

Purpose

The purpose of this standard is to ensure that driver management across the group is planned, delivered and recorded to ensure that drivers are correctly authorised and managed when using Kier vehicles. Driver management, for the purpose of this standard, is considered to be the responsibility of those allocating vehicles and putting people to work i.e. foreman, engineers, agents, supervisors, line managers and transport managers (this list is not exhaustive).

Scope

Unless accompanied by an approved derogation this standard is applicable to Kier business streams and business units as defined in [SHEMS-STD-GR-001](#).

Requirements

Plan

- Identify the responsible person(s) for compliance with this Standard.
- All employees and sub-contractors required to drive Kier vehicles must complete the On-Boarding process (**SHEMS-MST-GR-506**) before using a Kier vehicle.
- Driver activities will be planned to ensure that vehicles are only used by drivers holding the correct licence category for the vehicle type (DVLA).
- Drivers' activities are effectively planned to manage Driving hours, Breaks and Rest periods (**SHEMS-GUI-GR-508**).
- Drivers are competent for the type of vehicle for which they are planned to use, and the loads carried.
- Ensure responsible person has access to the compliance systems used on the contract, i.e. vehicle tracking, licence checking and driver's vehicle checks.
- For HGV only; the Operator Licence is issued in accordance with (**SHEMS-MST-GR-511**).
- If applicable, ensure your driver management includes compliance with FORS requirements at BusinessUnit level (**SHEMS-GUI-GR-502**).
- Determine how you will extract digitally held compliance data when requested by regulatory authorities.

Do

- Ensure all drivers have completed the On-Boarding process and records are retained.
- Ensure drivers only use vehicles for which they hold the correct licence category.
- Retain records to demonstrate/show drivers have had adequate rest and breaks.
- Drivers to receive appropriate instructions/training/awareness for the type of vehicle they use, and the loads carried. Records must be retained
- Demonstrate access to relevant compliance systems.
- Operators Licences undertakings will be effectively managed by the nominated Transport Manager (**SHEMS-MST-GR-512**).
- Report any Regulatory Authority contact (e.g. Police, DVSA, DVANI) in accordance with (**SHEMS-STD-GR-022**).
- Ensure Dangerous Goods are carried in accordance with (**SHEMS-MST-GR-501**).
- All drivers will be instructed to mitigate the risks of vehicles being used for terrorism activities (**SHEMS-MST-GR-500**).

- Supply compliance data and/or records when requested by regulatory authorities.

Check

- Planned and random audits will be carried out by the Group Fleet Compliance team in accordance with (**STD-GR-2005**).
- Review vehicle tracking system for evidence of speeding in accordance with (**SHEMS-MST-GR-514**).
- Driver daily checks are completed before vehicle use in accordance with (**SHEMS-MST-GR-505**).
- Driver hours, rest and breaks comply with (**SHEMS-MST-GR-507**) and (**SHEMS-GUI-GR-508**).
- Conduct random and scheduled Vehicle and Driver Quality checks in accordance with (**SHEMS-MST-GR-509**).
- Monitor, manage and record scheduled driver checks in accordance with (**SHEMS-MST-GR-503**).
- Check electronic data is readily available for extraction to supply regulatory authorities in the format requested.
- Ensure your driver management meets the FORS requirements.

Act

- The responsible person will take actions to ensure that overloaded vehicles are not permitted to be used (**SHEMS-MST-GR-510**).
- Defects identified during Vehicle and Driver Quality checks must be rectified appropriately, with measures taken and implemented to prevent re-occurrence.
- Non-compliance identified during driver health, eyesight and authorisation checks must be rectified appropriately, with measures taken and implemented to prevent re-occurrence.
- Group Fleet Compliance audits will be subject to appropriate actions raised in AIRSWEB with closure of any non-compliance to be undertaken within agreed timescale.
- For speeding events/notifications, take appropriate actions in accordance with (**SHEMS-MST-GR-514**).
- The responsible person will take actions to ensure that non-compliant driving hours, breaks or rest periods are eradicated.

Responsibilities

Group Head of Compliance: Responsible for the delivery of the contents of driver and vehicle related Standards and audits.

Group Fleet Compliance Manager: Responsible for auditing, updating IMS and dangerous goods.

Fleet Compliance Manager: Responsible for auditing, BU support and liaison with support services

Responsible Person: The person/s identified to be responsibility for allocating vehicles and putting people to work in those vehicles.

Transport Manager: A person named on an Operator's Licence with responsibility for the related legal undertakings.

Drivers: Employees and sub-contractors who use a Kier vehicle on Kier business.

Related Documents

- [STD-GR-2005](#) Internal and External Audit
- [SHEMS-STD-GR-500](#) Vehicle Management
- [SHEMS-STD-GR-022](#) Regulatory Authority Contact
- [SHEMS-MST-GR-500](#) Vehicle Security Counter Terrorism (vehicles)
- [SHEMS-MST-GR-501](#) Dangerous Goods
- [SHEMS-MST-GR-503](#) Driver Authorisation Records
- [SHEMS-MST-GR-505](#) Driver Daily Walk Around Checks
- [SHEMS-MST-GR-506](#) Driver On-Boarding
- [SHEMS-MST-GR-507](#) Drivers Hours
- [SHEMS-MST-GR-509](#) Vehicle and Driver Quality Checks
- [SHEMS-MST-GR-510](#) Load Security, Bridge Strike and Overloading
- [SHEMS-MST-GR-511](#) Operator Licence Compliance
- [SHEMS-MST-GR-512](#) Vehicle Maintenance Records
- [SHEMS-MST-GR-514](#) Managing Evidence of Speeding
- [SHEMS-MST-GR-517](#) Fuel efficiency, Emissions Reduction and Routing
- [SHEMS-MST-GR-518](#) Road Traffic Collisions
- [SHEMS-MST-GR-520](#) Use of Heavy Goods Vehicles and Minibuses
- [SHEMS-FOR-GR-500](#) Licence Bureau authorisation
- [SHEMS-FOR-GR-501](#) Driver Declaration
- [SHEMS-FOR-GR-507](#) Light Commercial Vehicle and Driver Quality Check
- [SHEMS-FOR-GR-508](#) Overweight action report
- [SHEMS-FOR-GR-509](#) Incomplete Domestic Drivers Hours records
- [SHEMS-FOR-GR-510](#) HGV Vehicle and Driver Quality check record
- [SHEMS-FOR-GR-512](#) Driver Daily Walk Around Check records incomplete
- [SHEMS-FOR-GR-513](#) Domestic Drivers Hours infringement
- [SHEMS-FOR-GR-514](#) Agency Casual Drivers Declaration
- [SHEMS-FOR-GR-515](#) Driver Standards and Driver Responsibilities
- [SHEMS-FOR-GR-518](#) Light Commercial Vehicle Driver Induction
- [SHEMS-FOR-GR-526](#) Letter template to OTC for GFPN/FPN/Speeding issue
- [SHEMS-FOR-GR-529](#) WTD – Workforce Agreement
- [SHEMS-FOR-GR-530](#) WTD – Opt Out
- [SHEMS-FOR-GR-532](#) Domestic Hours exception guidance for authorities
- [SHEMS-FOR-GR-534](#) Driver Infringement Letter
- [SHEMS-GUI-GR-500](#) Drivers Hours, Breaks and Rest non-compliant action guide
- [SHEMS-GUI-GR-501](#) Mirror requirements and set up
- [SHEMS-GUI-GR-508](#) Driver's hours, breaks and rest periods
- [SHEMS-GUI-GR-502](#) FORS alignment with IMS



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