



Policy statement regarding the provision of trikes and the use of trikes to carry out work-related business.

Echoes of Humanity in partnership with the GRRIPP Project Team regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is now essential therefore that the Trust has a controlled and auditable management process in place to protect itself and the beneficiaries of the project.

Driving any vehicle carries significant risk of injury or death. The Trust takes very seriously its duty of care to ensure that all drivers using project vehicles or driving any vehicle on project business in any circumstances do so in a manner that minimises the risk, to the public, The Machitenda Women Economic Riders project participants, and the Trust.

Echoes of Humanity has identified that trikes are a necessary requirement for the fulfilment of its business.

The Trustees set out all the rules, processes, and regulations that the Trust and all project drivers will follow.

Specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so will result in the Trust treating the matter as a disciplinary issue.

There should be no misunderstanding with regard to the Trust's policy relating to the provision and use of vehicles.

Please study the handbook, comply with its requirements, and share in the significant benefits for everyone as a result of safer driving.



THE TRUST'S AND DRIVER'S RESPONSIBILITIES

The provision and use of road vehicles is absolutely necessary for the survival and success of The Machitenda Women Economic Riders business. These vehicles are 'tools of the trade' and must be managed, maintained, and used so that the Trust and The Machitenda Women Economic Riders project participants comply with all health and safety laws. These laws apply to 'on the road' work activities as much as they do to all other work activities.

Serious or fatal consequences can be caused to members of the public, The Machitenda Women Economic Riders project participants, employees, or the Trust due to human error or misuse of a company vehicle. In so far as its own vehicles and drivers are concerned, it is the Trust's intention to actively manage and control the risk (occupational road risk or ORR) which arises from this use.

The results of improper or careless vehicle use include increased costs and inefficiency, imprisonment or serious or fatal injury. By carefully managing the vehicles and the users of them, it is possible to increase safety, avoid injury or fatality, increase efficiency and also profitability. The Trust therefore places heavy emphasis on the proactive and constructive management of its vehicles including those owned by their employees but used as part of their daily duties during their working hours, the employees who use them and its management of ORR.

The intention of this document is to supply the basic rules and guidance for the use of vehicles being used on the Trust's business. This forms an important part of the Trust's trustees of ORR.



It is essential that all authorised drivers familiarize themselves with the contents of this document, as there may be financial penalties arising if certain requirements are ignored. The Trust may not accept liability for any expenditure as a result of failure on the part of any driver to comply with these documented requirements in relation to driving, operating or maintaining a company vehicle.

The Machitenda Women Economic Riders project participants and Trustees who drive are required to co-operate fully with the Trust policies of ORR. In return, The Machitenda Women Economic Riders project participants, the Trust, and the public at large can only benefit from the successful management of this important part of our business.

The Trust reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of The Machitenda Women Economic Riders project participants and Trustee failing to comply with any of the terms and conditions of its use.

AUTHORISED DRIVERS

- Any person authorised by the Trust in conjunction with The Machitenda Women Economic Riders project participants who has a current clean driving licence, has successfully attained the required driving experience to drive off road (May drive off road) and is over 18 years of age may drive a project vehicle.
- Should an individual driver's circumstances change following registration (penalty points on licence, health etc.), then drivers are required to submit a new Driver Declaration with another copy of their driving licence.

All drivers must comply with the Zimbabwe driving legislation when driving on Zimbabwe roads.



HEALTH & SAFETY (driving at work)

- The policy statement issued by the Trust underlines the absolute commitment to create and maintain a safe working environment. When adhered to it will, so far as is reasonably practicable, help to safeguard the health and safety as well as the interests of the Trust, Trustees, The Machitenda Women Economic Riders project participants and the public when driven during their business.
- There is a legal duty for staff to follow Trust guidance; taking reasonable care for themselves and for the safety of others whilst at work and this includes driving during business.

Driving fatigue and tiredness

- Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular breaks before fatigue sets in.

Fitness and health

- You must inform the Trust and/or The Machitenda Women Economic Riders project participants Coordinator of any health conditions that may affect your ability to drive safely. Trust and/or The Machitenda Women Economic Riders project participant rules preclude unsuitable persons from driving.
- Driving whilst under the influence of **drugs or alcohol** is strictly prohibited and subject to disciplinary action, including possible termination of project membership. Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking.
- Ensure your eyesight is tested at least every two years if you already have defective eyesight. If glasses or other corrective devices are necessary for driving, these must be worn.



General guidelines

- No vehicle is to be driven in an illegal or unroadworthy condition. If a vehicle becomes unroadworthy it must be taken off the road IMMEDIATELY. Echoes of Humanity and/project coordinator must be notified and given the opportunity to seek help and/or report the faults as soon as possible to the authorised trikes dealer.

In adverse weather conditions, such as fog or rain and slippery roads, you must follow the VIDs Highway code rules.

Safety on the road

- Safety belts must be worn
- Helmet and safety cloths must be worn (It is the responsibility of the driver to ensure the safety of themselves and the ir passengers)
- The driver should be fully conversant with the Highway Code.
- Attention must be paid regularly, daily to check power charge, lights, tyre condition and tyre pressures, steering, brakes, and the condition of the vehicle generally.
- If any damage is caused to the provided vehicle due to neglect, the Trust and The Machitenda Women Economic Riders project participants reserves the right to take disciplinary action against the member, this can include a fine, having to pay for the damage caused to the vehicle and in the case of the vehicle being written off the cost of the replacement of the vehicle.
- You must be conversant with 'hours of darkness' regulations requiring the vehicle to be lit by front and rear lights. In conditions of poor visibility such as fog, heavy rain and smoke you are required by law to drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights.



- All lights must be kept clean and in full working order at all times.
- Vehicles to be used for business purposes only
- Vehicle to be parked at place of work, unless special permission is given by designated person in the Trust and/or Project Coordinator

Theft and vandalism guidance

- The ignition key must always be removed, and the vehicle locked according to the manufacturer's recommendations whenever and wherever the vehicle is left unattended.
- Wherever possible, park in well-lit areas. If in a public car park, always take the ticket with you, unless it is 'pay and display'.
- Never leave valuable items unattended inside the. Ensure that they are attended or preferably, take items out of the vehicle completely.

Driving safety and security

- Drive within legal speed limits and follow Highway Code guidance at all times. Remember, you are representing the Trust and The Machitenda Women Economic Riders whilst driving at work. Show consideration and avoid the temptation to respond aggressively towards discourteous road users, so as to minimise possible 'road rage'.
- Do not eat or drink whilst driving and use 'voicemail' or 'divert' to avoid the use of mobile telephones, as use with hands-free devices still increases risk. Avoid other distractions such as loud music or smoking.
- Park in well-lit roads or preferably manned car parks and, if possible, park in an open area near the entrance.

Emergencies



- If you break down, use hazard lights. After calling the office during office hours (9:00 am to 5:00pm Monday to Friday) or the out of hours duty person for support. This will be indicated on the rota.

Summary checklist for your benefit

Your journey

- Allow sufficient time for traffic delays, breaks and re-routing, etc.
- Choose the safest route, considering the weather conditions, etc.
- Be prepared emergency arrangements (Have phone number for support) for an unplanned occurrence should there be adverse conditions.
- Ensure you have sufficient power charge for the journey to avoid the possibility of breakdown or stopping in unsafe areas.

You and the vehicle

- Avoid heavy drinking the night before your journey. Ensure you are not fatigued immediately before your journey.
- Seek medical advice if in doubt whilst taking prescribed medicines.
- Remember to wear clean spectacles or contact lenses if you need them for driving.
- Familiarise yourself with the vehicle and its controls before your journey.
- Make driver comfort adjustments before the journey.
- Have your route pre-planned and any notes you need clearly positioned within your sightline
- Never attempt to consult a road atlas or map whilst driving.



- Be familiar with the organisation's accident/breakdown procedure and contact numbers.
- Switch mobile telephones to off in a high risk or urban environment. Mobile phones may only be used when driving in a low-risk environment and only then if an approved hands-free kit is fitted in the vehicle.

THE LAW AND YOUR VEHICLE

- It is your responsibility to comply with all laws relating to your company vehicle.

Seatbelts

- Seat belts must be worn at all times. They must be maintained in proper working order.

Tyres

- Tyre pressure must be maintained to the correct pressure (see vehicle handbook for details) and checked weekly.

Lights

- Drivers must ensure that all lights are clean and in working order. This includes rear fog lamps, hazard warning lamps, number plate lights, indicator lights, brake lights, front and rear lights. It is also the driver's responsibility to ensure that headlights are adjusted properly. Even in daylight hours the lights must be in full working order. Only use rear fog lamps in foggy conditions.

Horn and speedometer

- The law requires that all vehicles have a functional horn and speedometer at all times.
- Original driving licence



Prosecution

- The Machitenda Women Economic Riders project Participants or approved driver will be responsible for meeting the cost of any fine or other penalty the court may impose.
- Where the insurance company provides legal assistance, it is imperative that their solicitors have the maximum time in which to prepare for the hearing. Therefore, any notice of intended prosecution, summons or communications relating to an accident or motoring offence of any kind must be forwarded immediately to the insurance company.
- Should you lose your driving licence as a result of successful Police prosecution, the Trust and The Machitenda Women Economic Riders have the right to withdraw the provision of the vehicle for the length of the disqualification.
- The Trust and/or The Machitenda Women Economic Riders accept no liability for fines incurred following offences involving the Trustees or The Machitenda Women Economic Riders project participants and the responsibility for such offences, e.g., speeding, careless driving, drinking and driving, etc., is firmly placed with the driver.
- It is an offence to drive a vehicle on a public highway without a valid driving licence. The Trust places upon YOU the responsibility to notify the Trust and The Machitenda Women Economic Riders project Coordinator of any endorsement or disqualification imposed.
- Under no circumstances may a vehicle be driven after you have been disqualified or deemed to be unfit to do so by a doctor. You must also notify the Trust of any endorsement or



disqualification imposed on any other person approved to drive the vehicle.

Drugs, Drinking and Driving

- It is a very serious matter to be convicted of a driving offence, e.g., driving while under the influence of drugs or alcohol. In the event of a conviction, your status in relation to the use of cancelled.

Parking fines

- Should you at any time incur a fixed penalty parking fine, you must settle this yourself within the time specified. THIS IS NOT RECLAIMABLE FROM THE Trust or project. If you do not settle a fine, it will be redirected to the Trust and/or The Machitenda Women Economic Riders, who will pay the fine direct and recover the cost, plus an administration fee of 50% of the total cost of the fine or a minimum of US\$5 whichever is greater, from the allocated driver of the vehicle.
- Persistent non-payment of parking fines is a serious offence and will lead to disciplinary action and removal from the project. If you have a dispute regarding a fine, please ensure that the Trust and The Machitenda Women Economic Riders project coordinators are made aware of all details.

Mobile phones

- It is an offence for the driver to use a mobile phone whilst a vehicle is being driven or is in a stationary position in traffic unless it is being used with a hands-free kit.
- A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.



- Any member of staff who makes a call to a driver's mobile phone must ask the driver if they are using a handsfree kit. If they are not the call must be aborted. It is possible for the caller, the driver and the organisation to be prosecuted in the event of an incident that happens when a driver is using a mobile.

USE OF ORGANISATION VEHICLE

Permitted use

- The vehicle is to be used only for business or authorised personal use. This excludes competitions, rallies, trials, pace making, speed testing and the carriage of passengers for hire or reward. Goods must not be carried if the vehicle is unsuitable, and overloading or overworking must be avoided.

I agree to follow the above provisions for use of Echoes of Humanity/
The Machitenda Women Economic Riders trikes.

Name:.....

Signature:.....Date:.....