

Gatwick Airport Directive

Title: GAL COMPANY VEHICLE DRIVING , Road Traffic Incident Procedures, Damage to GAL Vehicles		Ref No: GAD/F:3/17
Issue Date: 13/01/2017	Effective Date: 10/11/2016	Expiry Date: 10/11/2018
It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.		
Introduction:		
<p>1 All GAL staff including contractors, who are required to drive a GAL vehicle should understand and follow the reporting procedures required by our insurers and permission to drive must be given by a line manager after they have satisfied the company's duty of care to ensure employees are only driving vehicles which they are suitably qualified for and familiar with. The issue process also adopts best practice as required by HSE Workplace Driving requirements. Airside Driving Permits are also required for all drivers driving airside and may be applied for by contacting Airfield Operations.</p>		
Programme:		
None		
Operational Impacts:		
None		
Further Information:		
<p>2 LINE MANAGERS RESPONSIBILITY</p> <p>To drive a GAL vehicle the appropriate full category of DVLA licence MUST be held. This also applies to the driving of PRM buggies and trolley vehicles. Drivers who have passed a DVLA test since 1997 will not be licensed to drive a vehicle with more than 8 passenger seats fitted or 3.5 tonnes Maximum Authorised Mass without a further DVLA test. The towing of trailers is also restricted and checks must be made that drivers are correctly licensed. Other arrangements exist for airside driving.</p> <p>DVLA licences must be checked by the member of staff's line manager, a copy must be taken yearly and in the case of drivers of vehicles that fall into the company's "O" licence then copies of licences must be taken every 6 months. Line managers are reminded that DVLA photo card licences expire after a ten year period. All details, including an applicant's current address, must be correct.</p> <p>If a member of staff is required to use their own car for company business, e.g. attend an external training event, the line manager also needs a copy of the staff member's insurance policy which should state they can use their vehicle for business travel.</p> <p>Line managers are advised that if they are concerned about the validity of a licence or for spot checking purposes then they have the ability to telephone the DVLA in the presence of the employee to verify details on a licence.</p> <p>Drivers holding a non UK licence are accepted in line with current DVLA standards. All non UK licence holders engaged in driving company vehicles must be registered with the DVLA by holding a D9 Counterpart showing their place of residence and any DVLA Penalty Points.</p> <p>GAL drivers required to drive plant or equipment not falling within a DVLA class must be trained to an acceptable recognised standard, have received familiarisation training with the specific item of equipment they will be using and then be given written authority to operate it. This can be via a letter, email or added to an airside driving permit. All permissions to operate equipment must specify which category of equipment is authorised and an expiry date before retraining, normally no more than 3 years. Record keeping of training and familiarisation is the responsibility of the line manager.</p>		
<p>3 USE OF VEHICLES</p> <p>All drivers must carry out a daily vehicle inspection before using a vehicle for the first time on that day. Vehicles must be safe to operate and in most cases this is the same as an MOT standard with added fluid checks. Check sheets are available from Transport Engineering (TE), extension 3240.</p> <p>Defects must be reported to supervisors or TE and it is not permitted to operate vehicles with any safety critical defects present. Records should be kept for 15months.</p> <p>It is a requirement that for both Landside and Airside use a 'RECORD OF DRIVERS FOR VEHICLE XXXX XXX is maintained. This booklet is available through TE, extension 3240.</p> <p>Leased and company vehicles must be kept clean, either by the drivers or if necessary through contract valeting arranged by TE. Vehicles that travel airside MUST be kept clear of FOD (Foreign Object Debris).</p> <p>Smoking in all company vehicles is forbidden at any time.</p>		

4 LENDING OF VEHICLES

Department line managers and vehicle owners are reminded of their duty of care insofar that before lending a vehicle to another department, individual or contractor the DVLA licence and permissions to drive are checked. If any doubt exists over the eligibility of an individual to drive a company vehicle advice must be sought.

5 INSURANCE

GAL is indemnified against third party injury or damage and claimants' costs arising from an accident caused by or in connection with a company vehicle, and there is also comprehensive own damage cover subject to the current policy excesses.

Note:- This indemnity extends only to AUTHORISED drivers and passengers. The wording of the relevant part of GAL's Certificate of Insurance is as follows:

Persons or Classes of Persons Entitled to Drive

The Policyholder

Any person driving with the Policyholder's permission.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

Description of Vehicle

Any motor vehicle the property of the Policyholder or in their care custody or control

6 ACCIDENT REPORTING PROCEDURES

a. In the event of an accident where a third party or other property is involved the driver must STOP and exchange names, vehicle registration numbers and employers' addresses.

b. If, for any reason, you are unable to exchange details with a third party, the driver should report FIRST to TE on extension 3695/01293 503240 during office hours and secondly to your line manager within 24 hours.

c. Details of GAL's insurer (AIG) can be found on the drivers' ('bump') cards which are to be kept in all company vehicles. You do not need to call AIG to report the accident (see 8 below) but do call the number on the card (08444 776544) if you need assistance, and hand the tear-off card provided to the third party who will probably ask you to complete your details.

d. Injuries to any party involved must be reported to the police immediately.

e. It can be an advantage to call the police promptly should you feel the other driver is under the influence of drugs or alcohol.

f. Vehicles that are not roadworthy after a collision will be recovered by TE between 07:00 and 19:00. Call 01293 503240 during office hours or call the Airside Control Lead (ACL) on 01293 503085 or Airside Operations on 01293 503090 after hours. The ACL will liaise with the on call TE Manager. Damaged GAL Motor Vehicles MUST be presented to TE reception in order that a decision is made as to the vehicle's roadworthiness and an estimation of the damage completed.

g. ANY Airside Vehicle Incident, must first be reported to the Gatwick Emergency Line on extension 222 or 01293 501222.

7 STATEMENTS

a. You are advised NOT to make a statement at the scene of an accident.

b. Statements should only be made after careful consideration and consultation with either AIG, the Insurance Manager, your manager or with TE Management.

c. Please remember a casual remark made in haste could compromise our insurer's position, invalidate our cover and could provide the basis for prosecution under the Road Traffic Act(s).

The guidance in 6 and 7 above is mirrored by AIG's 'golden rules' in the bump card:

1. **Stop** at the scene of the accident
2. If anyone is injured **telephone the police**
3. If you have a camera (eg mobile phone) **record vehicle positions**
4. **Don't make any comments about responsibility**, leave that to us
5. Call our motor claims team on **08444 776544** as soon as possible (not strictly necessary, see 6 c. above).

8 REPORTING PROCEDURE

a. A PRIME report should be completed during the shift in which the accident occurred. This will be forwarded to AIG by virtue of an automatic feed so it is paramount that it is fully completed with all questions answered, including CCTV and photos (see AIG golden rule 3. above). Names and addresses of witnesses, if any, and a brief sketch of the accident should be included.

b. The PRIME report process must be followed and investigated in the normal way.

c. The PRIME will be reviewed by the employee's line manager who may decide that permission to drive company vehicles be withdrawn and/or further driver training is appropriate. If airside driving is also required then the Airside EHS Lead must also be consulted in the case of any accidents. The Airside EHS Lead can give advice on driving assessments and further training etc.

b. The PRIME must be forwarded through your line manager to TE.

Enquiries

Any enquiries concerning this directive should be directed to the following:

Airside EHS Lead 07595 876523

TE Manager 07568 116333

Insurance Manager Ext 2783

Signatory

Gary Cobb

for and on behalf of the Chief Executive Officer of Gatwick Airport Limited

Consultation:

Has consultation on this Directive taken place? Yes - Consultation record held by author

Distribution:

FULL