

# Driving Policy

## PL-004 Driving Policy

Date:	Changed by	Change/Amendment	Version
Nov 18	P. Lindley	First issue	v1.0
Feb 19	P. Lindley	Editorial updating, now fit for use	v1.1
Mar 19	L. Botten	Document Ref Change MF052 to 1.7	v2.0
Mar 20	P. Lindley	Document Ref Change "1.7" to "PL-004"	v2.1
Apr 21	T. Ellis	Annual review	v3.0
May 22	T. Ellis	Annual review	V4.0

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## Driving Policy

SigTech Rail recognizes the threat of injury to health because of a preventable accident while driving or using the company's vehicles. SigTech Rail is committed to improve the safety of its employees and third parties with the ultimate goal of minimizing injuries due to vehicle transportation.

All employees and contractors of SigTech Rail and visitors to SigTech Rail premises are required to always adhere to this policy when driving or operating Company or contracted vehicles, as well as when driving or operating with their personal vehicle, either on the job or during routine journeys from home to work site and vice versa.

Furthermore, SigTech Rail recognizes the continuing need for people to always take personal responsibility for their wellbeing and, therefore, invites employees and third parties to adopt safe driving practices and to follow this policy also during out of job activities.

### **Our commitment**

1. Provide Company owned or contracted vehicles, where applicable, with all legal documentation for use by employee/driver.
2. Ensure all Company owned, and contracted vehicles are well maintained, in good running conditions, suitable for the purpose and equipped with all safety and emergency equipment/devices.
3. Record driving accidents and analyse them with a view to identifying causes and defining possible measures to avoid their reoccurrence.

In line with our Management effort, the following control measures have been identified and must be implemented, in agreement with local and international legal requirements.

- Driver must have a valid driving licence for the vehicle to be driven.
- Driver must carry out daily and weekly checks of the vehicle and report any defects.
- Driver must be in good health and physically able to perform the duties of driving.
- Driver must check weather forecast and be informed on traffic and road works along the route to travel and, eventually, rearrange the trip in case adverse conditions are expected.
- Driver and passengers must wear seat belts at all times during vehicle operation.
- Driver must abide the speed limits and the rules established by local regulations.
- Driver must maintain a safe distance from the vehicle in front to achieve complete stop safety.
- Driver must not use a hand-held phone while driving.
- Driver must have a list of emergency contacts on board to be immediately activated in case of accidents or in emergency situations.
- Driving under influence of alcohol, drugs or other controlled substances is strictly prohibited.

This policy will be enforced with documented management commitment and review, supported through supervision and complied with by all personnel.

Signed:



Pete Lindley  
Managing Director  
May 2022