

Amey Driver Handbook

Creating **better places** to live, work and travel

Engineering | Facilities | Environment | Utilities | Transport | Defence | Justice



Information for all drivers

Who can drive an Amey vehicle?


You can drive an Amey vehicle if:

- You are a permanent or agency employee who has completed a mandate and have a valid licence check on record.
- You are the partner/spouse of a company car driver who resides at the same address as the main driver and have completed a mandate and have a valid licence check on record with Amey.
- You are driving a vehicle within your permitted licence categories.
- You are fit to drive.
- The driving activity is authorised.

There is no age restriction on who can drive an Amey vehicle, however vehicle familiarisation and further training may be beneficial. Provisional licence holders are not permitted to drive Amey vehicles.

Driver responsibilities

Every Amey driver must:

- Ensure you are familiar with this handbook and the manufacturer's vehicle manual.
- Hold a full and valid driving licence for the category of vehicle you drive.
- Ensure your vehicle is roadworthy and safe to use at all times.
- Familiarise yourself with each vehicle you drive before use.
- Obey the **Highway Code**  all road traffic laws and company specific policies.
- Know what to do in an emergency and report all vehicle incidents **immediately**.
- Wear a seatbelt at all times and ensure all passengers do the same.
- Be fit to drive and inform your people manager of any illness that may affect your ability to drive.
- Plan your journey carefully and remove all distractions to ensure you reduce risk to yourself and others.

Driving licences

All drivers must hold a valid licence for the vehicle they are driving and are required to have their driving licence checked regularly as per **Amey Policy @** - you will be asked to provide your consent to this. You must inform your people manager if your licence is endorsed, revoked, lost or misplaced.

Insurance and tax

You are insured under the Amey Motor insurance policy to drive an Amey vehicle as long as you have a valid (appropriate) driving licence check on record. Any other use of a vehicle is not covered by the insurance policy unless agreed as part of your contract. A copy of Amey's Motor Insurance Certificate can be found in the **Amey Document Library @**. Please note that if you have an incident in an Amey vehicle you are obliged to also inform your own personal vehicle insurance provider.

Your personal property is not covered by the company's insurance so you should consider making your own insurance arrangements.

Amey arranges Vehicle Excise Duty for all owned and leased assets automatically, but if you need this information please contact Amey Fleet and Plant or check online at www.vehicleenquiry.service.gov.uk.



Walk round checks

For your own and other peoples' safety, it is essential that regular checks are carried out on your vehicle. Amey uses the CheckedSafe app to help facilitate this which can be downloaded from the Play Store or App Store.

All drivers of **all** vehicles should carry out the following checks as a minimum:

Mirrors
& Glass

Washers
& Wipers

Horn &
Steering

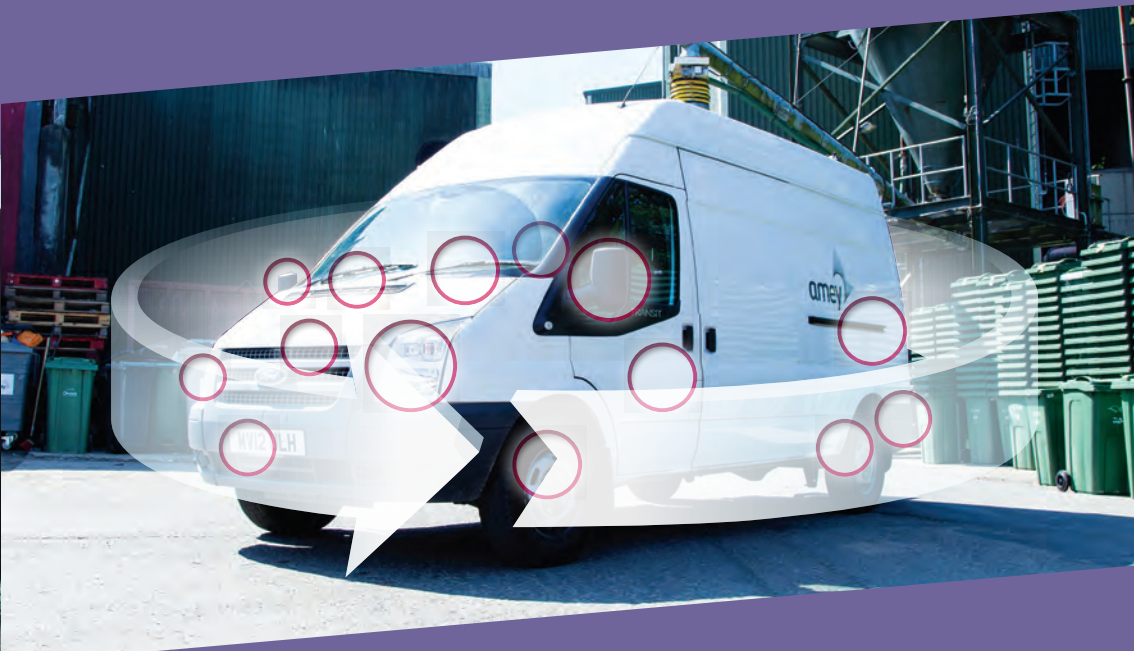
Lights &
Indicators

Brakes

Bodywork
& Doors

Load

Towbars
& Taillights



Seats &
Seatbelts

Battery

Warning
Lamps


Tyres &
Wheels

Numberplate

Fluids, Fuel
& Oil

Exhaust

Speeding

You must adhere to the **Highway Code**  and observe speed limits at all times. Ensure you are aware of the speed limits for the vehicle you are driving.

Never drive too close to the vehicle in front of you, as you may not be able to stop safely in an emergency. Allow at least a two-second gap between you and the vehicle in front.

Fitness to drive

Before you drive a vehicle you need to be able to say **"I AM SAFE"**.

Illness

Do you have an illness or symptoms that might affect your ability to drive?
Have you reported it to DVLA and your people manager?

Attitude

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

Medication

Could your medication or any drugs in your system affect your driving?
Check with your doctor/pharmacist if unsure.

Sleep

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

Alcohol

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

Food

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

Eyesight


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

Service, maintenance, tyres

Drivers are responsible for ensuring that their vehicle has been serviced and MOT'd as per the manufacturer's guidelines and the agreed maintenance schedules. Amey has put in place appropriate providers to facilitate this.

Tyres are the only part of a vehicle which is in contact with the road. Safe acceleration, braking, steering and cornering all depend on this small area of road contact. It is important to ensure your tyres are well maintained. Check your tread depth and pressures regularly and look out for uneven wear and bulges. **Do not** attempt to change a tyre/wheel yourself, always seek professional help.

Smoking

It is company policy that you **cannot** smoke in any Amey vehicle or when carrying a passenger on Amey business in your own vehicle – **this includes e-cigarettes.** 


Fuel

A fuel card may only be used for the intended vehicle. You must use the correct fuel for the vehicle and provide the vehicle registration and current mileage.

If your site has the facility of bunker fuel, you must comply with local record keeping guidelines.

Theft of fuel is considered gross misconduct and will result in disciplinary action being considered.

Mobile phones

It is a criminal offence to use a hand held mobile phone or similar device in a vehicle whilst in control of a vehicle. **Amey policy** extends to the use of hands-free devices in line with industry best practice. 

Journey planning, safety and security

- Always plan your journey well, set out in good time, check the weather forecast and traffic information for the route you intend taking and inform others of your expected arrival time.
- When leaving a vehicle shut the windows, lock all doors and remove the keys.
- Valuables should not be left in an unattended vehicle. If this is unavoidable, they should be locked away out of sight.
- Never pick up hitch hikers and avoid confrontation with other road users.
- Carry an emergency kit which contains the following: Water; high energy food; waterproofs; blanket; hi-vis clothing; torch; reflective warning triangle; sponge; paper and pencil; mobile telephone, scraper.

Incidents and breakdowns

If your vehicle is involved in an incident or breakdown you must take the following steps:

1. Leave the vehicle using the safest exit and stand well away from traffic – wear high visibility clothing.
2. Call the emergency services if required.
3. Contact Amey Fleet and Plant for assistance on **03433 519031**.
4. Do not attempt any repairs to the vehicle.
5. Use your Amey Bump Card to record all details of an incident.
6. If you have a camera and it is safe to do so, take photographs of the scene.

If you have a chipped/damaged windscreen or window, call Amey Fleet and Plant on **03433 519031**.

If your vehicle is stolen, you must report it immediately to the police. You must then report it to Amey Fleet and Plant and your people manager.

Traffic offences, congestion charges and toll fees

You are responsible for paying any parking or traffic violations received while driving. For toll, bridge and tunnel fees please refer to the **Travel and Expenses Policy**. 

Vulnerable road users

The most vulnerable road users are pedestrians, cyclists, motorcyclists and horse riders. It is particularly important to remember the following when sharing the road:

- Watch your speed.
- Be patient; give others time and room.
- Regularly check your blind spots.

Environmental impact and sustainability

We must all be aware of the impact that our activities have on the environment. You are required to drive as economically as possible and consider the following:

- Do you need to travel?
- Do not carry unnecessary loads.
- Do not leave the engine idling.
- Ensure that the correct tyre pressures and tread depth are maintained.

Company car and cash allowance drivers @

Driving your own vehicle on company business

If you use your own vehicle on company business, Amey has a duty of care to you and other road users to ensure that your vehicle is fit for purpose. It is your responsibility to ensure that you meet all legal and Amey requirements. You must have:

- Suitable insurance; to include business use.
- Valid Vehicle Excise Duty (tax).
- MOT (where appropriate).
- Registration document (V5) /evidence of ownership.
- Evidence of regular servicing in line with the recommended guidelines.
- The vehicle should be no more than nine years old.

You are also advised to ensure that you have adequate breakdown cover. Amey reserves the right to request copies of relevant documents.

Benefit in kind

Drivers are responsible for their own tax affairs. A company vehicle that is available for personal use may require the payment of benefit in kind income tax and it is your responsibility to keep the tax office informed. Each year, Amey will notify the tax office of all vehicles driven in the prior tax period.



Taking your vehicle abroad

Company cars may be taken to mainland Europe as long as you have complied with the following:

- Contact the vehicle leasing company to obtain permission for the vehicle to be taken out of the country and obtain the Vehicle on Hire certificate – drivers will have to pay a fee to the leasing company to obtain this certificate.
- Ensure you have breakdown cover (equivalent to AA 5*) should the vehicle need to be recovered back to the UK if it becomes unroadworthy. All costs incurred for this are the responsibility of the employee.
- Comply with local legislation within each country that you visit e.g. headlight adjustment, alcohol testing kits etc.

Amey vehicles are **not** insured for use outside the EU and Switzerland and you must contact Amey Group Insurance before travelling if you intend to take the vehicle outside the EU.

Operational vehicle drivers

Loads

It is illegal and dangerous to drive a vehicle that is overloaded or has an insecure load. Make sure the weight is distributed correctly, checking the maximum weight permitted and axle loads.

If you carry dangerous goods on your vehicle you need to fulfil your legal responsibilities. Specialised information is required for this type of activity and additional training may be necessary. Pay special attention to gas bottles and petrol cans and ensure they are stored appropriately.


DVSA

The Driving and Vehicle Standards Agency (DVSA) can issue drivers with fixed penalty notices for vehicle and traffic offences. If you are stopped:

- Provide required information e.g. defect sheets, driving licence details etc.
- Inform your manager who should then inform Amey Fleet and Plant.

DVSA also have powers to immobilise unsafe vehicles. If your vehicle is immobilised you must inform your Transport/People Manager who must immediately inform Amey Fleet and Plant.

Telematics

It is **Amey policy**  to have vehicle telematics units fitted to operational vehicles. Telematics data is compiled in order to assist and provide data relating to:

- Utilisation and productivity.
- Miles travelled/usage/idling.
- MPG and emissions to improve performance and reduce CO2.
- Lone worker management.
- Driver behaviour management.

Towing and trailers

If you are required to tow a trailer, you must comply with the following to ensure you are safe and legal:

- Do not tow more than your licence permits.
- Do not overload the trailer, distribute the weight evenly and ensure the load is secure.
- Be aware that speed limits are lower for vehicles towing trailers.
- The trailer must be properly hitched to the vehicle using the correct pins, clips and breakaway cables.
- Towing a trailer could bring you into scope of Operator Licensing and Drivers' Hours law.

Driver Certificate of Professional Competency (Driver CPC)

Employees who drive vehicles in categories, C1, C1+E, C or C+E, D1, D1+E, D or D+E must complete their Driver CPC training and carry their Driver Qualification Card (DQC) at all times whilst driving. Lost, stolen or missing cards should be reported to the DVSA immediately.

Drivers' hours

The amount of driving you can do and how you must record it is governed by law under the following regulations:

- EU Drivers' Hours.
- The GB Domestic.
- Working Time Directive.

Drivers are responsible for ensuring they are operating under the correct rules. See **Amey Policy**  for further details.

Reversing assistant and blind spots

You need to be aware of your surroundings and make sure people around you know that you are reversing. Refer to **Amey Drivers Hours and Records Policy**  and use a Reversing Assistant where appropriate.

Be aware of where your blind spots are and take extra care before performing any manoeuvres where there may be another road user hidden from view.



Key contacts

You can contact all departments within Amey Fleet and Plant by calling **03433 519031** and selecting the option you require. You can also contact the teams via email as set out in the table below:

Service/Support	E-mail Address	Contact For
Company Cars	amey@hitachicapital.co.uk	Company car orders/queries
Compliance	olicence @amey.co.uk amey.compliance@hitachicapital.co.uk	O Licence Vehicle docs, VED, Fines
Daily Rental and Safety Critical Hire	shorttermhire@amey.co.uk	Daily rental bookings and queries including safety critical plant
Driver Risk Management	fleetroadrisk@amey.co.uk ameydriversupport@applieddriving.co.uk	Road Safety and Driver Risk Management info Driving licence checks
Fleet Optimisation	fleet.optimisation@amey.co.uk	Telematics and vehicle utilisation
Fleet Procurement	amey@hitachicapital.co.uk	Long term hire and asset procurement
Fuel Cards	fuelcards@amey.co.uk	Fuel card queries
Insurance	insurance@amey.co.uk	Insurance and claims queries
Maintenance	AmeyTS@hitachicapital.co.uk	All maintenance queries: tyres, glass, breakdown, service, MOT etc.
Plant	Plant.Provision@amey.co.uk	Plant queries

KEY TO SYMBOLS USED IN DOCUMENT



Where you see this symbol, refer to The Highway Code for further information



Where you see this symbol, refer to the Amey Document Library for further information

Questionnaire

Please complete the section below to confirm you have read and understand the Amey Driver Handbook. This document must be signed and retained by your people manager.



What category of licence do you hold

What is the contact number for fleet

Who do you contact first in the event of an accident

How often should you check your vehicle

Are you allowed to smoke in an Amey vehicle

Who will receive the fine if the DVSA find a fault on your vehicle

What is the maximum age allowed for a private car used for Amey business

Who is responsible for your vehicle and all who travel in it

I have read and understood the contents of this handbook

Name:

Signature :

Date:

Manager's Name:

Signature:

Date: