VEHICLE AND DRIVING POLICY

About this policy

This policy sets out our policy as regards the provision to, and use by, you of Company Vehicles, and the provisions that apply to you generally when driving for work purposes. Company Vehicles are cars, vans or other vehicles, provided by us for you to use at work. For the purposes of this policy, it includes fleet vehicles belonging to us and vehicles Magic Number may have hired.

This policy applies to all employees, officers, consultants, contractors, casual workers, agency workers, volunteers and interns. It also applies to those visiting our premises or using our vehicles.

This policy does not form part of your contract of employment or contract for services and can be amended by us at any time.

DRIVING LICENCE

As per your contract of employment (if applicable), you are required to have a valid UK driving license to drive a Company Vehicle. You must inform Magic Number if you no longer have the required license for a particular vehicle that you are asked to drive.

You must share your driving license details with the Logistics Manager Prior to operating any company vehicle. You can do this online via

https://www.gov.uk/view-driving-licence

HIGHWAY CODE AND RESPONSIBLE DRIVING

All employees are asked to refresh themselves fully with the Highway Code, paying particular attention to the areas that may now have changed since your employment with the company.

The Highway Code is free online:

http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/DG_070202

When driving company vehicles, you must remember it is always our property and drive and park with the utmost care and attention to other road users. If you fail to do so, you are putting your job in jeopardy. Breach of this policy may be considered misconduct, or in certain instances, it may be gross misconduct and dealt with under our Disciplinary Procedure.

SPEED LIMITS (UK)

National legal speed limits apply. Therefore, if a driver is caught speeding, they are fully liable for fines and points against their driver’s license.
If caught speeding while working for Magic Number, Management must be informed immediately. You will be responsible for any speeding fines you incur.

Magic Number will deal with speeding drivers on an individual case basis. However, speeding may be misconduct or, in serious cases, gross misconduct and dealt with under our Disciplinary Procedure.

MOBILE PHONES
Under no circumstances should you use a mobile telephone while driving. This is unlawful.

VEHICLE USE
Company Vehicles are provided to enable you to undertake work on behalf of Magic Number and their clients and are not for personal use. Should you use any Company Vehicle for unauthorised personal use, you will be solely responsible for it, any damage to it and the consequences of any damage you cause to other people or property.

Before taking a Company Vehicle home, please seek permission from the logistics Manager. You must sign out (via the QR code and online form) when you are taking the Company Vehicle. Failure to do so will result in you being liable for accidental damages incurred to the vehicle whilst under your supervision.

If you are not able to attend Magic Number business for which you have been given the Company Vehicle (e.g. you are sick and unable to work at an event in your schedule), we may ask you to make it available for use by others and you must comply with any reasonable request to hand over the keys for this purpose.

PRE-USE CHECKS
All drivers should complete the Magic Number pre use checks on the App (paper versions are available) daily and prior to any driver driving for the first time that day

You should also check the oil, water and tyres (including checking that tyre pressure is at its recommended level) before you use the Company Vehicle.

All drivers should check the lights before commencing any journey, any defects reported to the Warehouse or Operations Managers immediately.

Daytime journeys can be made if a lamp or reflector becomes defective during a journey or if arrangements have been made to fix a previous fault with all reasonable speed.

VANS UNDER 3.5 TONNES
All drivers are covered by guidance issued by the Health and Safety Executive, who recommend regular breaks for van drivers. For more details, please speak to the Logistics Manager.

If you drive a commercial van of over 2 tonnes, you are limited in speed on all A Class Road to 50 mph (NOT 60 mph), so if you are caught doing 65 in a 60 area, you are 15 mph over the limit.

GENERAL VEHICLE HEIGHTS

Always check the height and width of your vehicle prior to moving off. These are displayed in all Company Vehicles

It’s the driver’s responsibility to know the height and general specifications. Attention is always called for, especially regarding bridges and while in and around filling stations.

VEHICLE LOAD
In the interest of health and safety and as required by law, it is the responsibility of the driver of the vehicle to ensure the load is secured and tied down correctly with the appropriate device. There can be penalties if this is not done properly. When loading, ensure the weight across the axles is distributed evenly and that heavy items are placed at the bottom of the load. Valuable and fragile resources should be wrapped and packed safely, i.e., graphics, flower troughs, Perspex etc. Anyone involved in loading the vehicle should also check that it is loaded properly.

If employees are unsure how strapping devices are operated (e.g., ratchet straps), guidance can be sought from the Warehouse and Logistics Managers.

VEHICLE CLEANLINESS
All Company Vehicles must be maintained in full working order, clear of any debris and clean and presentable always. The vehicles represent Magic Number to event organisers and the public.

All vehicles mush be clear of rubbish at the end of every day.

Smoking and vaping are prohibited in ALL company-owned or hired vehicles.

FUEL
You will be issued with a fuel card when signing out a vehicle.

All Magic Number vehicles returning to the warehouse must be returned with a full tank of fuel.

Magic Number fuel cards are accepted at all TEXACO garages as well as any other garage accepting the FASTFUEL fuel card, this should be checked with the cashier prior to commencement of fueling if unsure. A full list can be found by downloading the Eroute Fastfuel app.

Always give your vehicle registration when paying for your fuel.
In rare circumstances, to claim for fuel purchased on behalf of the company, please do this via our Expenses Policy and submitting a receipt.

CHECKING HIRED VEHICLES
When taking delivery of a hire vehicle, please ensure the vehicle is thoroughly checked and any dents, marks, scratches or damage to the interior and exterior, however small, are marked on the contract sheet, as you will be liable for any damage incurred. Please then ensure that the contract sheets are handed in to the Warehouse Manager.

VEHICLE SECURITY
Please ensure all Company Vehicles are locked and fitted with the appropriate wheel clamps, tow hitch clamps and steering linked locks.

When parking, please carefully consider the area in which you are parking with regards to security particularly if you have equipment or stock on board.

Loaded trucks and trailers should be padlocked, reversed up against a wall in a lit environment or parked inside the warehouse overnight.

Never leave electronics/ tools/ stock or items of significant value in vehicles or units overnight.

All lockable Luton vehicles must not leave the Magic Number warehouse without a security padlock.

When parking LGVs overnight away from base, where possible park the vehicle in a covered secure compound or a security-maintained lorry park. If this is not possible, you must ensure the vehicle is parked up in a lit environment, with the rear-loading door facing a solid wall or structure, limiting access to the rear of the vehicle.

If there is more than one vehicle to be parked overnight, reverse the vehicles with the rear doors facing one another.

If it is not possible to park the vehicle safely (as set out above), you must unload the equipment or stock from the vehicle into a safe environment, e.g. lock up. You must get approval from your manager before doing this.

Leaving Magic Number or client property exposed to potential theft is a very serious matter which will be dealt with under our Disciplinary Procedure.

CONGESTION ZONE

If you enter the any controlled zone (e.g. Congestion Zone or ULEZ) while driving, it is the responsibility of the driver to inform their Line Manager the same day.

If you unexpectedly enter a controlled zone without informing the Operations Manager or Project Manager and a fine ensues, the driver could well be liable for paying the fine from their wages.

If you are unaware of the Congestion Zone or ULEZ boundary, please consult the Operations Manager before starting your journey.

VEHICLE WEIGHT

The driver must ensure the load does not exceed the tare weight indicated for the vehicle that you are using, and if you are in doubt as to the tare weight, contact the Operations Manager for guidance.

It is an offence to drive an overloaded vehicle, and there are heavy penalties for both the driver and company.

You may not drive any 7.5-ton vehicle or vehicle that tows Magic Number [or client] equipment whilst working for us without a working tachograph. It is your responsibility to ensure that this tachograph works correctly and that you record your driving hours correctly.

ACCIDENT REPORTING

■ DO stop and give your name and address, and the name and address of the vehicle owner, to the other driver or anyone who has reasonable grounds to ask for this information
■ DO get personal and insurance details of the other driver, making sure you write all the relevant information (other car's registration number/s, insurance, driver's licence etc.)
■ DO note the names and addresses of any witnesses
■ DO note the number of any police constable present
■ DO make a sketch of the scene, as this is ideal when submitting a claim to the insurance company
■ DO report the accident to the police and the Magic Number Logistics Manager as soon as reasonably practical (within 24 hours)
■ DO try to take photos of the scene of the accident if possible, including photos of any damage to the vehicles involved
■ DO make a note of how many people were involved in the accident (how many people in each car)
■ DON'T make a statement admitting liability or fault regarding your driving, the condition of the vehicle or security of the load
■ DON'T make any offers or promises to third parties without the prior consent of your insurer and without taking legal advice. The police should otherwise be given all reasonable assistance.
■ DON'T delay in reporting the accident to the police if they are not at the scene. You must do so within 24 hours
■ DON'T try to keep an accident secret. Give full details to your employer without delay.
■ Once you return to the Magic Number office, you must complete the Magic Number accident Report forms
Police notification - you must report an accident to the police within 24 hours if it causes:
■ Injury to an animal or a person
■ Damage to roadside property (such as lamp posts, trees or gate posts) or another vehicle

VEHICLE TAX AND INSURANCE
Magic Number will tax and insure Company vehicles.

Before driving a Company Vehicle, you should check with your line manager that you are covered by Magic Number's insurance policy. This often requires you to be of a certain age (25) to be covered, so it is important to check.

If an Employee is involved in an accident whilst driving a Company Vehicle and it is determined to be his/her fault, then this is classed as a first offence. The driver will be advised that they will be monitored going forward but allowed to continue to drive for Magic Number, unless the accident was the result of recklessness or criminally negligent driving, in which case it may be dealt with under the Disciplinary Procedure.

The Company may cover the full cost of the insurance excess for a first offence.

If an Employee is involved in a second accident whilst driving a Company Vehicle and it is again decided that the Magic Number driver is at fault, it will be classified as a second offence. Monitoring will continue. We reserve the right to deal with the case under our Disciplinary Procedure if we consider that there has been misconduct or gross misconduct.

If The Company must make a claim on the insurance policy because of your negligence or carelessness whilst driving, we reserve the right to deduct any insurance excess payment from your pay. This is subject to a maximum of £250 (or £500 if you are grossly negligent). Examples of [gross] negligence include, but are not limited to, parking in an illegal manner, driving overloaded, dangerous driving, carrying more passengers [than there are seat belts for] and exceeding the speed limit.

VEHICLE MAINTENANCE

Magic Number will pay for all maintenance and repairs of a Company Vehicle, unless they are required because of your negligence as the driver. Please familiarise yourself with the provisions of our insurance policy so that you know what is covered.

If we must make a claim on the insurance policy because of your negligence, or failure to take reasonable care of the vehicle and its contents, we may deduct any insurance excess payment from your pay. This is subject to a maximum of £250 (or £500 if you are grossly negligent).

PARKING TICKETS AND FINES

You will be responsible for handling any parking tickets that you receive when parking a Company Vehicle (e.g. appealing the fine if need be) and paying any fines which you incur. Showing evidence to the Logistics Manager once resolved

TOWING

The need to be extra vigilant cannot be emphasised enough, and the reaction time of the driver is of the utmost importance. Never exceed 50 mph and be extremely cautious in wet/windy conditions and when overtaking other vehicles. If you are running late, don't rush; phone ahead and rearrange your arrival time realistically (i.e., average 30 mph).

You should take regular breaks even if you are not governed by law to do so. Always use the correct number plate (you can be prosecuted for not doing so), and check trailer wheel nuts before every journey.

If you have never towed a trailer and have been asked to do, please inform the Project Manager and/or the Operations Manager. Training will then be arranged for you if necessary.

Under no circumstances should you undertake towing a trailer without prior experience.

DRINK DRIVING

The legal alcohol limit in England, Wales and Northern Ireland for driving is 80 milligrams of alcohol per 100 millilitres of blood or 35 micrograms of alcohol per 100 millilitres of breath. In Scotland the limit is 50 milligrams of alcohol per 100 millilitres of blood or 22 micrograms of alcohol in 100 millilitres of breath.

There is no way to know how much you can drink and stay under the limit, since it can depend on your weight, age, metabolism, the amount of food you've eaten and other factors.

It's impossible to get alcohol out of your system quickly, it always takes time. A shower, a cup of coffee or other ways of 'sobering up' may make you feel better but won't remove the alcohol from your system.

If you've been out drinking, you may still be affected by alcohol the next day and could lose your licence if you drive and are still over the legal limit.

Alcohol affects everyone differently and any amount can impair your ability to drive. The only safe option is to avoid alcohol completely if you're driving as even 'just one drink' could put you over the limit.

If you're driving a Company Vehicle, or your own vehicle on Magic Number business, don't drink any alcohol at all.

DRUG DRIVING

It's an offence to drive with any of 17 controlled drugs above a specified level in your blood. This includes illegal and legally prescribed drugs.

The limit set for each drug is different, and for illegal drugs the limits set are extremely low. They aren't zero to rule out any accidental exposure (e.g. from passive smoking).

You should always check with your doctor or pharmacist if you're unsure about whether your prescription or over-the-counter medication will affect your ability to drive.

The biggest risk you take when driving under the influence of alcohol or drugs is the risk of causing a collision.

Driving under the influence of drink or drugs is extremely dangerous and can affect your driving in numerous ways.

Driving for Magic Number under the influence of drink or drugs is a severe offence which is an example of gross misconduct and will be dealt with under our Disciplinary Procedure.

USING OWN VEHICLE FOR BUSINESS

If the Company requires you to use your own vehicle for Magic Number business (e.g. to travel to or from an event), you will need to check the terms of your own insurance policy. It can sometimes be a requirement that you notify the insurer that you are using it for work purposes.

If you inform us that you are intending to use your own vehicle for Magic Number business, we may request to see your valid insurance, current MOT certificate and confirmation that it is taxed. If we do, you must provide the documentation within 7 days of the request.