



Defensive Driving Policy.

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INTRODUCTION

Driving is one of the most hazardous tasks performed by employees. EJ's Solutions Ltd is committed to providing a safe working environment, which includes safe practices for driving on business. Staff must drive responsibly, focusing on safety, following directions, refraining from distractions like mobile phones, and never driving under impaired conditions. All drivers must adhere to defensive driving principles and respect all road laws, including the Highway Code, to prevent accidents.



- Report any vehicle issues (for hire cars) before the journey or as soon as possible.
- Document and report all accidents or near-miss incidents to the H&S Advisor and manager.
- Take regular breaks of 15 minutes for every 2 hours driven, stop when tired, and avoid driving over 11 hours or 400 miles in one day unless absolutely necessary.
- Arrange for alternative transport after long-haul flights.
- Ensure vehicle roadworthiness and valid insurance for personal vehicles; EJ's Solutions Ltd is not liable for private vehicle damage.

Training

- Employees with an unacceptable accident rate may be required to complete additional training before resuming business driving.

Employer Responsibilities

EJ's Solutions Ltd will:

- Use car hire companies that offer safe, well-maintained vehicles.
- Ensure employees feel comfortable with their assigned vehicle.
- Provide additional driver training if risk assessments indicate it is needed.
- Manage work schedules to promote safe driving practices.

Code of Conduct

Employees driving for EJ's Solutions Ltd must follow traffic laws, prioritize road safety, and demonstrate responsible driving habits. Serious breaches include:

- Driving under the influence of drugs or alcohol
- Driving while disqualified or without a valid license
- Reckless driving causing injury or death
- Failing to stop after an accident
- Any offense leading to license suspension

Employee Responsibilities

Staff driving on company business must:

- Hold a valid driver's license and inform EJ's Solutions Ltd if it is suspended or restricted.
- Follow legal speed limits, wear seat belts, and comply with all traffic laws.
- Conduct vehicle checks before trips, including tires, mirrors, brakes, lights, and wipers.

Avoid mobile phone use while driving (including hands-free).

Mobile Phone Usage

Research shows mobile phone use while driving is highly distracting and increases crash risk, regardless of hands-free use. Mobile phone use should be minimized. If necessary, drivers must use a legally compliant hands-free device but should avoid initiating calls and keep conversations brief.

Key principles:

- Do not use a phone unless you have a legally compliant hands-free setup.
- Avoid making or answering calls while driving. Use voicemail or pull over to a safe location to handle calls.
- Drivers may be prosecuted for accidents occurring while using hands-free devices due to potential divided attention.



In Case of an Accident or Near Miss

In the event of an accident:

1. Stop the vehicle safely and ensure personal safety.
2. Complete an accident report form with details of other vehicles, drivers, witnesses, and insurance.
3. Contact the police if there are injuries, property damage, or if you feel unsafe.
4. Notify EJ's Solutions Ltd immediately and submit the accident report form.



Recommended Driving Hours

- Maximum daily driving: 10 hours (no more than twice per week)
- Breaks: At least 15 minutes every 2 hours
- Daily rest: Minimum 11 hours non-driving/rest period
- Weekly driving limit: 56 hours



Conclusion

These guidelines should generally not be exceeded. Discuss any concerns about driving durations with your line manager and the health and safety advisor. The priority is safe driving practices and employee well-being.

EJ's Solutions Ltd is committed to ensuring all driving on business is performed safely and responsibly, adhering to these principles and policies.

DOCUMENT AUTHORIZATION

Document Author

Document Reviewed By

Rosemary Hanga

Peter Joshua

Health and Safety Coordinator

Managing Director

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