



Group Fleet Road Compliance Policy

Version 1.1

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Igne Group Limited Companies

The Igne Group Comprises of **Igne Group Limited, UXO Limited, W.B. and A.D. Morgan Ltd, Raeburn Drilling & Geotechnical Ltd, Allied Exploration & Geotechnics Ltd, DTS Raeburn Ltd and Terra Tek Ltd.**

The Igne Group Limited Companies shall be referred to as **Igne** through the rest of this document.

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1 Purpose

This policy allows Igne Group Ltd to:

- reduce road risk to as low as is reasonably practical and the business vision of 'The safety of its workforce and the general public.' The processes and procedures are aligned to that cause
- Reduce our environmental impact and carbon footprint by ensuring best driving practices
- deliver a high standard of safety and compliance for the management of occupational road risk
- deliver a positive cultural change in relation to our current and historic performance.

his Policy assists Igne and its contractors to comply with:

- a) the Highway Code
- b) the Road Traffic Act (1988);
- c) the Health & Safety at Work etc Act (1974);
- d) Goods Vehicles (Licensing of Operator's) Act 1995
- e) The Road Vehicles (Construction and Use) Regulations 1986
- f) Lifting Operations & Lifting Equipment Operations 1998

2 Scope

This policy specifies:

- a) the responsibilities of those who manage Road Fleet vehicles and drivers;
- b) the responsibilities of those who are required to drive a vehicle for or on behalf of Igne;
- c) Igne's responsibilities to:
 - 1) assess driving competency;
 - 2) give authority to drive;
 - 3) inform employees that they shall assess their own fitness to drive;
 - 4) assist employees to plan, prepare for, make and end any road journey safely and efficiently.
- d) how to manage the process to determine the validity and fitness of those who drive on business journeys;
- e) how to effectively manage fatigue for those who drive on company business;
- f) investigations will be carried out for incidents relating to safety, environmental events, road traffic incidents and breaches associated with the use of Road Fleet vehicles;
- g) that processes are in place to confirm all vehicles and ancillary equipment are correctly specified for the task and are fit for purpose;
- h) that processes and measures are in place to demonstrate vehicles are safe and roadworthy;
- i) that measures are in place to demonstrate drivers of Igne vehicles adhere to all legal requirements;

- j) that training and key information for those who drive on the company's behalf will be provided;
- k) how to manage all administrative tasks associated with vehicles and driving;
- l) how employees and contractors will actively consider what actions are required to reduce and limit road risk on business journeys;
- m) how to comply with all Vehicle Operator's Licence legislation and related company policies.

This policy applies to all business journeys, whether they are made in a Igne vehicle, a short-term hire, or a personal vehicle (grey fleet).

Any reference to vehicles in this policy means road going vehicles, and includes any conversion, modification, livery, ancillary road going equipment, road trailer and any other physical aspect of the vehicle.

3 Roles and responsibilities

Igne Group Limited Board of Directors and Business Unit (BU) Leads are accountable for legislative compliance in this policy.

The ESG and Regulatory Risk Director is responsible for policy setting and assurance of this policy across Igne's Road Fleet.

Group Fleet Transport Coordinator is responsible for overall management of road fleet compliance including actioning and governance.

Any employee who manages, administers, or utilises Road Fleet vehicles is responsible for complying with this standard.

4 Definitions

For the purpose of this document, the following terms and definitions apply.

Term	Definition
Contractor	Contractors who are employed on behalf of Igne Group Limited to provide a service.
Driver	Igne Group Limited employees, family members or contractors regardless of their role, driving/operating/in control of any vehicle supplied or private with permitted use.
Highway Code	Document that sets out the legal obligations of all road users and gives information on road signs, road markings, vehicle markings, and road safety.
Operator's Licence	The legal authority needed to operate goods vehicles in Great Britain. <i>NOTE: A licence is issued by the Traffic Commissioner – the independent regulator of the commercial road transport industry; a Traffic Commissioner also has powers to take regulatory action against a licence holder where they fail to meet the expected standards of operation. This action includes curtailment (limiting or reducing the number of vehicles an operator is able to operate), suspension (temporarily stopping operations) or revocation (permanently removing an operator's licence to operate commercial vehicles).</i>
Road vehicle	Any road going vehicle or equipment utilised by Igne and its contractors.
Road Traffic Act	The Road Traffic Act (1988) applies to vehicles on the road in England, Scotland and Wales where the public has access. Most of the provisions apply on all roads throughout Northern Ireland.
UK Health and Safety Legislation	The Health and Safety at Work etc Act 1974 (HASAWA) lays down wide-ranging duties on employers. Employers shall protect the ' health, safety and welfare' at work of all their employees, as well as others on their premises, including temporary workers, casual workers, the self-employed, clients, visitors and the general public.

Table 1 – Terms and definitions

5 Driver Compliance and Management

5.1 Overview

The following sections below outline the requirements for Driver Compliance.

Road risk and driving related safety events involving Igne Group Limited owned, managed or hired vehicles shall be subject to investigation as defined within this policy. Where an event has been identified as being a potential or actual HSE policy breach then the Igne investigation process shall be applied when applicable.

5.2 Company Policy

5.2.1 Drugs and Alcohol

All Employees shall inform their Business Unit (BU) if they have taken any medicine (prescribed or not) which they believe could affect their ability to drive. In such circumstances, Employees shall seek Line Manager authorisation before attempting to drive.

Refer to the company D&A (Drugs & Alcohol) policy for guidance.

5.2.2 Speeding

Employees driving on behalf of Igne shall be aware of the speed limit for the classification of vehicle they are driving and obey the speed limits. Drivers should not rely on ADR or SatNav for determining Speed limits

Speeding events may be investigated, and where proven may result in disciplinary action being taken.

The driver shall be responsible for any notices of intended prosecution which are upheld, including payment of any associated admin/parking charges and fines.

5.2.3 Seat belts

All drivers and passengers shall wear seat belts whilst the vehicle is in motion or on the public highway and not legally parked.

The driver of the vehicle shall not move off until it has been confirmed that all occupants are wearing seatbelts.

All Igne specific site rules relating to the wearing of seat belts shall be obeyed.

Seat belts shall be checked before use for condition and operation.

5.2.4 Mobile Phones and electronic hand-held equipment

It is an offence to use hand-held mobile equipment or programme any other mobile device, while driving.

5.2.5 Competency

Employees shall never undertake any job unless trained and assessed as competent when operating road fleet vehicles and/or any associated ancillary equipment.

Driver training will be provided by individual BUs as required. Any guidance can be sought from the Group Fleet Transport Coordinator.

5.3 Road Journeys

Employees should promote the use of technology, train travel and other alternatives to eliminate or minimise the need for road journeys.

Only authorised employees shall be allowed to drive on company business. Drivers shall not carry any unauthorised passengers.

Any driver found to have caused wilful damage or to have misused a vehicle shall be subject to an investigation and disciplinary action may be taken. Any wilful damage may be reclaimed from the employee.

Employees shall follow all site safety rules and reverse park at all Igne premises unless otherwise instructed.

5.4 Road Traffic Collisions and investigations

Where road traffic incidents have occurred and been investigated the data should be reviewed and lessons learned cascaded to employees within Igne.

5.5 Driving Licence

Anyone who is required to drive on behalf of Igne shall have a current full driving licence which is valid in the UK.

Employees shall only drive a Igne vehicle, hire vehicle or personal vehicle on company business if a valid driving licence check has been completed at the required frequency.

Line Managers shall check that their direct reports including contract staff who drive on company business have a valid driving licence for the class of vehicle being driven.

Line Managers shall check that any agency driver has a valid driving licence for the class of vehicle being driven.

Where a driver has reported the revocation, suspension or expiry of their driving licence or it has been identified during a licence check that the licence is not valid, the Group Fleet Transport Coordinator shall immediately remove their authority to drive

The driver shall check they have the appropriate entitlement(s) to drive a vehicle on behalf of Igne.

It is an offence to drive a vehicle on the Public Highway without a valid driving licence for the category of vehicle being driven. Non-disclosure to the DVLA is an offence and may result in a driving licence revocation.

The driver shall notify their BU and the Driver and Vehicle Licencing Authority (DVLA) if any medical impediments which may affect driving ability, develop.

Conviction for any driving and points applied to the driving licence shall be reported by the driver to the relevant BU, HR and the Group Fleet Transport Coordinator.

- It is a legal requirement to inform the DVLA of any change of address.

Anyone who is required to drive on company business following a driving licence suspension, shall;

- a) complete a driving licence check using the approved process;
- b) undertake a successful driving assessment by an approved internal or external training provider.

HR or the QHSE Department shall examine the driving licence check and driving assessment to confirm the authority to drive can be reinstated, the results of which shall then be sent to the Group Fleet Transport Coordinator who decides if the authority to drive can be reinstated. Anyone who is required to drive on company business and lacks the relevant experience shall request the appropriate training via their BU.

5.6 Driving assessment

An initial driving assessment shall be carried out and recorded for all new employees and apprentices who will be driving on company business, where experience may be in doubt.

As a minimum, an online driving assessment shall be carried out and recorded for all contractors who will be driving an Igne vehicle (if deemed necessary by the Business Unit Lead)

If the driver does not meet the required driving assessment standard they shall not be allowed to drive until additional training is undertaken to enable them to meet the requirements.

A practical driving assessment shall be carried out and recorded by an approved driving assessor who holds a current industry recognised driving assessor certificate for:

- a) any Employees following a post road traffic collision/incident if an investigation recommends it; and/or
- b) any Employees who are identified as high risk through the business telematics platform (such as high mileage drivers who cover over 25,000 per annum, frequent harsh driving events);
- c) any Employees who are returning from a driving suspension or have been convicted of one or more of the following offences:
 - 1) drug driving;
 - 2) drink driving;
 - 3) dangerous driving;
 - 4) failure to stop after an accident.

5.7 Fatigue

The company working times and Fatigue management policy, QHSE Policy, Driver Hours Rules and the Road Transport Directive (Working Time Directive) shall be adhered to.

Line managers should make their direct reports aware of the potential risks of driving whilst fatigued and consider those risks when planning rosters.

Where unexpected events have taken place, the BU shall take steps to minimise the risk of fatigue.

Employees shall inform their Line Manager if they are feeling the effects of fatigue, and shall not attempt to drive and should make alternative arrangements. The Line Manager will refer to the Fatigue Risk Assessment for guidance.

This could mean sourcing alternative transportation or arranging overnight accommodation.

5.8 Smoking

The No Smoking at Work Policy and Procedure will be adhered to at all times.

NOTE: For more info go to employee handbook.

5.9 Vision Check

Drivers shall be able to read a car number plate made after 1 September 2001 from 20 metres (with glasses or contact lenses, if necessary) this is a legal requirement.

Drivers shall undertake a vision check annually, this shall be arranged by the driver informing the BU of the results.

5.10 HGV Medicals

All HGV drivers are required by the DVLA to have a medical examination at the age of 45 and then every five years until the age of 65. After 65, the medical examination is undertaken every year.

Anyone with an expired HGV medical examination shall not drive.

5.11 Driver's Hours Rules and Tachograph compliance

5.11.1 Drivers Hours Rules

The driver shall identify and adhere to whichever rules apply to the vehicle they are driving.

NOTE: [Drivers Hours Rules and Guidance](#)

5.11.2 Tachograph Rules (EU)

A tachograph shall be used if the vehicle is being driven under EU rules.

Driver's hours rules apply to drivers where the maximum permissible weight of the vehicle, including any trailer exceeds 3.5 tonnes.

5.11.3 GB Domestic Rules

GB domestic drivers' hours rules apply to drivers of most passenger-carrying vehicles and goods vehicles that do not have to follow the EU rules.

5.11.4 Road Transport Directive (RTD)

The RTD rules apply to all mobile workers including drivers and crew of heavy goods vehicles.

The RTD rules limit the amount of time that can be worked and shall be adhered to. These rules supersede any other Igne policies.

5.11.5 Derogations

GB Domestic rules apply to anyone who is operating a vehicle under a tachograph derogation.

Before operating under any derogation, authorisation shall be sought and received from the Group Fleet Transport Coordinator.

If authorised, any BU process currently in force shall be followed.

Derogations are subject to strict criteria which shall always be applied whilst deviating from normal tachograph rules.

5.11.6 Driver Tachograph Card

All drivers of a vehicle fitted with a tachograph shall have a current Driver Tachograph card, this includes anyone operating under a derogation.

Company rules state that Driver Tachograph cards shall be downloaded every 28 days.

5.11.7 Tachograph Infringements

All tachograph infringements shall be investigated by the Line Manager and debriefed to the driver with the guidance from the Group Fleet Transport Coordinator (The minimum requirement is an approved tachograph course to debrief a driver).

Corrective action shall be taken, this can be a formal discussion and/or training which shall be documented.

Where this is not effective, disciplinary action may be taken as outlined in our Operator's Licence requirements.

5.12 Driver CPC

All drivers of vehicle in driving licence category C1 and above shall have a valid Driver Qualification Card

The Driver Qualification Card shall always be carried whilst driving

35 hours of periodic training is required to take place every 5 years, best practice is to complete 7 hours annually.

5.13 Towing

Towing should be avoided whenever possible.

Where towing cannot be avoided the following guidelines shall be followed:

- a) correct driving licence category shall be held;
- b) towing shall not take place unless recognised training or a minimum of 1 year experience towing has been undertaken;
- c) Digital Tachograph card shall be used unless an authorised derogation is in place;
- d) first use walkaround checks shall be carried out on the vehicle and trailer;
- e) the gross combined maximum vehicle weight shall not be exceeded;
- f) the maximum plated weight of the trailer shall not be exceeded.

Best practice guidelines advise not to load the trailer to the point where it is heavier than the towing vehicle.

5.14 Parking/Bus Lanes Fines

The driver shall be responsible for parking/Low Emission Zone (LEZ)/bus lane fines if a righteous challenge cannot be made.

This includes failure to register a vehicle at any hotel where this is a requirement.

6 Vehicle Operation

6.1 Vehicle Compliance, Management and Compatibility

6.1.1 Ordering of new vehicles

Vehicles should be ordered through the Group Fleet Transport Coordinator.

The BU Lead shall be informed of any vehicles ordered.

The correct vehicle shall be ordered based on business requirements so that it is fit for its intended purpose.

Items such as listed below should be considered:

- Vehicle classification and driving licence category requirements
- Operator's licence requirements
- Safety requirements
- Training requirements
- Available payload
- Geographical operating location/terrain/weather
- Required passenger carrying capability
- Ancillary equipment
- Storage requirements

Future proofing the vehicle specification. The vehicle may be in service for several years and requirements may change.

This list is not exhaustive, and individual requirements should be considered.

The procurement of a Vehicle/s shall be via the Group Fleet Transport Coordinator.

6.1.2 In Life Modifications

Correct specification when ordering a new vehicle will reduce the number of modifications required. All vehicle modifications shall be processed by the appropriate fleet management provider via the Group Fleet Transport Coordinator.

Employees shall not alter, customise, or tamper with vehicles outside of the agreed modifications process with the Group Fleet Transport Coordinator and the lease provider.

6.1.3 Vehicle Details Changes

All vehicle details shall be kept up to date and accurate informing the Group Fleet Transport Coordinator of any changes..

NOTE: For more info refer to the Group Fleet Transport Coordinator .

6.1.4 Vehicle Reallocations

Vehicle reallocations shall be managed through the Group Fleet Transport Coordinator.

Both BU leads agreement shall be sought before finalising a reallocation of a vehicle.

NOTE: For more info refer to the Group Fleet Transport Coordinator.

6.1.5 End of Vehicle Life

All vehicle returns except for those which have been declared beyond economical repair shall be processed through the leasing business as per Service Level Agreement (SLA) and the Group Fleet Transport Coordinator.

Vehicles which have been declared beyond economical repair shall be processed through the Group Fleet Transport Coordinator.

All tools and equipment, shall be removed prior to the vehicle being returned.

6.2 Vehicle Compliance

6.2.1 Vehicle Maintenance

All vehicles and ancillary equipment shall be maintained at the required intervals in relation to MOT testing, servicing, inspections, Provision & Use of Work Equipment Regulations (PUWER) and Lifting Operations & Lifting Equipment Regulations (LOLER).

All tyres shall be replaced at a minimum legal depth of the vehicle as per the lawful requirement, unless there is a requirement to replace them sooner due to damage or age (10 years from manufacture).

Hire vehicles shall be maintained and operated to the same safety standard as our fixed fleet, as outlined in this policy.

Personal vehicles used on company business (Grey Fleet – section 7.1) shall be maintained and operated to the same safety standard as our fixed fleet, as outlined in this policy.

6.2.2 First Use Walkaround Vehicle Checks

The driver shall undertake a first use walkaround check before using a vehicle for the first time during each shift to establish if the vehicle is roadworthy and safe to drive.

The checks are mandatory for all vehicle types (including ancillary equipment and trailers) and it is the driver's responsibility to complete the check thoroughly.

Where available, the electronic first use walkaround vehicle check app process shall be completed as the primary method.

Where this is not available, checks shall be carried out and the results recorded using an alternative method such as Daily Vehicle Check and Defect Book.

When using the electronic first use walkaround vehicle check app all defects shall be recorded and managed through that process.

When using the paper-based system the results of the check shall be recorded by the driver in the Vehicle Check and Defect Book.

The driver shall also complete the daily journey log book and this shall be completed in full for each and every journey.

Any defects identified shall be reported to their Line Manager.

It is the Line Manager responsibility to action any defects raised and sign the Vehicle Check and Defect Book to confirm rectification once the repair(s) have been completed.

The Line Manager shall be responsible for reviewing the checks and confirming they have taken place to an appropriate standard.

Where more than one driver uses the vehicle during the shift, the driver taking charge of the vehicle shall carry out their own check.

Any vehicle identified as having defects which render it unroadworthy shall not be driven until rectification work is completed & the repairer has confirmed the vehicle is fit for service. Minor repairs such as wiper blades, bulbs etc may be carried out by fleet management authorised and internal local garages.

Safety related defects and major repairs shall be carried out by an approved repairer as nominated by the relevant fleet management provider and the Group Fleet Transport Coordinator.

Repairs to the vehicle shall not be carried out or attempted, this includes any preparation work such as jacking the vehicle up prior to a wheel being changed.

The driver shall check the cleanliness of the vehicle's interior and exterior during the first use walkaround check and report any issues to the Line Manager.

6.2.3 Vehicle Safety Equipment

Vehicle safety equipment shall not be tampered with, altered, removed or intentionally damaged.

Vehicle safety equipment shall be checked during first use vehicle walkaround checks.

6.2.4 Telematics

In order to be provided with a telematics login solution, anyone who is required to drive shall have completed a driving licence check as described in this policy.

Before each journey the driver shall login to the telematics system using their driver ID solution.

Lost or stolen telematics login solutions should be reported to Group Fleet Transport Coordinator.

Before each journey Personal Digital Assistants (PDA's) shall be safely secured in the cradle provided.

Lost or stolen PDAs shall be reported to the BU Leads and the Group Fleet Transport Coordinator.

The vehicle speed warning system is a driving assistant and the speed limit shall be adhered to for the classification of vehicle being driven.

Anonymised data will be used to identify trends in driving performance and to trial and implement additional control measures where required.

NOTE: For more info go to the Group Fleet Transport Coordinator.

6.2.5 Vehicle Tachograph Unit

The tachograph unit shall be calibrated every two years, as it is a legal requirement.

The law states the tachograph unit shall be downloaded every 56 days, in this policy it is a requirement to download the drivers digital card every 28 days, this timeline shall be applied to the tachograph unit in the vehicle.

6.3 Fuel Cards (including Electric)

All fuel cards shall be requested via the Group Fleet Transport Coordinator and be approved by the BU Lead.

Fuel cards shall only be used for legitimate business journeys.

Registration specific cards shall remain with the vehicle and shall not be used to obtain fuel for any other vehicles, plant or equipment.

Wildcards (non-registration specific fuel cards) shall be used for fuelling plant or equipment.

Wildcards shall only be issued and used by a specific named person.

Prior to refuelling the driver shall check that the supplying garage accepts the fuel card.

The driver shall provide the correct vehicle registration and mileage. The driver shall only purchase standard grade fuels.

When possible, refuelling at motorway services stations shall be avoided with the exception of it being the most cost-effective solution.

'Reward', 'benefit' or 'loyalty' points or other incentives shall not be collected.

7 Categorisation of Vehicle Use

7.1 Grey fleet

Privately owned vehicles shall only be used on company business when all other methods have been exhausted and it is the most cost-effective alternative.

BU approval should be given before using privately owned vehicles on company business.

Following BU approval, the vehicle shall meet the following minimum criteria:

- a) a driving licence check shall have been completed within the last six months;
- b) the vehicle shall have a current MOT if more than 3 years old;
- c) the vehicle shall have a current Road Fund Licence;
- d) the vehicle shall be covered by business insurance;
- e) the vehicle shall be checked to confirm it is in a safe, legal and roadworthy condition prior to use;
- f) the vehicle shall be maintained/serviced to manufacturer's standards. This

policy should always be adhered to.

Igne will not be liable for any damage or theft to the vehicle and its contents or any third-party costs.

7.2 Job Requirement Vehicle

With the Group Fleet Transport Coordinator's agreement and subject to the relevant processes/tax payments these vehicles can be used for private use.

Without the BU's agreement, limited private use is allowed, but only if it's incidental to a business journey, for example driving home to allow an early start the next morning.

This type of vehicle is only for use on company business.

Animals are not to be carried in company vehicles during business use without reasonable request to the business which will be considered case by case. All animals will be required to be restrained in a harness/cage in the rear of the vehicle, under no circumstance will the animal be permitted to be transported in the front vehicle seats.

This type of vehicle shall stay with the role not the person.

NOTE: For more info go to the Group Fleet Transport Coordinator.

7.3 Personal Issue Vehicle

These shall only be issued to a person who has a contractual entitlement, which has been confirmed by Human Resources.

This type of vehicle can be used for all journeys.

All personal issue vehicles will be subject to taxable benefits in line with HMRC rules.

If a vehicle is required to be driven outside of the United Kingdom, the Group Fleet Transport Coordinator shall be informed, the appropriate leasing company shall also be informed to obtain their permission.

If travelling outside of the United Kingdom, a 'green card' (Insurance) shall also be obtained from Igne vehicle insurance provider prior to the journey.

Spouses, cohabiting partners and family members shall complete a driving licence check before being authorised to drive personal issue vehicles. At this stage the Spouses, cohabiting partners and family members shall agree to comply with this policy whilst driving a company supplied vehicle.

7.4 Personal use of company vehicles

Personal use of company vehicles, including hires, is prohibited with the exception of job requirement vehicles.

Pool vehicles shall meet the following government criteria;

- a) available for use and used by more than 1 employee;
- b) available to each employee because they need it to do their job;
- c) not ordinarily used by 1 employee to the exclusion of others;
- d) not normally kept at or near employees' homes;
- e) used only for business journeys - limited private use is allowed, but only if it's incidental to a business journey, for example driving home to allow an early start the next morning.

7.5 Hire Vehicles

Hire vehicles shall only be sought if Igne vehicles are not available, unless other issues dictate.

All hire vehicles shall be approved by the BU. Hire vehicles shall operate under the same rules applied to the owned fleet.

7.6 Motorcycles/Mopeds

Motorcycles or mopeds shall not be used for business journeys under any circumstances.

8 Operator's Licence Compliance

Igne shall adhere to Operator's Licence regulations. The Group Fleet Transport Coordinator is responsible for managing Operator's Licence requirements at Group level/BUs level and the BU will manage daily.

Under Operator's Licence regulations the Group Fleet Transport Coordinator is responsible for quality assurance, and the board of directors are ultimately responsible for complying with the following 'Promises';

- a) to keep all vehicles taxed, insured and in MOT;
- b) to check that all drivers have the right licence to drive;
- c) to keep all vehicles and trailers roadworthy;
- d) to obey drivers' hours and tachograph rules;
- e) that drivers will do a 'first use walkaround check' of the vehicle (recorded either electronically or in writing) before starting to drive;
- f) to keep vehicle maintenance and driver check records for 15 months;
- g) not to operate more than the maximum number of vehicles on the Operator's licence;
- h) to operate only from the operating centre(s) on the licence;

- i) to tell the Traffic Commissioner within 28 days: about any convictions of myself or my staff, a change in maintenance arrangements or a planned change in entity (e.g., from sole trader to partnership or limited company) a change in financial status (e.g., bankruptcy or entering administration).

Directors, BU Leads, and Managers, who are responsible for Operator's Licence vehicles shall undertake Operator's Licence Awareness Training (OLAT) or equivalent training initially and then every 2 years from the initial training.

The Group Fleet Transport Coordinator shall check that all Managers have completed the OLAT training as required.

If any Manager fails to meet the OLAT requirement, the Group Fleet Transport Coordinator shall escalate this to the relevant BU.

The Group Fleet Transport Coordinator shall give authorisation before any Operator's Licence vehicle is added, removed, or transferred between operating centres (authorised depot).

9 Auditing and Assurance

Compliance to this standard shall be monitored and assured through Igne's internal audit process.

All operating centres shall be audited at a frequency of no more than 13-week intervals by the Group Fleet Transport Coordinator or competent person.

The competent person shall have a CPC in Road Haulage or completed OLAT training.

The Group Fleet Transport Coordinator shall give authorisation to the competent person and quality assure their audits.

The BU shall facilitate the audit at the required frequency.

The BU shall achieve the required pass rate within a 6-month period.

If the required pass rate is not achieved within the 6-month period the BU Lead shall be informed and continue to be escalated through the management tiers until the required pass rate is met.

Any BU operating centre found to be jeopardising the company's operator licence may have their operation temporarily suspended in consultation with the BU Lead and the Board of Director's.

The suspension can only be removed once the BU meets the agreed improvement plan set by the Group Fleet Transport Coordinator.

The Group Fleet Transport Coordinator shall be responsible for the quality assurance of this process.

Where appropriate, the services of a suitably qualified external supplier may be engaged to meet the quality assurance requirements of this policy.

10 Vehicle Security

10.1 Vehicle Security for all drivers

To reduce the risk of vehicle theft or vandalism the following measures shall be taken:

- a) carry out a visual walk around inspection before starting any journey and when returning to the vehicle to check it has not been tampered with. Always be vigilant of your personal safety when completing any check;
- b) when leaving the vehicle unattended, vehicle engines shall be turned off, windows closed, doors closed and locked and ignition keys removed;

- c) all vehicles shall be secured using the relevant method when being left unattended, always apply the vehicle's double locking system, security alarm or fit a steering wheel lock, where possible;
- d) remove or hide all work equipment and personal items from view when leaving the vehicle unattended;
- e) where possible, operators of vehicles that require the engine to be running in order to operate auxiliary equipment, or heating or cooling systems in passenger carrying vehicles, when the driver is not in the cab, appropriate measures shall be taken to protect the vehicle against theft, for example, the provision of a second key to lock the cab doors and the fitting of run lock type devices, which switch the engine off if attempts are made to drive off by unauthorized drivers;
- f) before operating any vehicles, drivers shall read the vehicle manual to understand the security features and apply them when required.

If the driver witnesses any suspicious activity, they should speak to their BU, and in emergencies call the police for assistance using 999.

10.2 Security for drivers of goods vehicle

Drivers of goods vehicles shall:

- a) not divulge information about loads or routes to unauthorised persons (including over radios or telephones) or post information about their route or location on social media, as per the social media policy;
- b) avoid unwitting disclosure of route/location through mobile phone security settings and geolocation of pictures;
- c) discuss high risk routes with their BU and adhere to instruction given;
- d) report any irregularity in loading, locking, sealing or documentation to the organisation;
- e) never carry goods for anyone, other than the authorised load;
- f) inform and confirm with their BU immediately if someone tells them to change their route;
- g) check before any journey their phone is fully charged and contains important phone numbers they may require;
- h) be mindful of their personal security. They shall keep their ID documentation and wallets secure and out of sight.
- i) be aware of attempts of deception, such as by bogus Police and DVSA Officers.

10.3 Vehicles not in use or parked in Igne locations

Keys shall be kept in a secure place e.g., a locked cabinet or held securely by the driver, when vehicles are not in use or parked in Igne locations.

Where possible vehicles should be parked in designated areas away from fences, gates, or walls to prevent from being accessed or used as climbing aids.

Where possible vehicles should be parked in sites with access control measures at entrances and barriers such as walls or fences.

10.4 Vehicles parked at home

Where possible when parking a company vehicle (including hire vehicles) at home, the vehicle should be parked in a secure location, ideally in a locked garage, on private driveway or a well-lit area with CCTV and nearby occupied buildings.

Vehicle keys shall be kept securely and away from visible areas such as near external doors and windows. If the vehicle uses a key fob, it shall be stored far away as possible from the vehicle or in signal-blocking pouches, to prevent keyless entry theft.

10.5 Reporting a vehicle crime

If a vehicle crime is committed, the driver shall immediately report it to the police and the Group Fleet Transport Coordinator and provide the following information:

- a) circumstances of the vehicle being stolen including location and time of theft;
- b) description of the vehicle such as the company to whom the vehicle is registered, vehicle registration number, make, model, colour, and any tracking software fitted;
- c) where the vehicle is broken into and items are stolen, details of what damages have been caused and what items have been stolen including the time and location of the crime;
- d) if it is suspected that the vehicle has been stolen for a terrorist attack, make sure this is clearly made to the call handler.

The driver shall obtain a police crime reference number for further contact and insurance purpose.

10.6 Reporting a vehicle crime to the fleet management company

The driver shall report the following information to the Group Fleet Manager and the fleet management company:

- a) circumstances of the vehicle being stolen including location and time of theft;
- b) description of the vehicle such as the vehicle registration number and the location and time of theft;
- c) where the vehicle is broken into and items stolen, the details of what damages have been caused and what items have been stolen including the time and location of the crime;
- d) the police
- e) crime reference number.

Rob Hunter



– CEO

DATE: 1ST JULY 2026

Group Fleet Road Compliance Policy – V1.1