



The Health and Safety Executive now regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is therefore essential that the SES Group has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. the SES Group takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstance do so in a manner that minimises the risk, both to the employee and the company.

the SES Group has identified that motor vehicles are a necessary requirement for the fulfilment of its business. This document sets out the rules, processes and regulations that all drivers will follow.

There should be no misunderstanding with regard to the company's policy relating to the provision and use of vehicles.

the SES Group has established this Car Driver Risk Management Handbook, which involves a commitment to:-

- Reduce accidents and harm to employees and others.
- Reduce the indirect costs of accidents.
- Contain the costs of insurance.

the SES Group aim is to reduce to a minimum the number of vehicle accidents and injuries that employees and members of the public may suffer, as a result of our vehicle activities.

the SES Group also recognises that accidents have a negative financial effect. Indirect costs of accidents, combined with insurance costs, are a serious concern and it is the Company's intention to reduce them by keeping the number of accidents to a minimum. Car Driver risk management will be given equal consideration and resources as those of general health and safety issues, environmental issues and the commitment to quality.

For the Driver Policy to be effective, each employee needs to share equally in the commitment to reducing accidents. All Company Car drivers must be a minimum age of 25 with 2 years proven driving experience and no more than 6 penalty points.

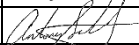
Mini-buses

The maximum size of mini-bus that can be driven by an SES employee is a nine seater (8 passenger seats +1 for driver), be a minimum age of 25 with 2 years proven driving experience and no more than 6 penalty points.

Use of Personal Vehicles

Where individual members of staff use their own vehicle on company business, they MUST ensure they have the appropriate level of insurance (Business Use) road tax and a valid MOT certificate where appropriate.

the SES Group reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

Name:	Tony Ball
Signature:	
Date:	1 st November 2019