

Safe Driving Procedures

Procedure Title		Safe Driving Procedure	
Ref Number	MLPTM-HSP-020	Pages	12
Written By	Rob Tyson	Authorised By	
Revision Status	3	Issue Date	12/11/19
Issue Reason	Initial Issue		

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1. Introduction

The purpose of these arrangements is to ensure that employees, who are required to drive whilst at work, do so in a safe manner.

2. Scope

This policy applies to all staff who are required to drive during the course of their work.

3. Policy and Objectives

MLP Traffic Ltd as a caring employer must ensure, so far as is reasonably practicable, that the health and safety of those persons is not put at risk

Elimination of risk is the key factor in all work activities and reflects our standards and safe systems of work.

Application of this Procedure will remove or reduce risk associated with driving whilst at work.

In respect of safe driving whilst at work MLP Traffic Ltd will:

- Evaluate and control the risks associated with driving at work and ensure that vehicle purchasing and fleet servicing and inspection arrangements are adequate and maintained

4. Responsibilities

4.1 Management

It is the responsibility of the Line Managers of persons carrying out any of the activities in this document to ensure that they have read and are familiar with this document and:

- Carry out the work activities as recommended by the document.
- Check that vehicle checks are completed.
- Have a current and applicable full driving licence including the ability to tow if applicable.
- Ensure all incidents are reported.

Users of a personal car on business where mileage is claimed the vehicle is subject to all the checks as set out in this policy. In addition a check of the persons insurance documentation, MOT (if applicable) and the servicing of the vehicle to the manufacturers recommendations is required.

4.2 Drivers Responsibilities

Driving Licence

All Company vehicle drivers must hold a full and current driving licence and must present this to the HR manager before taking responsibility for a company vehicle. All drivers must complete form PER010 – traffic laws & highway code, a copy will be held on the employee's personnel file.

Driving licences must be checked on a 12 monthly basis, to ensure the license is in date and current.

Driving licence provision can be seen in **Appendix A**

Fines/Penalties

Fines and/or penalties resulting from the improper use of a vehicle are the sole responsibility of the driver. Any penalty notice forwarded to the company will be charged to the person involved.

Any points that are received will be the sole responsibility of the person involved.

5. Arrangements

5.1 Risk assessment A proforma driving assessment requires to be completed for use in MLP Traffic Ltd. (PER005) The contents of the assessment should be made clear to anyone who drives while on company business.

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5.2 Driver competency In addition to holding a current driving licence appropriate to the vehicle to be driven, employees should be made aware of company policy and work related road safety. Driving large payload vans requires a different level of skill, knowledge and experience to a normal saloon car.

5.3 Use of Mobile Phones

The use of a hand-held phone, even when stationary (i.e., in a traffic jam, at the traffic lights) is an offence. It is also an offence to write, send or read text messages. In addition, drivers who use a hands-free phone may face prosecution for failing to have proper control of their vehicle, if their driving is considered dangerous or reckless because of the distraction. If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving. Drivers may continue to receive data on their phone when on the move, providing that they do not hold the device whilst in operation; there is no requirement for the handset to be switched off when in the vehicle.

5.4 Speeding

Excess speed is a major cause of fatalities. Drivers should:

- Know the vehicles speed limits (**Appendix B**)
- Not drive faster than is safe for the road conditions.
- Observe and comply with all road signs.
- Know your Highway Code.

Employees that receive fines/penalties for speeding may face disciplinary action in line with the company's disciplinary procedure.

5.5 Drugs and Alcohol

To be safe to drive you must not be under the influence of alcohol or drugs, including prescribed medication that may affect performance. It should also be recognised that persons suffering from conditions such as severe colds or influenza may also be unfit to drive safely. Reference should be made to the MLP Traffic Ltd Drugs and Alcohol Policy.

5.6 Vehicle Maintenance

Regular servicing and maintenance of vehicles must be carried out in compliance with Mervyn Lambert Plant Ltd vehicle workshops. Vehicle 'drivers' must report faults to the workshops and ensure that timely repairs are carried out.

5.7 Vehicle inspection MLP Traffic Ltd people with vehicles or the responsibility for vehicles must ensure that the general condition and safety features are compliant and in good working order.

At the start of each day's driving, the driver must inspect the vehicle to ensure that it is roadworthy, including checking the vehicle has sufficient oil, water and windscreen wash and that all lights are working.

Vehicles are required to be inspected daily before use, the form TM018 is to be completed and returned to the line manager at the end of each week, these forms are to be retained for a period of 18 months for HGV and 6 months for all other vehicles, this will be checked by regular audits.

5.8 Accident reporting

All vehicle accidents/incidents must be reported to line managers, Line managers must ensure that vehicle accidents are reported using form PER19 and investigated in respect of safety issues in accordance with the Mervyn Lambert Plant Ltd accident/incident reporting procedure.

Failure to report any damage, traffic accidents or offences is a disciplinary offence and may result in disciplinary proceedings.

The company operates an "Employee Liability Charge", in cases where an employee is found to be at fault for an incident which causes the company a financial loss, including without limitation:

- Loss of or damage to plant or equipment
- Damage to premises
- Damage to company vehicles

If it is found that an employee is at fault through negligence or incompetence then disciplinary action may be taken in line with the company's disciplinary procedure. The company may look to recover any uninsured costs from the employee up to a maximum of £500. Each case will be looked at individually.

Serious offences of negligence or incompetence may be regarded as gross misconduct. Which could lead to summary dismissal if proven.

Form PER011 must be signed by all employees who are required to drive whilst at work.

5.9 Storage of Petrol

The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire and explosions.

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If the petrol is being stored in a vehicle or storeroom, then no more than 40 litres should be stored at any time. The DSEAR requires that risks from dangerous substances are controlled and mitigated from the effects of any fire or explosion. This should be done by performing a risk assessment, identifying means to reduce risks to a minimum. You should look at the storage area to ensure that:

- It does not have any sources of ignition and none should be brought into the area,
- It should be properly ventilated,
- It should be secure,
- Refilling of equipment should take place in the open air and away from sources of ignition,
- Care is taken to avoid spills and the consequences of a leak or spill is assessed
- Containers should be kept closed when not in use.

What sort of containers can I use to store petrol at my workplace?

All containers should be designed and constructed to standards suitable for the purpose. They should be robust and have well-fitting lids or tops to prevent leakage of liquid or vapour. Cans and drums should normally be made from metal although 5 litre plastic containers designed to the Petroleum-Spirit (Plastic Containers) Regulations can also be used.

5.10 Carriage of dangerous goods

The Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2004 (CDG), as amended by The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment (Amendment) Regulations 2005 require that petrol should be carried in UN approved containers (called Packages), which are properly stowed on the vehicle. The packages should be marked with the "flammable" diamond and with the UN number for petrol (UN 1203). Up to 333 litres may be carried as a "small load" which means that only general training needs to be given to the driver and that the vehicle only needs to carry 1 x 2kg powder fire extinguisher (this extinguisher to be added to the database and be maintained by a qualified and competent person).

Mervyn Lambert Plant Ltd mandate that a maximum of 40 Litres of fuel to be carried at any one time

The requirements of ADR do not apply when dangerous goods are carried only incidentally to the enterprises main activity – e.g. a plumber carrying propane on his way to a job or an engineer taking refrigerant gas to repair a refrigerant system

Acetylene and small scale carriage of industrial gases

- **Vehicles** used for the transportation of gas cylinders should be open, if this cannot be achieved the vehicle should be well ventilated. Toxic gases must not be carried in a closed vehicle unless specifically designed for the purpose.
- If an **Unventilated vehicle** is used the loading door(s) must bear the following notice

**WARNING
NO VENTILATION
OPEN WITH CAUTION**

- A **2kg Dry Powder Fire extinguisher** is required on all vehicles carrying gas cylinders.
- **Cylinder valves** must be closed whilst in transit and any equipment disconnected.
- **Cylinders** should be secured properly and should not project beyond the sides or ends of the vehicle
- **Cylinder labels** are attached to all cylinders. The labels are produced in accordance with the current legislation and are not to be removed or defaced.

The driver does not need to carry documents detailing the load they carry, but in the event of an accident this information would be beneficial to have at hand.

If you are involved in an accident:

- Advise the emergency services what products you are carrying
- How many cylinders you are carrying

If vehicles have hazard diamonds fitted it is recommended that they should be removed or covered when dangerous substances are not being carried on the vehicle.

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5.11 Smoking

No smoking is **mandatory** in MLP Traffic Ltd company vehicles, all vehicles are required to have the 'No Smoking' signage. Any Employee found smoking in a company vehicle may face disciplinary action.

5.12 Tachographs

Where Tachographs are fitted to vehicles they must be checked on a regular basis and the records kept for **24** months, each driver should ensure that they have personal driver cards.

6. Driver Safety

Driving can be an extremely stressful and demanding activity, and it is necessary to carry out the following:

- Ensure that the vehicle you use is in a condition that will allow safe driving (TM018)
- It is mandatory for seatbelts to be worn by all occupants of the vehicle at all times.
- Ensure that you are fit and in a condition to allow safe driving
- Drive defensively, concentrate at all times, and anticipate the worst.
- Drive courteously, set a good example
- You should not eat or drink whilst driving
- Ensure that you take regular breaks throughout the journey (15 minutes in every two hours is considered reasonable or whenever you are losing concentration)

Ensuring that drivers are in a condition that allows for safe driving applies not only to setting out on a journey but also returning. As a rough guide it is recommended that if the travel and work time together would amount to 11 hours or more, consideration must be given to travelling by train or to booking an overnight stay in a suitable establishment at the beginning or end of the day so you are refreshed for driving.

7. Use of Hire Cars.

When using your own car for business purposes, it is expected that you will have up to date and appropriate insurance, had it serviced regularly and will have checked fluid levels, tyre pressures, tread depth etc within the recent period. When using a hire car all of these problems should have been dealt with. There maybe a check list with the car which will ask for completion of a few elementary checks. Otherwise check for obvious faults such as flat tyres, damaged bodywork, faulty lights or indicators. Make a note of any faults found and do not drive until the faults have been rectified.

When about to drive an unfamiliar car, it is advisable before starting to check:

- Where the light switches are and how the dip switch works
- How the windscreen wipers and washers are controlled (front and rear if applicable)
- How the heater/ air management system works
- How the indicators and hazard lights are operated
- How to access the spare wheel
- Where the bonnet and petrol cap release levers are positioned

8. Driving Emergencies

If a breakdown occurs on a motorway, pull over onto the hard shoulder and position the vehicle as far away from the road as possible. Switch on the hazard warning lights. Avoid standing behind your car. The safest place to wait for assistance is on the bank away from the car.

If you have a mobile 'phone use it to summon assistance, if you must walk to the emergency 'phone, secure the car and walk as close to the bank as possible. If you have Hi Visibility clothing, it must be worn.

In the event that you experience a puncture whilst driving you must pull over to a place of safety and contact MLP Traffic Ltd nominated repair service. Under no circumstances should you put yourself at risk by replacing the punctured tyre.

9. Driving Alone

If you are driving alone and you feel vulnerable there a number of precautions to take (see **Appendix C** for further information). Useful guides are available for advice on the actions to take in breakdown situations in general and if being harassed by another motorist (e.g. Suzy Lamplugh trust). A mobile phone in this situation is extremely desirable. Managers should ensure that a mobile 'phone is available complete with a cigarette lighter adapter. Valuable items must be kept out of plain view, preferably stored in the boot.

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10. Manual Handling of loads

If you need to carry heavy loads e.g. Tools, electronic equipment etc to or from your vehicle, be aware of the risks that these can cause if they are carried for considerable distances. Even lifting heavy bags or items from car boots can cause serious strain injuries. A suitable and sufficient Manual Handling assessment must be made using the appropriate appendices in the MLP Traffic Ltd Manual Handling Policy.

12. References

The Highway Code
The Health and Safety at Work etc Act 1974
The Management of Health and Safety at Work Regulations as amended
Driving Standards Agency Hazard Perception DVD

Appendix A – MLP-HSG-014

The photocard driving licence explained

The photocard driving licence, which is made entirely from polycarbonate, has a number of enhanced security features that weren't available on the older version.

One of the main differences between the two is the current photocard has a black and white photo while the older version had a colour one.

Front of Driving Licence



Your personal details (1,2 and 3)

Fields 1, 2 and 3 of your photocard licence record your surname, first names, date and place of birth.

Date of licence issue, photo expiry, issuing authority (4)

The date shown in 4a is the date the photo is valid from. 4b shows either the date the photo expires (driving entitlement is valid until 70th Birthday) or the date entitlement expires (medically restricted and over 70 licences). The authority that issued the licence is shown in 4c i.e. DVLA.

Driver number (5)

A	B	C	D	E
MORGA	657054	SM	9IJ	**

A - First five characters of surname. If the surname is less than five characters the remaining spaces will be made up using the figure 9. (e.g. MAN99)

B - The first and last numbers are the year of birth. The second and third numbers are the month of birth. If you're a woman, '5' is added to the second number and the total used as the second digit e.g. if you're born in October the second and third numbers would be 60. The fourth and fifth digits show the day of your birth.

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C - The first two initials of your forenames. If you have only one initial then the second will be a '9'.
D - Computer check digits.
E - Licence issue number.

Holder's photograph (6)

The new photocard licence has a black and white photo. This is because the laser technology used to burn the image onto the card producing a black and white photo is more secure. A colour photo will still need to be provided with your application to be stored on your driver record.

Holder's signature (7)

This is digitally reproduced and burned into the photocard from the signature you provided on the application form.

Holder's address (8)

This shows the driver's permanent address in Great Britain.

Entitlement categories (9)

The letters in capitals show the categories of entitlement covered by the European Community Directive. National categories are shown in smaller letters.

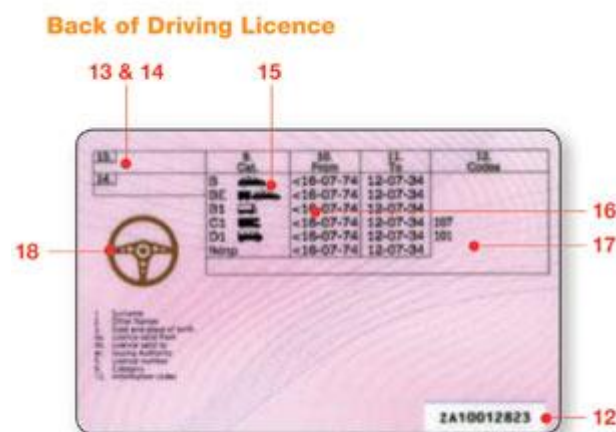
Holographic feature (10)

This feature is similar to a hologram but clearer as it has definite lines and brilliant colours. It contains a steering wheel that appears to turn as you tilt the card in different directions.

Appendix A - Continued

Changing images (11a and 11b)

- This security feature is an image that changes both shape and colour depending on how you tilt the licence. On full (pink) licences it's a blue road sign changing to a black triangle, on a provisional (green) it's a red road sign changing to a black triangle.
- This security feature is personalised according to the data on the card. It contains the last five characters of the driver number changing to the month and year of the photo expiry which appear and disappear depending on how you tilt the licence.



Unique identifier (12)

Cards are to be pre numbered by the card manufacturer. This number is laser engraved onto the card prior to delivery to DVLA and is unique on every card.

Not used (13 and 14)

Pictograms (15)

These illustrations are representations of types of vehicles in those categories shown.

Category validity periods (16)

These are the dates when entitlement to drive each category begins and ends.

Information codes (17)

The code numbers printed in this area indicate what (if any) restrictions the entitlement is subject to.

Steering wheel security feature (18)

This is a security feature in the shape of a steering wheel. The colour of the wheel changes from green to gold depending on how you tilt the licence.

Other security features

The driving licence also has tactile (raised) surfaces, tactile engraved text, changing colours as well as complex background designs.

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Further details about the new security features and can be found on leaflet 'UK driving licence – level 1 security features' INF60/7. Information on this page can be found on leaflet 'Your new driving licence' INF45/1.

Photocard Driving Licence 10 Year Update

All UK photocard driving licences need to be updated every 10 years.

The photograph on the licence is only valid for 10 years, therefore the driving licence and photo needs to be updated accordingly. Drivers will not need to retake a driving test but will need to submit a new photo of how they currently look.

This started to happen in **July 2008**, with the DVLA starting to issue reminders in May 2008. The holder must renew their licence before their current photo expires. Renewal is necessary to avoid a £1000 fine. The licence expiry date can be found in the section marked 4b on the front of the photocard.

The paper part of the licence however does not contain an expiry until the holders 70th Birthday.

Businesses will need to review licence holders who drive for work as employees, an out of date licence could affect vehicle insurance and therefore the entitlement to drive legally. All businesses that have employees driving for work should have a record of all drivers' licences and expiry dates, which should be updated at least annually, or every six months for any driver that is getting near the limit for a ban.

Photocard licences replaced the traditional paper licences, which do not have to be renewed until the holders 70th birthday.

A motorist's entitlement to drive will not be affected by failure to update the photo on the licence but it will invalidate their insurance. This is because with an out of date licence their entitlement to drive legally has ended, invalidating their car insurance, **beware!!**

I didn't know this – does it say it on the card?

It's on the back of the photocard under the section named '4b'. To find out what section '4b' pertains to, the driver has to check the small print on the reverse of the card, this refers to a photocard 'valid to' date, which will be 10 years from the date of issue. The DVLA have sent out reminders to everyone who needs to get their photocard licences renewed but it seems that people aren't reading them or don't understand what is being asked of them. This could be because confusingly, next to the 'valid to' date, is another date which is the day before the driver turns 70 years old, and this is the date when the actual driving licence expires - not the photocard.

What do I have to do to get my photocard renewed?

To get your photocard renewal, you need to take the following steps: If you have had a renewal application pack (should arrive approximately 2 months before your licence is due to run out) then you should:

- Complete the form as detailed in the pack
- Include a new passport style photo taken within the last 30 days. You don't need to get this signed.
- Return the photocard and the paper counterpart of your driving licence
- Enclose a cheque or postal order for £17.50 (unless you have a medical short period licence or you are aged over 70 in which case it is free)

If you haven't received the renewal pack then you need to get a D1 form from the Post Office or from the DVLA form ordering service. The form name is 'Application for a Driving Licence'.

So can I drive while my licence is renewed?

Qualified drivers are still entitled to drive a vehicle if their licence has expired, but what they must be aware of is that they could be charged with the offence of failing to renew their licence. If this went to court, then the motorist could end up with a £1000 fine. The reason photocard licences needed to be renewed every ten years is because people's faces change over that period, so updates are essential.

What happens if I have an accident in the meantime?

You may find that if your photo card has expired, then your insurance company will refuse to pay up for any claims you make. If this happens, you will be able to appeal, and if your photocard is being processed then you will usually be ok. However it will often come down to the insurance company themselves and what their policies are in this type of situation. However if you were involved in a bump, you would still be covered for third party claims, regardless of whether or not your photocard was still in date






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Appendix B – MLPTM-HSG-015

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Know your limits

Speed Limits	Built up areas	Single carriage-ways	Dual carriage-ways	Motorway
TYPE OF VEHICLE	MPH	MPH	MPH	MPH
Cars including car derived vans & motorcycles 	30	60	70	70
Cars towing caravans or trailers including car derived vans & motorcycles 	30	50	60	60
Buses & coaches not exceeding 12 metres in overall length 	30	50	60	70
Goods vehicles not exceeding 7.5 tonnes maximum laden weight 	30	50	60	60*
Goods vehicles exceeding 7.5 tonnes maximum laden weight 	30	40	50	60

These are the national speed limits and apply to all roads unless signs show otherwise. The 30mph limit applies to all traffic on all roads in England and Wales (and Class C and unclassified roads in Scotland) with street lighting unless signs show otherwise. *If not articulated or towing, the maximum speed is 70mph.

The consequences of speeding

Exceeding speed limits is an offence, but it is also important to remember that:

- A pedestrian hit at 20mph has a 95% chance of survival.
- An adult pedestrian hit at 30 mph has about an 80% chance of survival.
- A pedestrian hit at 40mph has about a 90% chance of being killed (80% for a child).

General information about speeding

- Simply slowing down a few miles per hour and observing the speed limit can make all the difference.
- Excessive speed is a contributory factor in over 1,000 deaths and over 40,000 injuries every year.
- Two out of three crashes where people are killed or injured happen on roads where the speed limit is 40mph or less.
- Just over 50% of drivers break the 30mph speed limit.
- The faster you drive the longer it takes your vehicle to stop.
- Source: [THINK! website](#)

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Appendix C – MLP-HSG-016

TRAVELLING BY VEHICLE

1. Plan your journey before you leave, ensuring that you have sufficient directions and, if necessary, a road atlas available.
2. Make a quick visual check of the vehicle tyres to ensure that there are no punctures.
3. Ensure that you know who to call in the event of a breakdown.
4. Keep some change handy in case you are in a poor reception area and your mobile phone is not working or money is required for a parking meter.
5. Advise a responsible person of your likely arrival time: if you are going to be delayed, let that person know.
6. Lock the vehicle doors and keep the windows wound up in built-up areas.
7. Do not leave valuable items on the passenger seats; keep them locked in the boot.
8. Do not offer lifts to strangers.
9. If you break down, use the mobile phone to summon help. Try to remember the location. Drive to an emergency phone (if safe to do so), switch on hazard lights. Sit outside the vehicle if on the motorway, away from the hard shoulder. This is to minimise the risk of you being injured due to another vehicle colliding with yours. Leave the passenger door open in case you are approached. If approached, get into the vehicle, lock the door, and do not open the window to talk to the person. If you feel threatened, use your mobile phone.
10. Check the identity of the recovery driver and that he knows your name. There are many opportunistic breakdown drivers who will offer their services: wait for the breakdown truck that you have summoned.
11. Ensure that you inform someone of your breakdown and your estimated arrival time following repairs.

Using car parks:

12. Park where possible in car parks. Manned car parks are generally safer, especially where the site is smaller and the attendant has good views of the whole car park.
13. Avoid multi-storey car parks especially at night or in remote areas.
14. Choose a car park that is obviously well used.
15. Make a note of where your car is parked to avoid searching for it later.
16. Lock doors and close windows and lock valuables out of sight.
17. On returning to your car, keep your car keys handy in case you need to get into your car quickly.
18. Avoid returning late at night.
19. Check that nobody is in the back seat of your car on your return.

Road rage incidents:

20. Keep calm, do not worsen the situation.
21. Stay in the vehicle and keep the doors locked and the windows shut.
22. If you are outside the vehicle and assaulted, do not retaliate. Make a record of the driver's registration number.
23. If necessary, summon help on your mobile phone.
24. If you are followed, continue driving and stop in a public place. Record the driver's registration number.

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