



Driver Risk Management Protocol

i. Basis of Motor fleet Cover

Age Limit

The AFE Group Ltd motor fleet policy does not provide insurance cover for any driver aged 21 and under.

Use of Company Vehicles by Spouse / Partner

Company cars may be driven in UK on an occasional use basis by a spouse or partner conditional upon the following terms:-

Aged Over 25

- Holds a full UK driving licence appropriate for the vehicle type
- Has less than 6 penalty points on the licence
- Has not been convicted for a motoring offence other than speeding within the last 3 years
- Permission of the business unit Managing Director

Prior permission must also be obtained from insurers if it is intended to use company vehicle for towing a trailer or caravan; noting that drivers must also hold the necessary licence categories and meet the appropriate highways and weight limit regulations to safely and legally use the highways

1. Prospective Employees – Agency or Direct employed

The following checks must be undertaken prior to an employment offer being made.

- Applicants should confirm their past driving record, accident and convictions
- Driving license should be checked to satisfy competency standard

2. New Employee Engagement and Probation Period

- New employees who drive a company vehicle or opt out of the company car scheme should complete and pass all modules of the QBE online driver profiling as Low risk
- A health questionnaire should be completed when an employee is inducted into the business
- New employees and all employees aged under 25 years of age must also successfully undertake one to one on road driver training with a QBE approved and accredited driving instructor
- For all drivers aged under 25 or have more than 6 points an additional drivers form should be completed and returned to QBE.
- All drivers should be issued with the AFE Driver Handbook and work related driver safety policies

3. Driver Profiling E Training and Supplementary Risk Management

The following driver profiling and additional E training modules will be set as the mandated risk management assessment and must be completed every 3 years and achieve a Low Risk profile.

	HIGH	MEDIUM	LOW	ADDITIONAL MODULE
Attitude	x	x	x	Avoiding Rear End Collisions
Attitude	x	x		Driver Attitude
Knowledge	x	x		UK Road Signs and Markings
Concentration/Observation	x	x	x	Mobile Phones and other Distractions
Concentration/Observation	x	x		Concentration/Observation
Hazard Perception	x	x	x	Car Parks and Parking
Hazard Perception	x	x		Hazard Perception

Periodic Driver Competency Checks

Licence Checks

- 6 monthly DVLA license checks for all employees engaged in work related
- Driving using either company operated or private vehicles

Eye Tests

- Evidence Biennial eye test should be for all employees engaged in work related driving

4. Requirements for Re-training and Performance Improvement

Own Fault collision

- Any driver involved in an own fault collision or incurring a license endorsement must re-sit and successfully complete as low risk the QBE online driver profiling including the associated modules relative to the incident (i.e. - driver distraction, speed awareness)
- Any driver involved in one or more own fault collisions in a three year period should be considered for performance improvement plan / disciplinary action and must undergo one to one driver training

Licence Endorsements + 6 Penalty points

Any driver with more than 6 points will be subject to a performance improvement plan / disciplinary action and must undertake one to one on road driver training with a QBE approved and accredited driving instructor.

Driving Style and Behaviour -

Monthly reviews must be undertaken of telematics data to identify elevated risks associated to speed and driving behaviour

Annual appraisals and / or competency reviews should include a work related driving review for employees who drive a company vehicle or who opt out and operate as a grey fleet driver

5. In Vehicle Telematics and CCTV Cameras

- All company cars must be fitted with a forward facing CCTV camera
- All Company vans and HGVs must be fitted with Telematics and forward facing CCTV camera