

DRIVING AND VEHICLE POLICY

Corporate Policy Document

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Policy owner	Shaye Grant, Managing Director
Approved by	Shaye Grant, Managing Director
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DOCUMENT CONTROL

Version History

Version	Date	Description of change	Author
1.0	22nd July 2026	First issue	S. Grant

Approval

Name	Position	Signature and date
Shaye Grant	Managing Director	<i>Shaye Grant</i> 22nd July 2026

Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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1 POLICY STATEMENT

- 1.1 Driving is one of the highest risk activities the Company's staff undertake. Grants Electrical Solutions Ltd requires all driving on Company business to be lawful, safe and courteous, in roadworthy vehicles.

2 ARRANGEMENTS

- 2.1 Drivers must hold a valid licence for the vehicle driven, with licences checked at engagement and annually. Vehicles are maintained, serviced, taxed, insured for business use and MOT'd, with weekly documented walkround checks of tyres, lights, load security and ladder racks. Mobile phones are not used while driving other than fully hands free, and never for texting or email; drivers comply with all speed limits; and the Drugs and Alcohol Policy applies in full to all driving. Loads, including cable drums and access equipment, are secured before every journey. Collisions, damage and penalties are reported to the Managing Director the same day.

3 NON-COMPLIANCE

- 3.1 Breach of this policy by an employee is a disciplinary matter which may amount to gross misconduct. Breach by a sub-contractor is a breach of their terms of engagement.

4 REVIEW

- 4.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

Signed for and on behalf of Grants Electrical Solutions Ltd

Signed: The signature of Shaye Grant is written in a black, cursive script.

Shaye Grant, Managing Director Date: 22nd July 2026