

# TRANSPORT POLICY

## STATEMENT OF INTENT



Hotchkiss Limited takes very seriously its duty of care to ensure that all drivers using Company vehicles or driving any vehicle on Company business in any circumstances do so in a manner that minimises the risk to the employee, the Company and other road users.

The Company strives to prevent vehicle accidents and promote safe driving practices and consideration for the environment among all Company drivers.

Hotchkiss Limited ensures competence of staff to drive safely whenever required to operate vehicles as part of their role within the Company and seeks continuous improvement in occupational road safety performance. The Company takes all reasonable steps to eliminate or reduce risks and provide safe equipment that presents a low risk to users by means of risk assessment, safe working procedures, training and regular vehicle inspection and maintenance.

The Company transport fleet is managed in line with the requirements of current legislation, Highway Code, Freight Transport Association / Road Haulage Association guidance and all mandatory requirements of the Transport for London Fleet Operator Recognition Scheme (FORS).

Compliance to FORS is a progressive three tiered accreditation scheme recognising safer, greener and more efficient heavy goods vehicle operations. Hotchkiss attained bronze level accreditation in 2013, then progressed to silver in 2014 and met our main objective in 2015 by achieving the gold standard which requires an ongoing commitment to work related road risk, construction logistics and cyclist safety. In order to fulfil the requirements of our accreditation Hotchkiss fleet are fitted with close proximity safety equipment including four-way cameras and our HGV drivers receive targeted online CPC driver training. Fuel emissions are managed by our appointed champion who monitors the use of fuel and its emissions and carbon footprint.

Hotchkiss Limited endeavours to use the most efficient routing to minimise costs, taking into account driving hours regulations and other fees/tolls and constraints. Information on legal responsibilities, safety, speed limits, cyclists, breakdown, accidents, alcohol and drugs, mobile phones and fatigue are contained in Drivers' Handbooks.

It is the responsibility of drivers to undergo regular eye-sight checks and ensure that the Company is kept advised regarding any medical condition or prescribed medication which may impair their driving so that appropriate assistance and safeguards can be implemented.

**Authorised for Issue:**

A handwritten signature in black ink, appearing to read "David Baldock", written over a light grey circular stamp.

David Baldock  
Managing Director

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