

Driving Policy Statement

QD029

Driving is the greatest hazard faced by EPI employees and its sub-contractors. The following shall be implemented to minimize the risk to our employees, clients, sub-contractors and the general public.

It is mandatory that all seat belts shall be worn by all employees and sub-contractors at all times when driving a vehicle. It is the driver's responsibility to ensure all passengers are wearing seat belts (front & rear). Seat belt usage is a condition of employment and those who ignore this rule will be disciplined which may include termination.

Only approved drivers are allowed to drive vehicles on behalf of EPI. Drivers must adhere to company specific and country laws and regulations. All drivers will possess a valid license for the vehicle type being driven.

Driving a vehicle under the influence of alcohol or any drugs is prohibited. EPI employees and subcontractors are subject to disciplinary action including termination.

If your personal vehicle is to be used for company business, other than a single journey to and from work, it must have business insurance. Whilst this is not a legal requirement, if you have an accident whilst on a journey for business your insurance company may not cover any subsequent claim.

Regardless of the laws of the country you are in, using mobile devices whilst driving is seen as an unsafe act and is prohibited by this policy for EPI employees and its subcontractors, this includes either calling or receiving a call using a hands-free device while the vehicle is in motion, stopped at traffic lights or queuing in traffic. To use a mobile device you must first find a safe place to park the vehicle. EPI employees and subcontractors found in breach of this requirement will be subject to disciplinary action which may include termination.

Smoking is prohibited in all EPI and client vehicles.

National posted speed limits and crew set speed limits are not to be exceeded. Reduce speed according to prevailing road and weather conditions.

Maximum driving time and minimum break time are 4.5 hours driving followed by at least a 30-minute break. However, it is strongly advised to have 15-minute breaks every two hours, and more frequent breaks during periods of circadian lows (such as early morning/ later evening/after lunch).

When taking a quick (20 minute) nap during your break, consider extending the break to 40 minutes to recover from napping. Circadian low are periods through the day, in particular from 3:00 to 5:00 and 15:00 to 17:00, during which the urge to sleep is stronger. For consultants and employees working in the field or commuting to and from work locations outside of built-up areas, night driving is strictly prohibited and will only be allowed with a written HF006 Night Driving Risk Assessment signed off on the Journey Management form by a senior employee, EPI Director, EPI Operations Manager or 'On site' manager.

All vehicle trips taken by consultant/employees in the field, until joining the relevant crew, must have an active Journey Management procedure in place.

EPI would not expect consultants to be required to drive themselves in the field if it can be avoided and would only be approved if the security situation allows.

Signed on behalf of EPI Limited,

Andy Smart
CEO

Last reviewed 11th April 2024