



ACE WINDOWS NE

DRIVING POLICY

Ace Windows NE have identified;

- Director duties (Surveying/ meeting perspective clients etc
- Window Fitting
- Window Surveying
- General Office duties
- Any other miscellaneous driving tasks

Driving activities are included within our general risk assessments and as a result of the assessment/s we have determined that the following arrangements are required to control risks to our staff and other road users.

We check the driving licence of any employee who drives company vehicles, both at the time of their initial employment and at least annually thereafter, to ensure that they are suitably qualified for the type of vehicle to be driven.

If there is any doubt about the validity of a licence and its content we contact DVLA with the permission of the driver, to confirm details.

Our employees are expected to carry out pre-use inspections of vehicles and ensure they are safely loaded. In the case of company vehicles employees are required to record vehicle checks on a weekly basis.

Company vehicles are maintained at the manufacturer's approved service centre or garage at the manufacturer's required intervals. Maintenance, Insurance and when required, MOTs, are arranged by office staff.

All employees are requested to inform Ace Windows NE of any convictions that would affect their employment.