

Driver and Vehicle Safety

Standard



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1 Introduction

This standard describes the minimum requirements whilst driving on Ericsson business to ensure that the Health and Safety aspects are properly managed.

2 Requirements

The following requirements shall apply:

- Never use handheld mobile phones whilst driving. This includes but is not limited to SMS, video calls, voice. Bluetooth or similar type connectivity can be used for voice. If a call is an emergency - stop at a safe location and take the call.
- Ensure that all vehicles including critical parts such as brakes, steering gear, horn, wipers, rearview mirrors, and lighting are maintained according to manufacturer's specifications and have a valid national safety inspection certificate.
- Ensure license plate, vehicle license, motor vehicle register certificate and regular inspection certificate of vehicle.
- Never load the vehicle above the manufacturer's maximum specified weight.
- Vehicles shall be fitted with headrests in driver and all used passenger seats.
- The driver and all passengers shall wear seatbelts.
- Never exceed speed limits or travel at speeds which are dangerous for the type of road, vehicle, or conditions.
- Never drive if fatigue or medical conditions that may impact the driving.
- Never drive under the influence of alcohol or drugs, including medication drugs for which restrictions apply.
- When driving more than two hours, stop for rest periods as required.
- When planning any activity that may involve more than three hours of driving; perform risk assessment to ensure all risks related to driving are mitigated.
- Never exceed the national legal time limits for professional drivers.
- Towing should always be done with tow truck from a professional service (not using bars and chains).



- Plan the safe journey considering travel distance, load condition and climate forecast.
- Ensure relevant driver training is undertaken.
- The driver shall always have a valid driving license and insurance for the vehicle used.

3 Driving management

3.1 Motorcycles

Motorcycles are not allowed as a transport alternative or delivery of equipment.

3.2 Managing high-risk drivers

Drivers who are at high risk of vehicle accidents, such as the activities listed, shall be identified and the provision of additional local driver training shall be undertaken:

- Driving high mileage.
- Driving a vehicle to transport dangerous goods on public roads.
- Driving a vehicle off-road.

If any individual has experienced a high number of minor accidents, additional local training shall be provided, or other relevant actions taken to prevent further accidents.

3.3 Vehicle-based radio coverage surveys

Where visual display screens are utilized for radio coverage surveys these shall be fitted within the front of vehicles and be positioned not to distract the driver. The displays shall be fitted with a "hood" or a privacy filter like those used on laptops for security purposes. The driver is prohibited from using or adjusting the survey equipment while the vehicle is in motion.

Radio survey vehicles must carry a fire extinguisher and suitable first aid kit.

3.4 Managing factors that can impair driving performance

Many factors can affect concentration and, by doing so, may increase the risk of an accident. As a minimum the following shall be adhered to.



3.5 In vehicle equipment

Office equipment, notebooks, multi-media equipment etc. shall never be used by drivers whilst the vehicle is in motion.

Where there is a danger of driver distraction being caused by in-vehicle systems such as radio, navigation systems (route guidance) and congestion warning systems, the driver is prohibited from operating or adjusting any such system if it will distract the drivers' attention while the vehicle is in motion.

3.6 In vehicle activity

In the absence of national law, any activity, which requires the driver to take their eyes off the road or drive with one hand for significant periods of time or cause distraction, is prohibited.

Note that the driver shall be in full control of the vehicle always.

3.7 Training

Pre assessment shall be mandatory for new comers and new drivers. Driver awareness training, safe driving training, advanced & defensive driving training shall be given as specific trainings as well as night driving for night drivers and off road driving for site teams

3.7.1 Induction training

Induction training shall inform about the dangers of using mobile phones whilst driving. For those provided with a vehicle to use at work, training must ensure that the individual is familiar with the vehicle and its controls before it is used. Such training shall take place when the individual is first provided with a vehicle for which they have had no previous experience.

3.7.2 Driver awareness training

Formal awareness training shall be provided to all individuals for whom driving is a significant component of their role. Ericsson provides a Safe Driving Awareness training.

3.7.3 Improvement training

Improvement training shall be provided to drivers that demonstrate, through their accident rate or through a local risk assessment that they are at greater risk of injury than others who are carrying out the same task. Through improvement training specific weaknesses that are contributing most to accidents should be identified and addressed.



4 **Monitoring and review**

Adherence to this standard shall be monitored and reviewed. Records shall be kept of:

- Prerequisite/what needs to be checked prior for driving an Ericsson vehicle or on behalf of Ericsson. Verify: valid driver license, track record (past tickets, accidents, etc.).
- Incident Statistics.
- Insurance Claims Reports.
- License validation and status changes.
- Training.

5 **Change information**

Summary of changes since last revision:

- 1 Stipulated the prohibition of using motorcycles as a transport alternative or delivery of equipment.