

## **Leaflet Distribution Services Travel Policy**

Travelling is one of the most dangerous activities we undertake. There fore, to minimise the risk, our policy is:

Only travel when necessary, make use of phones, audio conference and videoconference where practical.

Travel by train and plane is considerably safer than by car and should be considered where it is a viable option.

When driving by car:

- Motorways are safer than A- roads and B-road
- Have a break at least every 2 hours
- Allow sufficient time to include breaks
- Set flexible appointment times to allow for traffic
- Carry a high visibility garment with you in case of breakdown or emergency. Carry other useful items like clothing, a torch and a map
- Minimise the use of the phone when driving (strictly hands free)
- Use SatNav in preference to map reading while moving
- No alcohol
- Maximum 10 hours of driving/working in a day, stay overnight if necessary
- Never ever put yourself at unacceptable risk; take a break when you need to, even if it means being late for a customer. Don't speed – let them know you are running late and get there when you can, safely.

Managing Director

