

DRIVING FOR WORK POLICY

Premier Windscreens Edinburgh

Automotive Glazing & ADAS Calibration

Issue Date: 18 June 2026 | Review Date: 18 June 2027

Responsible Director: David Conquer

Ref: PWE-DFW-001

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1 POLICY STATEMENT

Premier Windscreens Edinburgh recognises that driving is an essential part of its operations and is committed to ensuring that all work-related driving activities are undertaken safely and responsibly.

The Company is committed to reducing the risk of road traffic incidents involving employees, contractors, customers and members of the public.

This policy applies to all employees who drive company vehicles or use private vehicles for company business.

2 PURPOSE

The objectives of this policy are to:

- Promote safe driving practices.
- Reduce the risk of accidents and injuries.
- Ensure compliance with road traffic legislation.
- Protect employees, customers and members of the public.
- Minimise vehicle damage and business disruption.
- Ensure company vehicles are operated safely and responsibly.

3 DRIVER RESPONSIBILITIES

All drivers must:

- Hold a valid driving licence appropriate for the vehicle being driven.
- Comply with all road traffic laws.
- Drive safely and responsibly at all times.
- Conduct vehicle checks before use.
- Report defects immediately.
- Report accidents and incidents promptly.
- Ensure loads and equipment are secured safely.
- Cooperate with licence checks and investigations.

■ **Drivers must not operate a vehicle if they believe it is unsafe.**

4 DRIVING LICENCE REQUIREMENTS

Employees who drive on company business must:

- Hold a valid UK driving licence.
- Inform management immediately of: penalty points, driving disqualifications, medical conditions affecting driving, and licence restrictions.

The Company reserves the right to carry out periodic licence checks.

■ **Failure to disclose relevant driving information may result in disciplinary action.**

5 VEHICLE INSPECTIONS

Drivers shall undertake daily vehicle checks before commencing work. Checks should include:

- Tyres
- Lights
- Windscreen condition
- Wipers and washers
- Mirrors
- Number plates
- Fluid levels
- Warning lights
- General vehicle condition

Any defects must be reported immediately.

■ **Vehicles deemed unsafe must not be driven until repaired.**

6 MOBILE PHONE USE

■ **The use of hand-held mobile phones whilst driving is strictly prohibited.**

Drivers must not:

- Hold a phone whilst driving.
- Text whilst driving.
- Use messaging applications whilst driving.
- Use social media whilst driving.

Where communication is necessary:

- Pull over safely and legally before using a device.
- Use approved hands-free systems only where lawful and safe.

Drivers must remain fully focused on driving at all times.

7 SPEEDING AND ROAD TRAFFIC OFFENCES

Employees must:

- Observe speed limits.
- Drive according to road and weather conditions.
- Comply with all traffic regulations.

The Company will not tolerate reckless or dangerous driving.

Employees remain personally responsible for penalties resulting from traffic offences.

8 FATIGUE MANAGEMENT

Driver fatigue is a significant road safety risk. Employees should:

- Ensure they are fit to drive.
- Take appropriate rest breaks.
- Avoid driving when excessively tired.
- Inform management if fatigue becomes a concern.

■ **Employees must not drive if their ability is impaired through lack of sleep, illness or medication.**

9 DRUGS, ALCOHOL AND IMPAIRMENT

■ **Employees must not drive whilst under the influence of alcohol, illegal drugs, or any substance that impairs driving ability.**

- Employees prescribed medication that may affect driving must notify management where appropriate.
- Any employee suspected of driving whilst impaired may be subject to disciplinary action.

10 COMPANY VEHICLES

Employees are expected to:

- Keep vehicles clean and roadworthy.
- Use vehicles only for authorised purposes.
- Protect company property.
- Secure tools, equipment and stock.
- Lock vehicles when unattended.

Company vehicles shall be maintained in accordance with manufacturer recommendations.

11 LOAD SECURITY

Vehicle glass, tools and equipment must be transported safely. Employees shall:

- Use approved glass carrying systems.
- Secure all loads.
- Prevent movement during transport.
- Comply with legal load requirements.

■ **Unsafe loading practices are prohibited.**

12 ADVERSE WEATHER

Drivers must consider:

- Snow and ice.
- Heavy rain.
- Strong winds.
- Flooding.
- Reduced visibility.

Journeys should be postponed where conditions present an unacceptable risk.

Additional caution must be exercised when transporting vehicle glass in adverse weather.

13 ACCIDENTS AND INCIDENTS

In the event of an accident:

1. Stop safely.
2. Check for injuries.
3. Contact emergency services if required.
4. Exchange details where appropriate.

5. Notify management as soon as possible.
6. Record relevant information and photographs where safe to do so.

■ **Employees must not admit liability on behalf of the Company. All accidents, regardless of severity, must be reported.**

14 BREAKDOWNS

In the event of a breakdown:

- Move to a safe location if possible.
- Use hazard warning lights.
- Contact breakdown assistance.
- Inform management.
- Follow emergency procedures.

Employees must not attempt repairs that could place them at risk.

15 PARKING AND REVERSING

Drivers shall:

- Park safely and legally.
- Consider pedestrian safety.
- Use additional caution when reversing.
- Avoid unnecessary reversing where possible.

Where visibility is restricted, drivers should stop and reassess before manoeuvring.

16 TRAINING

Employees who drive on company business may receive training relating to:

- Safe driving practices.
- Vehicle checks.
- Load security.
- Accident reporting.
- Road safety awareness.

Additional training may be provided where operationally required.

17 MONITORING

The Company may monitor compliance through:

- Licence checks.

- Vehicle inspections.
- Accident investigations.
- Fleet performance reviews.
- Management observations.

Corrective actions may be implemented where required.

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DISCIPLINARY ACTION

Failure to comply with this policy may result in disciplinary action. Examples include:

- Dangerous driving.
- Mobile phone use whilst driving.
- Driving under the influence.
- Failure to report licence issues.
- Failure to report accidents.
- Deliberate vehicle misuse.

■ **Serious breaches may be treated as gross misconduct.**

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POLICY REVIEW

This policy shall be reviewed:

- Annually.
- Following serious incidents.
- Following legislative changes.
- Following significant changes to company operations.

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COMPANY COMMITMENT

Premier Windscreens Edinburgh is committed to ensuring that all driving activities are carried out safely, legally and responsibly.

The Company recognises that road safety is a shared responsibility and expects all employees to contribute to maintaining the highest standards of driving behaviour.



APPROVAL

Signed:

Date:

David Conquer

18 June 2026

Owner / Managing Director

Review Date: 18 June 2027

Premier Windcreens Edinburgh