Data Tech	**PASSENGER SAFETY POLICY**	HSP 017 ISSUE 3 SEPTEMBER 2021

The aim of this policy is to ensure the safety of both drivers and passengers when using company vehicles as part of their normal work operations or travelling to and from the work site.

Drivers shall only permit passengers in company vehicles providing:

- The number of passengers does not exceed the number of passenger seats
- The vehicle payload capacity is not exceeded.
- Seatbelts are fitted and used.
- Passenger seats are clean and in good order.
- The vehicle is roadworthy.
- They are not incapacitated or under the influence of drink or drugs.

Passenger capacity shall generally be as follows:

Small vans – Driver plus one passenger
Medium and large vans – Driver plus two passengers
Cars – Driver plus 4 passengers.

Passengers shall:

- Wear seat belts for the duration of the journey as required by law. It is there for safety and insurance is invalidated if not used.
- Pay attention to the road and advise the driver if there is an emerging hazard as this may be more visible to the passenger than to the driver.
- Support the driver by helping to ensure any other passengers act responsibly.
- Offer to help navigate if required
- Keep communication to a reasonable level. The more people in the vehicle, the more distractions there may be from conversations, music, etc.
- Say something if concerned about a driver's behaviour or if driving too fast, but <u>not</u> be a backseat driver.
- Take care when embarking or alighting from the vehicle, particularly large vans where the height to ground is greater.

Passengers shall not:

- Get into a vehicle where the driver is under the influence of alcohol or drugs.
- Distract the driver or detract in any way from their concentration.
- Encourage the driver to speed, break the law or conduct any other unsafe act.
- Block the driver's field of view through the windows and mirrors, particularly at junctions.
- Turn on interior lights at night – this can affect the driver's night vision and their ability to see properly.
- Act aggressively or insultingly to other road users or pedestrians.

When dropping off passengers the driver shall ensure that the vehicle is parked in a safe position with parking brake applied, and that passengers have a safe exit way to prevent slips, trips and falls.

In case of emergency all crew (driver and passengers) shall leave the vehicle and move to a place of safety.

Should passenger behaviour become a problem, the driver will stop the vehicle and the nearest safe location and remove them. If this is not possible, the driver shall leave the vehicle, taking the keys and call the police without delay.

Bob Jacobs
Managing Director