



Integrated
Management
System

Fleet Operations Policy

Reference: IMS-
Issue Date: 03/12/2018
Approved By: Michael Gibbons
Managing Director

Sets out ASME's commitment to responsible
Fleet Operations

ASME Engineering operates a small fleet of commercial vehicles – primarily to transport materials and personnel to site. Although this fleet represents a small element of our endeavours it is our most prominent interaction with the general public and a significant area of risk. It is for these reasons that ASME Engineering has implemented controls around the operations of its Fleet and adopted the Transport for London Freight Operator Recognition Scheme (FORS) requirements as our companywide commitment to responsible road use. This policy sets out the key provisions of this commitment and identifies how it works alongside our Integrated Management System and particularly policies on the Environment and Health & Safety.

Responsibility

Our Director, Quality & Technical is tasked with primary responsibility for Vehicle, Driver and Driving Standards within the company and mitigating risks associated with our road use. We have nominated a Logistics & Stores Manager to report on the suitability, condition and maintenance of the vehicles we use.

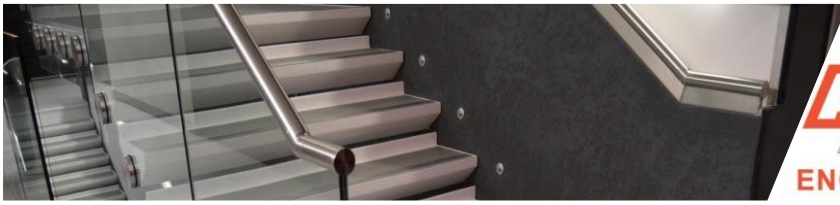
We have used the principles set out in this policy to shape a series of detailed Policy Statements, contained within the Vehicle & Driving Manual, as part of our Integrated Management System to ensure that expectations and norms are set out, understood and effective in delivering our commitments.

Every driver within the company has responsibilities defined in this document and the Vehicle & Driving Manual to contribute to the success of this policy.

Vehicle Standards

Our vehicles will be maintained in line with manufacturer's recommendations and applicable operator's license requirements. This includes the competent rectification of defects as soon as is practical (and before a vehicle is used where they affect safety).

Vehicles will be inspected each day to confirm their suitability for use – by the driver for personally assigned vehicles or as directed by the Logistics & Stores Manager for vehicles allocated each day on the basis of need. Tyre tread depth will be at least 150% of the legal minimum across the tread pattern (other than where tread contours are designed to achieve a lesser depth), their pressure will be in line with a norm shown on the vehicle and the speed rating will be as recommended by the vehicle manufacturer.



Processes for allocation and use of vehicles ensure that the loads they transport are known quantities, fall within the chosen vehicle's design and legal capabilities and are restrained in line with BS 12195 to ensure safety in transit. Where possible we will endeavour to use the most environmentally responsible (fuel efficient) vehicle capable of completing a task and make vehicle purchasing and replacement decisions with due regard to their environmental performance.

Driver Standards

Before anyone drives one of our vehicles, we will have satisfied ourselves that they are capable and suitable to drive that vehicle through a Driver Check completed before they first drive for us and repeated at least every six months. Our Driver Check includes:

- Verification of driving license entitlement with DVLA including Certificate of Professional Competence where applicable.
- Review of any identified driving offences (both those reported to us and endorsements on the license).
- Review of any comments, compliments or complaints received about their driving
- Check their eyesight and health
- Confirm awareness of our key policy requirements for drivers (including signed acceptance of the latest Driver & Vehicle Manual) and understanding of how to protect vulnerable groups and avoid accidents when at the wheel

These simple checks help us to evaluate the suitability of a driver to uphold our standards and those we have committed ourselves to. Where there is any element of concern, the individual will be asked to complete further tests and/or only be approved for a shorter period of time.

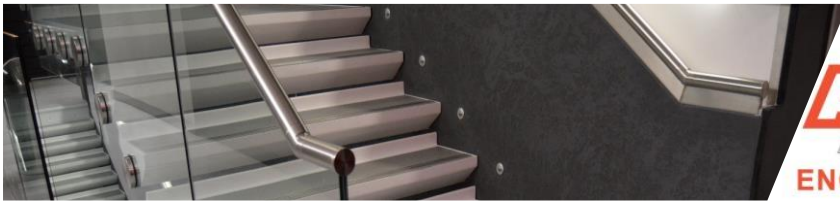
Driving Standards

We expect every vehicle to be driven in line with certain basic standards:

- Obeying the rules of the road and the Highway Code, observing speed limits and allowing for road hazards and conditions
- With due courtesy and consideration to other road users
- With professional caution and anticipation to protect vulnerable groups particularly pedestrians, cyclists and motorcyclists or groups working alongside the road such as highway maintenance workers or vehicle recovery personnel
- Minimising fuel use, avoiding pollution and maximising safety through a responsible driving style and avoiding idling or inefficient behaviour.

Our drivers must ensure that they are in a position to give driving their full attention and capability. This includes:

- avoiding distractions from using mobile phones, sat navs or any other in-vehicle technology (and particularly never using a hand-held phone or device unless the vehicle is parked in a safe place and its engine is switched off)
- being free from the influence of drink or drugs (in accordance with our Drug & Alcohol policies)
- being free of fatigue, well rested and working within the European or Domestic driver's hours regulations (whichever apply to the type of vehicle driven) by



compliance rather than exemption and hence working within the Working Time Directive restrictions.

- not eating, drinking or smoking while driving or permitting smoking within any company vehicle
- reporting any medical condition that might affect driving (such as sleep apnoea, diabetes or vision conditions such as RP) such that the company can arrange appropriate medical screening and restrict driving if it is unsafe

Audit, Review & Improvement

These policy commitments are essential to our responsible use of the roads and separate commitments on Health & Safety and the Environment. For this reason, we take the following actions to ensure the implementation and effectiveness of this policy:

- Auditing controls on Driver Standards and Vehicle Condition as part of our programme of internal audit of the Management System
- Evaluating records of working time and defect inspection / resolution as part of our Operator's Licence compliance programme
- Analysing vehicle fuel and tyre use to evaluate vehicle performance and driver performance (where sufficient consistency of use exists)
- Actively soliciting, investigating and acting upon (where relevant) feedback on the use of our vehicles and standards of our driving
- Reviewing individual performance and compliance (through records of accidents and feedback received at each Driver Check) to confirm continuing suitability to drive for us
- Reviewing and developing this policy and programme as a part of our Management System and the requirements on our Fleet Operations from FORS and other relevant regulations through our Management Review meeting programme

Where these or other monitoring and review activities indicate practice falling short of our requirements we shall take decisive action to improve – this will include rebuking or disciplining individuals and improving systems of control for the future.

These steps allow me to personally oversee that the provisions of this policy are in place and effective and that we are delivering on our pledge to be responsible users of the roads and make a positive commitment to the communities that we touch.

Signed, on behalf of ASME Engineering Ltd,

Michael Gibbons
Managing Director
03/12/2018