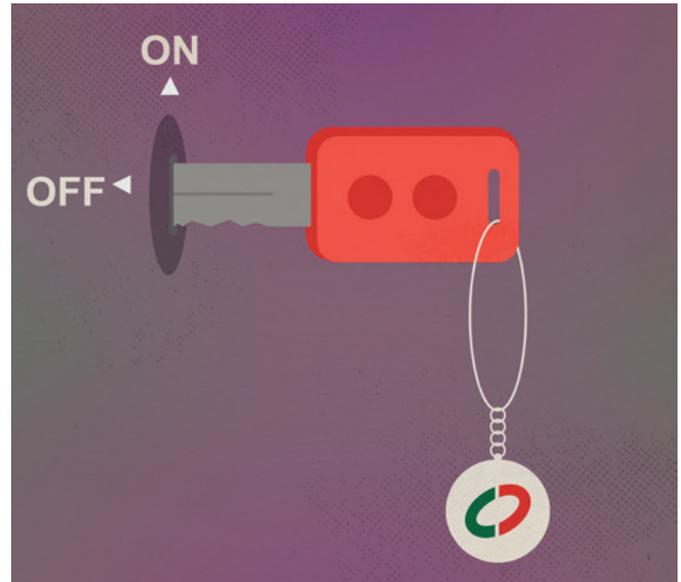
Vehicle engine idling means leaving your engine running when stationary and parked, and can use up to 2 litres of fuel per hour - emitting over 5.26kg of CO2. The noise and fumes created by vehicle engine idling can be considered an offence under Section 80 of the Environmental Protection Act 1990. The Highway Code also states, "If you have to stop on the roadside you **MUST** switch off the engine, headlights and fog lights".

Remember!

Although the specific length of time for which it is beneficial to switch an engine off varies for each individual vehicle and its state of repair, drivers who anticipate that they will be stopped for one minute or more should consider switching off their engines. If you have to stop on the road side you **MUST** switch off your engine, headlights and fog lights. Drivers of commercial vehicles must switch off their engine if stopped on the road side, unless the PTO or on board gas is in operation.

Managers and drivers **MUST** obey any local authority measures that encourage a reduction in vehicle engine idling, such as the Low Emissions Zone (LEZ) in London. The (LEZ) is designed to reduce the amount of harmful emissions such as Particulate Matter (PM) that is linked to heart disease and asthma.

All Clancy Group Employees **MUST** switch off their engines when taking breaks or eating meals in their vehicles. All Clancy Group Employees **MUST** switch off their engines during **ANY** loading or unloading.



If waiting at site/depot for **ANY** reason, all Clancy Group Employees **MUST** switch off their engines. All Clancy Group Employees **MUST** ensure that any factory fitted engine cut out systems (stop/start technology) are utilised. Many manufacturers are fitting new vehicles with stop/start systems, enabling engines to automatically cut out and restart whilst standing in traffic - usually operated via the clutch. The time is usually pre-set at around 2 minutes, but can be adjusted. The engine ignites as soon as the clutch begins to be depressed, and is therefore unnoticeable to the driver.

All Clancy Group Employees should minimise the time the engine is running during the removal of snow and ice from their windows and driving mirrors.

Exemptions

The policy of switching off the engine when stopped does not apply under the following circumstances:

- To provide for the safety of vehicle occupants, such as extreme weather conditions (e.g. to run the heater when in very cold weather)
- When stopped in traffic for periods of less than one minute
- When specific traffic, safety, or emergency situations arise



08

**FITNESS TO DRIVE
STANDARD**

Any person who has to drive while working for the Clancy Group must be physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health.

We require drivers to report immediately to their Line Manager any permanent or temporary impairments in their health, which could affect their ability to drive safely. Managers must be alert for signs of **fatigue**, ill health and stress, which could impair the ability to drive safely.

If you are unwell, DO NOT ATTEMPT TO DRIVE.

As a driver, you must ensure the vehicle seat height, slide, rake, lumbar and head restraint etc. are correctly adjusted - along with the steering wheel and mirrors (as available) so that you are in a good ergonomic position whilst driving. Posture is important in avoiding musculoskeletal injuries such as back strains. In addition, a poorly adjusted seating position increases the onset of fatigue. Avoid slouching and wear suitable footwear for driving.

Take particular care when handling or lifting equipment in and out of the vehicle, as this involves bending and stretching. Get help if the load is too heavy to handle on your own.



EYESIGHT

ALL drivers should ensure that their eyesight is within the requirements for driving, as stated in the Highway Code. You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST WEAR THEM AT ALL TIMES WHEN DRIVING.**

The Company expects you to maintain routine testing of your eyes. If you require the use of prescription eyewear to drive, then the company expects you to wear them at all times whilst driving.

The Company reserves the right to ask you to undertake an eye test, if it believes that there is reasonable concern as to the quality of the individual's eyesight; this can take the form of reading an eyesight chart or a vehicle number plate at a set distance. The test will be conducted in a private location, and the results of it may require you to undertake a more formal eye test to confirm the results, prior to you being allowed to drive on company business again. It should be remembered that the police have the power to require a driver, at any time, to undertake an eyesight test in good daylight.

DRIVER FATIGUE

No Company Employees, Contractors, Subcontractors or agency drivers should drive while dangerously tired. In addition, all drivers must ensure that they are not over-tired at the start of journeys, and that they do not drive for an excessive number of hours. Managers should ensure that their drivers are made aware of the need to get an adequate amount of good quality sleep before starting to drive.

Remember – REST IS NOT A SUBSTITUTE FOR SLEEP.

Managers must advise their drivers to avoid spending too long engaged in evening hobbies, social activities or domestic work that may limit time available for sleeping. Employees whose sleep may be interrupted, for example by having to care for young children, or sick or elderly relatives during the night, should report this to their Line Managers who, in turn, must reassure them that this will not lead to them being discriminated against unfairly.

Drivers and journeys undertaken

NOT governed by drivers' hours legislation

The Company requires that drivers undertaking long journeys not covered by drivers' hours legislation ensure that they take regular breaks, in line with the Royal Society for the Prevention of Accidents and other road safety authorities, which recommends a 15 minute break every two hours.

The Company also requires that drivers and Managers take as much care as possible to ensure that excessive driving time prior to, after and during work (that could affect your ability to drive safely), is only undertaken in extreme circumstances, or in cases of medical emergency.

If the Company is made aware of excessive driving periods, it may decide that you are unfit for work at this time and stop you from working, forfeiting your pay for that shift until such a time in the future that you have had an appropriate rest period.

If you feel tired while driving YOU SHOULD STOP.

JOURNEY PLANNING

Non-scheduled journeys

Your safety is of the utmost importance and every journey should be a 'managed' journey.

Consider if it is necessary - alternative transport or alternative methods such as teleconferencing may be better.

Allow sufficient time for traffic hold ups, seasonal variance, breaks and rerouting etc. Always choose the safest route, taking account the weather and area. Familiarise yourself as much as possible, make route notes and seek local information.

Ensure you have sufficient fuel for your journey, to avoid stopping in unsafe areas. In adverse conditions, include emergency arrangements for an unplanned overnight stay. Advise others of your route plans and set up a system for regular contact. If despite all of the above you find yourself running late for an appointment, find a place to safely stop and telephone ahead to advise those who are expecting you of the situation.

PRESCRIPTION MEDICINES

It is illegal to drive with legal drugs in your body, if they could impair your driving. It is also an offence to drive if you have levels of certain drugs in your body that are over the specified limits, and you haven't been prescribed them.

Talk to your doctor about whether you should drive if you've been prescribed any of the following drugs:

- Amphetamine, e.g. Dexamphetamine or Selegiline
- Clonazepam
- Diazepam
- Flunitrazepam
- Lorazepam
- Methadone
- Morphine or opiate and opioid-based drugs, e.g. Codeine, Tramadol or Fentanyl
- Oxazepam
- Temazepam

You can drive after taking these drugs if:

- You've been prescribed them, and followed advice on how to take them by a healthcare professional
- They aren't causing you to be unfit to drive, even if you're above the specified limits

OVER-THE-COUNTER MEDICATIONS

Many over-the-counter medications are capable of leaving your driving impaired, and you open to prosecution under existing law. If you purchase over-the-counter remedies for colds, flu, pain relief, insomnia, travel sickness or hay-fever and plan to drive, always seek advice from the pharmacist.





09

**SAFE VEHICLE
STANDARD**

Driving procedures are there to keep you and others safe, follow them at all times. If you are ever in doubt, please speak to your Line Manager, Supervisor or the Fleet Safety Team.

The safety and condition of your vehicle reflects on you as an ambassador for the Clancy Group. Whether you drive an HGV, a transit van, a company car, a hire car or a privately owned vehicle (grey fleet) on Company business, it's your responsibility to ensure the vehicle is in a good and safe condition at all times. Line Managers and Supervisors are also responsible for ensuring that daily safety vehicle checks and vehicle defect reporting is carried out for any HGV or other commercial vehicles used on Clancy Group business, including externally hired vehicles and vehicles being driven by Contractors, Subcontractors and agency drivers.

Any road legal defect **MUST** be reported to your Line Manager or whoever is on call from your depot or office, and **rectified before the vehicle is driven on a public road.**

Drivers, Supervisors and Line Managers of Non HGV Commercial Vehicles:

All drivers, Supervisors and Line Managers of Non HGV commercial vehicles - such as transit vans, pick up trucks and car derived vans - must ensure that a Daily Vehicle and Trailer Inspection Sheet (CGO 124) is fully completed every time a vehicle and/or trailer operates on Clancy Group business.

Particular attention should be placed on:

Tyres - Examine their general condition daily and ensure the tread depth is above 1.6 mm, and that tyre pressure is correct. Underinflated tyres are dangerous as they do not perform adequately under braking or cornering. Underinflated tyres also cause more resistance and increase fuel usage and CO2 emissions. In addition, any splits, rips, tears or bulges **MUST** be investigated and



rectified prior to a vehicle or trailer being used on a public road. Under no circumstances must a vehicle or trailer be driven with a defect tyre. It's dangerous and illegal! Each time you bump or scrape the kerb, the life of your tyre is reduced by up to 1,000 miles. Damaged walls could also lead to a blow-out at speed.

Lights/Indicators - All lights and indicators **MUST** be working correctly. Keep a spare set of bulbs and fuses in the vehicle so that you can replace them promptly when required.

Windows/Mirrors - All driving windows and mirrors **MUST** be clean and offer good visibility. Make sure your windscreen washer bottle is filled with the correct mix of water and cleaning additive, especially before motorway driving. Do not obstruct your vision with unnecessary stickers or decorations on the windows or driving mirrors.

Lubricants - With the engine cold, check the oil level using the dipstick. Too much or too little oil will cause damage. Also check the levels of brake fluid, and the power steering reservoir, if there is one. Top up if necessary. Frequent or sudden changes in fluid levels are likely to indicate a fault. Check under the vehicle for signs of any leakage.

Trailer Inspection:

All drivers, Supervisors and Line Managers responsible for using a trailer **MUST** ensure that a Daily Vehicle and Trailer Inspection Sheet (CGO 124) is fully completed every time a trailer operates on Clancy Group business. The trailer section covers all towable plant including compressors, bowzers, jetting units etc.

Particular attention should be placed on:

Breakaway Cable – The towing eye, pin and breakaway cable **MUST** be in a secure condition

Jockey Wheel – **MUST** be in a secure condition

Lights and Indicators – All lights and indicators **MUST** be working correctly

Electric Plug – Must be in working condition

Tyres – Drivers must check tyre safety and have any road legal defects rectified before use on a public road

All completed Daily Vehicle and Trailer Inspection Sheets **MUST** be kept on file at your local depot or office for auditing purposes.

HGV Vehicles

HGV's are a daily part of life here at the Clancy Group.

All HGV drivers, their Supervisors and Line Managers must ensure that any HGV operating on Clancy Group business has undergone a daily vehicle check, and that any defects are recorded and rectified before the vehicle is driven on a public road.

This is a legal requirement and for more information, drivers, Supervisors and their Line Managers **MUST** follow the procedures contained within the 'On the Road' Handbook.

Company cars, hire cars and privately owned vehicles operating on Clancy Group business

Minimum weekly vehicle safety check for car users:

If you drive a Company car or privately owned car on Clancy Group business, you **MUST** ensure that your vehicle always complies with any legal requirements, and that it is safe and in a roadworthy condition. Drivers **MUST** perform the P.O.W.D.E.R.Y check once per week, as a minimum. If you have a long journey planned, you **MUST** conduct the P.O.W.D.E.R.Y check prior to setting off.

P=Petrol/diesel

Check your gauge. Have you enough fuel for your journey?

O=Oil/fluids

With the engine cold, check the oil level using the dipstick. Too much or too little oil will cause damage. Also check the levels of brake fluid, and the power steering reservoir, if there is one. Top up if necessary. Frequent or sudden changes in fluid levels are likely to indicate a fault. Check under the vehicle for signs of any leakage.

W=Water and windows

Check your radiator and anti-freeze concentration, and make sure your windscreen washer bottle is filled with the correct mix of water and cleaning additive, especially before motorway driving. Clean your windows and do not obstruct your vision with unnecessary stickers or decorations.

D=Damage

Walk around your vehicle and inspect it for any damage to lights or tyres, or any obstructions, before you set off.

E=Electrics

Are all lights, instruments and other electrical components working correctly? Keep a spare set of bulbs and fuses in the car so that you can replace them promptly when required. Are battery terminals tight and protected against corrosion?

R= Rubber

Check tyre pressure once a week, with tyres at a 'normal' temperature (not too hot and not stone cold). Don't forget the spare. Remember, unequal tyre pressures can affect a vehicle's handling. Check the treads, too. The minimum legal requirement is now 1.6mm, so why not aim for at least 2mm to be on the safe side? Check the tyre walls on a regular basis, and avoid 'kerbing' your tyres. Each time you bump or scrape the kerb, the life of your tyre is reduced by up to 1,000 miles. Damaged walls could also lead to a blow-out at speed.

Clean wipers to avoid smearing, and replace them when they are worn. Ideally they should be changed at each major service, or every 12 months, whichever is sooner.

Y = Yourself

Are you fit and well and able to drive safely?

Remember – the most common cause of vehicle breakdown is simple neglect. Preventative checks are simple and less time consuming than the breakdowns that may follow if you don't do them.



10

RESPONSIBILITIES AND ACCOUNTABILITIES OF THE CLANCY GROUP DRIVING STANDARDS



DRIVERS ARE RESPONSIBLE FOR:

Safe Speed Standard

- Participating in the safe speed management processes
- Using time off from work to recuperate, in order to be fit and able for driving
- Participating in education and training, in order to maintain safe driving practices
- Implementing individualised driving safety related goals
- Recognising driving habits that could place the health, safety and wellbeing of themselves and others at risk - this extends to driving at unsafe speeds
- Reporting any driving related concerns to their Line Manager
- Their driving behaviour
- Upholding the company reputation and brand image
- Avoiding behaviours and practices that are considered risky

DRIVERS ARE RESPONSIBLE FOR:

Collision Reporting & Investigation Standard

- Understanding and following the Collision Reporting and Investigation Policy and procedures
- Understanding that in accordance with current Company policy, failure to report an RTC to our motor insurers within 48hrs will incur a £100 fine.
- Understanding there will be an additional £100 fine if deemed liable for an RTC
- Reporting all RTCs, incidents, near misses, fixed penalties, summons and convictions for any offence - including vehicle defects - to their Line Manager and, when necessary, the Fleet Safety Management & Compliance Team
- Reporting RTCs promptly to Aviva Insurance (in any case within 48 hours)
- Reporting all work-related RTCs, including damage-only RTCs and RTCs involving privately owned vehicles when they are used for work related journeys
- Using the claims reporting cards (bump cards) to recall all relevant information
- Recording all the relevant details that will be needed for the completion of the Collision Report & Investigation Form
- Recording the date, time and location of the RTC or incident, including all vehicle or property details
- Recording the names and addresses of the other driver(s) or third parties, including the owner of any property damaged
- Recording the names and addresses of any witnesses - both independent and/or passengers in the vehicle
- Recording the details of any emergency service personnel
- Recording the insurance details of the other person(s), if another vehicle is involved
- Providing a detailed description of how the RTC occurred including weather and road conditions, direction of travel, position of witnesses at the time of the incident and the number of occupants in the third party vehicle
- Never accepting liability, whilst always being polite and courteous
- Take photographs at the scene, if possible

Fuel Card & Fuel Usage Standard

- Participating in the fuel management processes
- Notifying Shell and the Clancy Plant Administrator of lost or stolen cards
- Using fuel cards correctly in line with policy
- Signing the Clancy Group Fuel Card Administration Receipt form to confirm they have read, understood and accept the Fuel and Fuel Card Policy
- Participating in education and training, in order to promote effective fuel management
- Implementing individualised driving safety and efficiency related goals
- Reporting any Company fuel and/or fuel card related concerns (i.e card theft, errors with cards, incorrect details on card, etc) to their Line Manager
- Implementing the Clancy Group's Whistle Blowing Policy on becoming aware of any fraudulent or misuse of Company fuel cards

Vehicle Engine Idling Standard

- Participating in the vehicle engine idling management processes
- Participating in education and training in order to gain an understanding of fuel efficient driving
- Avoiding behaviours and practices that are detrimental to safety and fuel efficient driving
- Recognising driving habits that could place the health, safety and wellbeing of themselves and others at risk. This extends to vehicle engine idling

Safe Vehicle Standard

- Checking the safety and general road worthiness of their vehicles in line with the Safe Vehicle Policy
- Reporting and rectifying any identified road legal defect
- Fully completing a Daily Vehicle and Trailer Inspection Sheet (CGO 124) every time a non HGV commercial vehicle and/or trailer operates on Clancy Group business.

MANAGERS ARE RESPONSIBLE FOR:

In-Vehicle Safety Monitoring Systems (IVSMS) Standard

- Understanding and implement the Clancy Group IVSMS standard
- Ensuring the systems are used responsibly and in accordance with the legal guidelines governing monitoring employees
- Regularly reviewing safety-related events identified by the IVSMS
- Follow-up with drivers regarding safety-related events and provide timely, constructive feedback and coaching
- Creating a culture that promotes a collaboration between drivers and management
- Consulting with drivers regarding the effectiveness of the IVSMS program - and provide information, instruction, and training for safe driving

Collision Reporting and Investigation Standard

- Leading by example
- Understanding and implementing the Clancy Group collision reporting and investigation policy and procedures
- Ensuring their staff understand and follow the collision reporting and investigation policy and procedures
- Implementing any post collision, incident or near miss procedures to ensure that the appropriate level of investigation is conducted and recorded
- Implementing the recommendations that result from the investigation with guidance from the Fleet Safety Management & Compliance Team
- Performing investigations in each business area, in exactly the same manner to ensure the correct data is being recorded
- Ensuring the Collision Reporting & Investigation Form is completed and sent to the Fleet Safety team.
- Ensuring findings and lessons from investigations are included in team meetings and staff appraisals
- Following the monitoring, reporting and investigation procedures to help learn lessons which could help improve future road safety performance

- Escalating the investigation to the appropriate Senior Manager and the Fleet Safety Management & Compliance Team
- Keeping the relevant departments (HR, FSMC) well informed during the investigation

Fuel Card and Fuel Usage Standard

- Implementing the Clancy Group Fuel & Fuel Card Usage Policy in consultation with staff, especially in consultation with drivers
- Ensuring any fleet related data is used responsibly, and in accordance with the legal guidelines governing monitoring employees
- Reviewing reports provided by the FSMCT, and liaising with HR where appropriate to discuss any concerns
- Following-up with drivers regarding any identified misuse of fuel or Company fuel cards
- Consulting with drivers regarding the effectiveness of the Clancy Group Fuel & Fuel Card Usage Policy, and providing information, instruction and training if required

Vehicle Engine Idling Standard

- Implementing the Clancy Group Vehicle Engine Idling Policy in consultation with staff, especially in consultation with drivers
- Regularly monitoring and acting on reports that highlight any trends and/or re-occurring idling

Safe Vehicle Standard

- Implementing the Clancy Group Safe Vehicle Policy in consultation with staff, especially in consultation with drivers
- Ensuring that all drivers complete a vehicle safety check, as set out in the Safe Vehicle Standard
- Ensuring any reported road legal defect is rectified before a vehicle is driven on a public road
- Ensuring all necessary defect reporting paperwork is fully completed, acted upon and stored for auditing purposes
- Reporting any RTC damage to Clancy Plant



MANAGERS ARE RESPONSIBLE FOR:

Fit to drive Standard

- Implementing the Clancy Group Fit to Drive Standard in consultation with staff, especially in consultation with drivers
- Ensuring that any reports from drivers of ill health, stress or fatigue are acted upon to prevent unsafe driving situations
- Ensuring that drivers do not drive for excessive periods of time, prior, during and after work time
- Leading by example

Distracted Driving Standard

- Implementing the Clancy Group Distracted Driving Policy in consultation with staff, especially in consultation with drivers
- Leading by example
- Ensuring that the dangers of in-vehicle technology are regularly reviewed and included in team meetings and staff appraisals

Safe Speed Standard

- Implemented the Clancy Group Safe Speed Standard in consultation with staff, especially in consultation with drivers
- Leading by example, and always driving at a safe and legal speed for the road conditions
- Acting upon any reports of speeding provided by the Fleet Safety Management & Compliance Team



If you require further guidance on driver and
fleet safety management, please contact:

Colin Knight

Head of Fleet Safety Management & Compliance

Email: Colin.knight@theclancygroup.co.uk | Tel: 07884 473904

