

## 1. Purpose

The purpose of this Heavy Goods Vehicle (HGV) Policy is to outline the responsibilities and procedures for employees operating HGVs on behalf of [Company Name]. This policy aims to ensure compliance with legal requirements, promote safe driving practices, and minimize risks associated with HGV operations.

## 2. Scope

This policy applies to all employees and contractors of [Company Name] who operate HGVs as part of their job responsibilities.

## 3. Definitions

**Heavy Goods Vehicle (HGV):** Any vehicle with a maximum weight exceeding 3.5 tonnes.

**Driver:** Any employee authorized to operate an HGV under this policy.

**Vehicle:** Any HGV owned or leased by Edes UK Limited.

## 4. Legal Compliance

All drivers must:

Possess a valid HGV driver's license appropriate for the category of vehicle they operate. Drivers must also hold a valid DCPC card.

Comply with all road traffic laws and regulations, including but not limited to driving hours, tachograph regulations, and health and safety legislation.

Ensure that all vehicles are roadworthy, insured, and maintained according to legal standards.

## 5. Driver Responsibilities

Drivers must:

Conduct daily vehicle checks, including brakes, lights, tires, fluids, and safety equipment, before commencing driving.

Report any vehicle defects or incidents immediately to their supervisor or designated personnel.

Follow all company procedures and guidelines related to safe driving and vehicle operation.

Adhere to speed limits and other road signs while driving.

Ensure that loads are secured and distributed evenly in accordance with safety regulations.

## 6. Health and Safety

Policy Author: J Short	Approved by: Jonathan Smith (CEO)	Version: 1
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All drivers must complete mandatory health and safety training before operating an HGV.

Drivers must store and transport materials in compliance with relevant health and safety regulations.

In the event of an accident, drivers must follow the company's accident reporting procedures.

## 7. Substance Abuse Policy

Edes UK Ltd has a zero-tolerance policy for drug and alcohol abuse. Drivers must not operate vehicles under the influence of drugs or alcohol.

Random drug and alcohol testing may be conducted in compliance with applicable regulations.

## 8. Driver Training and Development

Edes UK Ltd is committed to providing ongoing training for drivers, which may include defensive driving, first aid, and load securing techniques.

Drivers are required to participate in scheduled training sessions to maintain compliance and improve driving skills.

## 9. Disciplinary Action

Failure to comply with this policy may result in disciplinary action, which can include retraining, suspension, or termination of employment.

## 10. Policy Review and Amendments

This policy will be reviewed annually or as necessary to ensure its effectiveness and compliance with legal requirements.

## 11. Contact Information

For questions or further clarification regarding this policy, employees should contact:

Andy Waters: 07771 902 161

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