

Purpose

Van Elle Limited vehicles share the roads with many other road users, some of whom are at a far greater risk than others. We recognise that some of these road users may warrant special consideration and greater vigilance in order to protect their safety and well-being.

Van Elle Limited aims to avoid all collisions involving other road users, by adhering to the simple precautions outlined in this procedure.

Scope

This policy applies to all drivers, co-drivers, supervisors and managers responsible for transport staff at Van Elle Limited.

Policy Statement

Van Elle Limited has identified the significant risks from our operations involving transport activities (including the safety of vulnerable road users) and has put in place procedures to reduce these risks. Owing to the variable factors involved, no single measure is enough to completely ensure safety.

A number of control measures have been identified through the risk assessment process and these are communicated as part of this policy. The Company expects these measures to be adhered to, will continuously monitor and will take appropriate action against those who fail to do so. From time to time, the risks and measures taken to reduce them will be reviewed to ensure maximum effectiveness.

The key objectives of the vulnerable road user policy are to:

- Promote a culture of safety and exercise a 'duty of care'
- Avoid distress and trauma of a collision to both victim and the driver
- Avoid financial and reputational risks associated with a collision

Roles and responsibilities

Senior management is to:

- Publish the vulnerable road user policy and ensure it is effectively communicated to all managerial and driving staff
- Ensure company vehicles used in populated urban areas are as safe as possible and fitted with appropriate vision aids/warning devices suitable for the task
- Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to
- Ensure that any related policies, driver training, education campaigns and disciplinary procedures are consistent with this policy

Supervisory management must ensure that:

- They are conversant with all procedures and documentation referred to in this policy and that the policy is fully implemented
- All drivers are fit to drive, are aware of their responsibilities under this policy to share the road safely and the 'top tips' described below
- Co-drivers of double manned vehicle understand they are to assist the driver as an extra set of eyes
- Take appropriate action if any driver fails to comply with their responsibilities under this policy

Drivers are to observe the following top tips:

Before they travel:

- Prepare themselves
- Refresh their knowledge of the Highway Code

- If they need glasses (or contact lenses) to meet the Highway Code's minimum vision standards, they must wear them at all times while driving
- Set their phone to voicemail
- Plan their journey
 - If they can't avoid cyclist commuter routes, try to travel at less busy times
 - Be particularly vigilant around schools
- Check their vehicle (MIST)
 - **Complete a walk-round check to ensure that:**
 - **Mirrors** are clean, correctly adjusted and set to minimise blind spots
 - **Indicators** are working, clean, and can be seen
 - **Signs** for cyclists are clean and easily visible
 - **Technology**, including Fresnel lenses, side proximity sensors, blind spot cameras and sideguards, is fitted correctly, working and clean
- **While driving:**
 - Look out for cyclists
 - Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic
 - Check their mirrors for cyclists before they indicate, vary their speed or change direction
 - Keep scanning their mirrors when approaching junctions in case a cyclist enters their blind spot
 - Before pulling away from junctions look over the dashboard (even if they have a Class VI mirror fitted) and try to make eye contact with cyclists so they know they've seen them
 - Check their nearside blind spot every time they turn left
 - Check over their shoulder for cyclists before opening their door to ensure it doesn't open into their path
 - Indicate clearly and in good time
 - Indicate their intentions clearly when turning or changing lanes, even if they don't think anyone is near them
 - Indicate in good time to allow others to react
 - Turn off their indicator once they have completed their manoeuvre to avoid giving false information to other road users
 - Leave space
 - Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car doors
 - When overtaking, give cyclists and motorcyclists at least as much space as they would a car
 - Do not cross stop lines or encroach on Advanced Stop Lines
 - Cycle lanes are for cyclists: do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable



Signed

Mark Cutler - Chief Executive Officer

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