

Achieve

Driver Management

Working Together

Stay safe - Protect jobs - Secure the future





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Protect jobs
Secure the future

A commitment by all the team at Fleet Service GB

The unprecedented challenges currently facing companies are enormous. Financial and operational planning require everyone involved to pull together working with one agreed objective.

Fleet Service GB recognise that working in a genuine partnership with clients ensures the Achieve family of driver and vehicle management services work effectively; benefitting everyone.

Work-related vehicle and driver activities in all companies represents significant costs, not just measured financially, but also in operational and human terms. Identifying and managing these important aspect of business will play a significant role in helping to secure the future.

Your company's commitment

Driving for work purposes carry's a significant safety risk. Your company considers driver safety and wellbeing as being paramount and have implemented **Achieve Driver Management** to provide you with a comprehensive driver management support programme.

Essential documents

It is an absolute requirement you read and acknowledge your understanding of the content within the company vehicle handbook and vehicle related polices.

These documents contain all the information you need to know regarding your companies requirements. **Your compliance with the information contained in the Essential documents is not optional.** Your **Authority to Drive** to use a company vehicle for any purpose or any vehicle on company business requires your full participation and cooperation.

It's dangerous out there

Driving on company business is dangerous and crashes wreck lives.
The statistics speak for themselves.

- ▼ On average, 10 people die and 100 people are seriously injured every week whilst driving on company business. That equates to more than 500 company drivers killed and more than 5,000 seriously injured every year, according to figures from the UK Department for Transport (DfT). That's not including all the other road users who are involved in those crashes.
- ▼ Driver fatigue is one of the biggest killers, particularly on motorways and other monotonous roads, where it causes almost 20% of crashes. Applying this to the DfT figures for 2019 would mean that two people suffer fatal car crashes every week whilst on business and 300 suffer from serious injuries due to fatigue.
- ▼ If you cause a death whilst driving tired, you can be charged with causing death by dangerous driving. Revised sentencing guidelines for health and safety offences and corporate manslaughter came into force on February 1, 2016.
- ▼ Since December 2003 it has been an offence to use a handheld mobile phone for making or receiving calls when driving. Penalties were increased for this offence on March 1, 2017. When using a mobile phone your concentration is impaired, greatly affecting your driving ability. Furthermore, using a hands-free phone whilst driving has been found to be just as dangerous as drink-driving.
- ▼ Drivers who drive while stressed, or who let themselves become distracted, run a greater risk of being involved in a crash that kills or injures them or other road users.

What your company is doing

Your employer has a legal obligation under health and safety law to ensure that all employees are working safely and in a safe environment and this extends to motor vehicles.

Your employer also has a corporate responsibility towards other road users and to the community at large. Your company can also be prosecuted under road traffic and health and safety legislation and under the Corporate Manslaughter and Corporate Homicide Act 2007.

By actively promoting safe driving, your employer is demonstrating a responsible and caring approach to your wellbeing.

You as a driver also have a responsibility under the Health and Safety at Work Act to take personal responsibility for your driving at work.

This is why your company requires you to enrol on the **Achieve Driver Management** programme from Fleet Service GB for managing its work-related road safety. The programme applies to anyone driving either a company-owned vehicle for any purpose or any vehicle on company business. It also applies to partners and other persons who may use vehicles owned or provided by the company from time to time.

The implementation of the **Achieve Driver Management** programme will help us all manage the risk.

1748 people were killed in 2019 which is similar to the number in 2012. There were 25,965 people seriously injured and 153,315 casualties of all severities on the road in Britain in 2019 (DfT).

Achieve Driver Management helps you cope

Achieve Driver Management is a programme for managing work-related road safety. It ensures you and your vehicle are always in tip-top condition for the road ahead.

By implementing the **Achieve Driver Management** programme your company is demonstrating that it has your personal health and safety very much at heart. It also shows concern for the welfare of other road users you interact with.

The programme makes sure all your documents are complying with the law and kept up to date, for example your driving licence, MoT and insurance. **Achieve Driver Management** also continuously monitors driving events generated by maintenance, crash updates, driving offences and data feeds from telematics and onboard cameras.

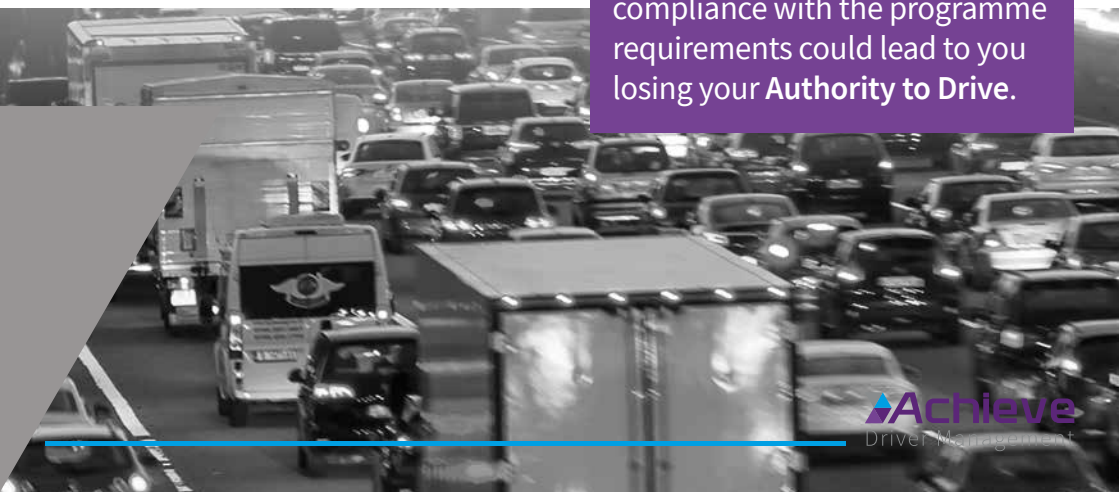
Most importantly, **Achieve Driver Management** continuously looks at your driving skills so the fleet manager can address any problems you may be having.

The programme issues you with an **Authority to Drive** on company business which needs to be renewed annually. If you are driving your own vehicle you will also have to regularly confirm that your vehicle is being serviced and maintained in accordance with manufacturer schedules, have a valid MoT if applicable, is insured for business use and the Road Fund Licence is valid.

You will need a valid **Authority to Drive** even if you are not driving a company-owned vehicle. This is because all employees or any other authorised person driving on company business at any time and in any vehicle will be required to comply with the programme.

IMPORTANT!

If you fail to comply with any communication request from the **Achieve Driver Management** programme to provide information you will receive a notification from the **Achieve Driver Management** support team which is copied to your head of fleet. Further non-compliance with the programme requirements could lead to you losing your **Authority to Drive**.





Apply for your Authority to Drive online

To apply for your **Authority to Drive**, you will need to complete an online application via the driver portal.

This information is protected under the General Data Protection Regulation and will not be given to anyone other than your fleet manager or other specified persons within your company for the purpose of verifying your details and to update your driving records, or Fleet Service GB's preferred driver training organisation.

The **Achieve Driver Management** programme continuously measures driver performance, collecting information about maintenance, crashes, motoring offences etc. Data is also collected from on-board telematics (where available).

Points will be allocated (where appropriate) and shown on the driver portal and displayed on the **Driver App** providing an individual Live Driver Score.

Only you, any company authorised persons and the **Achieve Driver Management** support team can view your personal data.

Any information held by Fleet Service GB or supplied by you will not be given to any third party unless it is a partner organisation providing in-car training or assessment support as deemed necessary by your company.

If you have any problems or concerns, you should in the first instance, communicate with your manager or alternatively with your company's HR department.

Achieve Authority to Drive Application Process

You will be invited to apply online for an **Authority to Drive** and to download the **Driver App**.

Your application must be completed within an agreed timeframe.

Driving licence checks will be carried out and for drivers using their own vehicles insurance and MoT information will be validated.

Your application information will be assessed and assuming it is positive you will be issued with an **Authority to Drive**.

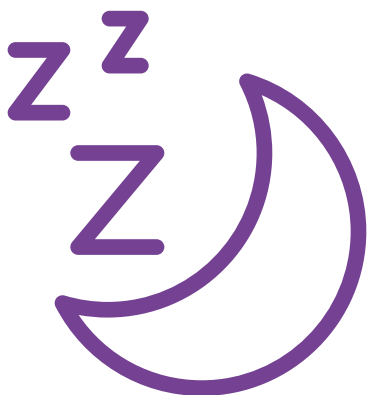
The **Achieve Driver Management** programme continually measures driving performance and produces a Live Driver Score which is continually updated and displayed prominently on the front screen of the **Driver App**.



Alerts notifications and interventions are automatically triggered by the **Achieve Driver Management** programme.

Your full cooperation with the **Achieve Driver Management** programme is required for it to be 100% effective.

How much do you know?

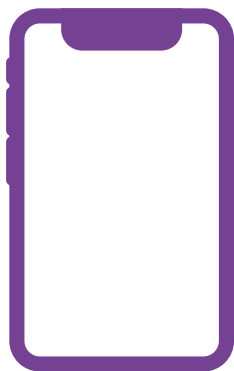


How much sleep you need?

Too little sleep radically affects your ability to drive safely and after five hours' sleep you only have a one in 10 chance of staying fully awake on a lengthy journey.*

Mobile devices

There is now sufficient research available showing that using a hands-free phone whilst driving can be a significant distraction. The main danger of being on the phone while driving is disruption of concentration.*



*Data supplied by road safety charity Brake.

 **Brake**
the road safety charity



How often to take a break?

If you intend driving a considerable distance, make sure you plan your journey ahead and allow sufficient time for regular breaks of at least 15 minutes at least every two hours. Never work shifts that are too long. If you think you are driving for longer than you should, speak to your employer as employers have responsibilities not to set unrealistic schedules and must not put you at risk through work-related activities.*

How to check your tyres



To check your tyre tread, look for ‘tread wear indicator bars’ on your tyres, small bumps set into the main grooves which indicate the minimum legal tread. Change your tyres before your tread gets this low. The minimum legal tread is 1.6mm across the central three-quarters of the breadth of a tyre and around the entire circumference, but less than 3mm of tread may be a problem in wet or icy conditions.

Some things you can do now to stay safe

Check your vehicle regularly

It is your responsibility to make sure your vehicle is safe and legal before driving off. So check the levels of the washer bottle, brake fluid and engine oil regularly; make sure your windscreen is clean; check your tyre pressures, tread depth and condition; make sure your indicators and brake lights are functioning correctly; and don't forget to check your fog lights.



Always communicate your intentions

Indicate before making a turn and keep your foot on the brake pedal when stopped, so other road users can see you better. At junctions where there is another vehicle stopped ahead, stagger the position of your vehicle so drivers behind can see traffic queuing ahead.





Park sensibly

Try to park so that when you drive off you are facing in the right direction. In car parks reverse park into spaces wherever possible and avoid busy areas where your vehicle is more likely to get damaged.



Keep your distance

Maintain a safe stopping distance between you and the vehicle in front, allowing more room in adverse weather conditions. Driving too close causes you to brake more often, distracting drivers behind you and giving you less time to react should you need to. By keeping your distance from the vehicle ahead you can see hazards better. Furthermore, it will reduce your journey time.



Think safe, be safe.

Working together - **No options**

Your company values you and requires your full cooperation.

By implementing the **Achieve Driver Management** Work-Related road Safety programme, your employer is putting your safety and welfare first.

You will feel more valued as an employee as your 'driving at work' environment improves.

You will feel less stressed when driving on company business.

The company considers your wellbeing and safety as a high priority.

Protecting the future of the company by reducing costs.

By driving a vehicle more sensibly you will use less fuel impacting positively on operating costs and the environment.

Safer and careful driving also reduces tyre wear – the clutch and brakes will last much longer.

Abuse of the vehicle and all unfair wear and tear related costs must be eliminated.

Own fault crashes cost the company a significant amount of money, particularly when the intangible costs of these crashes are included and must be reduced to zero – there are no options or alternatives.

All of these positive changes will create a safe driving culture, reduce stress, increase job satisfaction and most importantly, protect jobs.

A safer way of using the roads.

Apart from demonstrating its commitment to your safety and wellbeing in addition to securing the future of the business your company is also providing you with the opportunity to improve your driving skills to help you live a longer healthier life.

The **Achieve Driver Management** programme provides the company and you with an interactive continuous programme that will help us all as we cope with the enormous challenges resulting from the COVID-19 epidemic.

Working together to stay safe, protect jobs and secure the future.



Who provides Achieve Driver Management?

Fleet Service GB is a specialist independent fleet management company chosen by your employer to provide all vehicle and driver related services including **Achieve Driver Management**.

It is your employer's intention to be industry-leading in the management of work-related road safety.



Achieve

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