

### **Policy statement**

Employ Recruitment understands that the client's vehicles can break down at any time whilst being driven by our workers. We are committed to ensuring the safety of our workers when the vehicles they have been assigned to for that shift have broken down.

All of our clients will have reporting process in the event the vehicle that has been assigned breaks down. All drivers must call transport of the client you are working for that day to report the breakdown, the client will advise on vehicle maintenance or recovery if necessary. Drivers must not attempt any type of vehicle repair following a breakdown.

### **Drivers Hours**

In the event of a vehicle breakdown where recovery or repairs will take hours, we ask that drivers take night out provisions with them so they can take their daily rest at the legally required time. However, we understand this isn't always the case. In the event that you breakdown, please alert Employ Recruitment and let them know how many hours you have remaining for that shift. Employ will discuss with the client should you need rescuing to stay legal. We ask that drivers always try to alert us before reaching 15hrs duty time.

### **What to do if you breakdown?**

- get your vehicle off the road if possible – when possible, find somewhere safe to stop
- warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- help other road users see you by wearing light-coloured or fluorescent clothing in daylight and reflective clothing at night or in poor visibility
- put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road or use other permitted warning devices if you have them. Always take great care when placing or retrieving them, but never use them on motorways
- if possible, keep your sidelights on if it is dark or visibility is poor
- do not stand (or let anybody else stand) between your vehicle and oncoming traffic
- at night or in poor visibility do not stand where you will prevent other road users seeing your light
- Call the client to alert them you have broken down and where you are. This information must also be reported to Employ Recruitment

### **What to do if you breakdown on a motorway?**

Go left

- move into the left lane
- pull into an emergency area or onto a hard shoulder if you can
- stop as far to the left as possible, leaving space to exit your vehicle and with your wheels turned to the left
- if you can, stop just beyond an emergency telephone
- switch your hazard warning lights on
- if it's dark or visibility is poor, use sidelights and wear high reflective clothing

Get safe

- exit your vehicle by the side furthest from traffic, if it is safe and possible to do so.