

Driving and Vehicle Safety

Requirement Specification



Executive Summary

This Standard describes the minimum global requirements of the Health, Safety and Well-being (HSW) aspects of for driving and vehicle safety.

Application

This standard applies to Ericsson suppliers, suppliers' employees and other personnel engaged by suppliers involved in the operation of all vehicles that are owned, rented, or privately owned on company business (commuting to/from work is excluded).

This standard applies to vehicle use on company business, which refers to driving to and from business locations for business purposes, including the use of a privately owned or rented vehicle.

Where there are stricter or more restrictive requirements from Ericsson local organizations, customers, or local regulations, these shall always supersede the corresponding specification in this standard.



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1 Instruction

1.1 General

- Never work or drive under the influence of alcohol or drugs, including prescribed drugs that may impair performance. [Lifesaving Rules]
- Always wear a seat belt when driving or when you are a passenger of a vehicle. [Lifesaving Rule]
- Do not exceed speed limits. [Lifesaving Rule]
- Never use handheld phones or devices while driving. [Lifesaving Rule]. This includes but is not limited to SMS, video calls, voice. Bluetooth or similar type connectivity can be used for voice through a speaker. Drivers shall not use headphones or earbuds while driving.
- The Risk Assessment (see Section 2.1) conducted for the project, country or region, or unit level, shall include driving and vehicle safety.
- Lone driving is to be avoided if there are known areas without mobile phone network coverage throughout the driving route.
- All drivers must carry a valid and current driver's license and meet local legal requirements for operating the assigned type/class of vehicle.
- In-Vehicle Monitoring Systems (IVMS)/Telematics, where allowed, are strongly recommended. Where IVMS/Telematics devices are installed, driver behavior shall be monitored regularly.
- Drivers shall be familiar with the operation and controls of the vehicles they are to drive.
- Drivers and passengers are prohibited from smoking or vaping inside the vehicle at any time.
- Unauthorized passengers (i.e., personnel not associated with the assigned work scope related to the drive) and hitchhikers are prohibited.
- Passengers shall never travel in cargo area or beds of vehicles, including pick-up trucks, etc.
- Equipment and materials within the vehicle shall be securely fastened to prevent movement.
- Vehicles shall meet all local regulations related to registration, insurance, and be in suitable condition for the intended purpose.
- Vehicles shall comply with inspection protocols according to local legal regulations.



- Vehicles shall be subject to a maintenance schedule as defined by vehicle vendor or manufacturer. Vehicles that are in an unsafe condition must not be driven and should be taken out of service until repairs can be made. Maintenance records shall be available to Ericsson upon request.
- Vehicles shall not be loaded above the maximum capacity specified by the manufacturer.
- Risk observations, near misses, and incidents shall be reported to the Global Incident Reporting Tool ([GIRT](#)) in a timely manner for root cause analysis and defining actions.
- Drivers and passengers are encouraged to raise concerns in GIRT when aware, involved, or witnessing and driving or vehicle not meeting requirements in this standard, in accordance with the Stop Work Authority Standard for Suppliers [\[1\]](#).
- A Pre-Driving Inspection to verify the safe operation of the vehicle shall be conducted according to Section 2.2.
- A Journey Management Plan shall be conducted according to Section 2.3.

2 Pre-Driving Requirements.

2.1 Risk Assessment.

The risk assessment performed for project shall include the risk of driving and vehicle safety. As a minimum, the following factors shall be addressed:

- Need to drive (i.e., can the work be completed virtually, or are there other safer modes of transportation).
- Weather conditions (expected and potential extremes).
- Driving during hours of darkness.
- Average daily distances to be traveled.
- Terrain, road condition, and traffic situations to be encountered.
- The condition of the vehicle(s) and all safety features.
- Possible security situations to be encountered.
- Availability of mobile phone network coverage.
- Potential emergencies and availability of emergency services.
- Drivers' experience and qualifications.
- Potential need and availability of accommodations for overnight stays.
- Privately owned vehicles intended to be occasionally used for company business.
- Other risks not listed above that are known or specific to the project/area being assessed.



Appropriate control measures shall be defined in line with requirements specified in this standard and implemented to eliminate or mitigate identified risks to safeguard the driver, passengers, public, and any other concerned party.

If the residual risk level after control and mitigation is still considered high or very high, it shall be escalated to the Line Manager or responsible EHS SME. Driving shall not be allowed if the risk rating is high or very high.

2.2 Pre-driving Inspection – Project Vehicles Only.

- A Pre-driving Inspection shall be conducted by the driver daily before the first journey. Areas recommended to be checked include:

Vehicle:

- Seatbelts for driver and all passengers.
- Headlights, brake lights, turn signals, hazard lights (all bulbs working).
- Horn
- Windows and mirrors (clean, not cracked).
- Windshield wipers and adequate washer fluid.
- Tires tread.
- Spare tire and tire changing equipment (if not included in service contract).
- First aid kit, emergency kit (including warning cones/triangles), fire extinguisher.
- Evidence of leaks.

Driver:

- Driver's fatigue and health conditions.
- Rear view mirrors adjustment (to minimize blind spots).
- Seat and steering wheel adjustment (if applicable).

Documentation:

- Driver's license expiration date.
- Legally required vehicle documentation (i.e., tags, registration, insurance, manufacturer's manual).
- Any deficiency found during the Pre-driving Inspection shall be corrected. Driving shall not be allowed where deficiencies represent an imminent danger to the driver and passengers.

2.3 Journey Management Plan – Project Vehicles Only.

When it is known in advance that a journey possess a risk that is not covered in the Risk Assessment (Section 2.1), that is unusual, extraordinary, or specific to a vehicle/driver or transport to be used, roads to be traveled, site location, or any other condition to and from the starting point, a Journey Management Plan (JMP) shall be performed prior to the start of the journey covering both the outbound and return trips, to identify actions to eliminate or mitigate these risks.



Unusual or extraordinary risks specific to a trip may include:

- A new or different driver/vehicle not previously registered/verified.
- Extremely remote locations and sites (i.e., far from main centers of population or emergency services).
- Long drives (i.e., greater than 400 kilometers (250 miles) or four hours).
- Off-road terrain.
- Towing of trailers of oversized loads.

A JMP addresses specific risks such as:

- Driver's health and mental state (e.g., undue stress, distractions, and pressures).
- Drivers' overall experience and performance.
- Total working hours, including driving periods.
- Driving during hours of darkness.
- Types of roads (i.e., major highways, two-lane roads, tunnels, bridges, areas undergoing construction, unpaved roads, potholes, dangerous curves, steep slopes, etc.)
- Foreseeable or known traffic/road conditions (i.e., pedestrians on the road, areas prone to flooding, lacking shoulders, along precipices, potential for landslides, potholes, presence of heavy vehicles on the route, heavy traffic, one-way streets, direct sunlight at dawn/dusk, poor road lighting, lack of traffic signals, animals on the road, railroad crossings, etc.)
- Current and forecasted weather conditions.
- Contact information upon arrival at the destination or check-in information (e.g., names and phone numbers).
- Known or potential areas of poor or lacking mobile phone coverage.
- Availability of rest and eating facilities.
- Resting schedule, location, and lodging.
- Provisions for proper hydration.
- Weight, height, and length of the equipment and/or materials to be transported vs. the vehicle dimensions and road overhead infrastructure (e.g., bridges, overpasses, etc.)
- How are equipment/materials inside the vehicle fastened to prevent movement.
- Locations of fueling/charging stations.
- Emergency plan including, at a minimum, emergency numbers, nearby medical centers and their emergency management capability, details of the in-vehicle emergency handling equipment, and personnel emergency training.
- Access routes to and around the destination.

3 Driver Requirements.

3.1 Driving Limits.

The maximum number of driving hours shown in the table below shall be followed. These limits shall not be used to schedule driving times towards the maximum allowed for operational or efficiency purposes.



Avoid driving during hours of darkness whenever possible, especially after a long work shift that requires high physical/cognitive effort.

	Maximum Number of Driving Hours
Maximum driving time	<ul style="list-style-type: none">• The maximum amount of time a driver is at the wheel in a working shift shall be limited to cumulative 10 hours.• If the driver is expected to extend over 10 hours, then the journey should be split into two days (and proper accommodations arranged).• Plan to take 15-minute breaks every 2 hours.• If there is not a secure or safe place to rest within a two-hour driving period, stop and rest as soon as one is available.• Drivers shall be well-rested before the first drive of the work shift, e.g., having eight hours of uninterrupted rest.
	<ul style="list-style-type: none">• If the driver is expected to drive to a remote site and perform or supervise field work including High-Risk Activities, then the drive to and from the site shall not exceed cumulative four hours round-trip.• If driving to and from the workplace is to be done during hours of darkness, efforts shall be made to limit each leg of the trip to a maximum of two hours.• Before the return trip, drivers shall report to line manager / supervisor any negative impact to their physical, health and mental state from the work performed that may affect driving performance and safety.

3.2 Fitness to Drive.

- All drivers must be fit to drive, which includes being well-rested and alert throughout the duration of the driving assignment.
- Drivers shall not be under the influence of drugs or alcohol, including over-the-counter or prescribed medications that may impact safe operation nor operate a vehicle while fatigued or tired.
- Drivers are recommended to perform a self-assessment of their physical and mental readiness every time before any driving is carried out. This self-assessment should include:
 - Physical health: ensure the driver is feeling physically fit and free from any health conditions that could impair concentration or affect performance due to the symptoms or any medication.



- Rest: ensure the driver has enough rest and sleep before taking on tasks to stay sharp and focused.
 - Hydration: ensure the driver maintains proper hydration.
 - Ergonomics: pay attention to body posture and seating configuration to prevent unnecessary physical strain during driving.
 - Mental well-being: ensure the driver is feeling calm and mentally focused and free from any health conditions that could impair concentration or affect performance due to the symptoms or any medication.
- Drivers shall inform their line manager or supervisor if experiencing a mental or health condition (e.g., undue stress, distractions, and pressures) that may impact driving performance and agree on preventive or mitigating actions.

3.3 Driver Orientation/Training.

All supplier personnel who use a vehicle on company business for Ericsson or on behalf of Ericsson, shall be provided with the following orientation/training:

3.3.1 Driver Orientation.

Complete a driver orientation targeted to new hires and/or drivers before they operate a vehicle on company business for the first time.

Orientation sessions shall be imparted by the driver's Line Manager, supervisor, safety personnel or fleet management personnel. A Driver Orientation is intended to cover topics such as:

- Confirmation of a valid and current driving license for the class of vehicle to be driven.
- Applicable Ericsson Lifesaving Rules.
- Pre-Driving Inspection and Journey Management Plan requirements.
- Fit-to-drive requirements.
- Other relevant requirements of this standard.
- Operation of controls of the assigned vehicle.
- Specific local or supplier's fleet management and vehicle use rules and arrangements.
- Consequences for drivers who violate traffic laws or fail to comply with requirements in this standard.
- When and how to report incidents in Ericsson's Global Incident Reporting Tool ([GIRT](#)).

3.3.2 Ericsson Safe Driving Awareness.

Complete the most current Ericsson online Safe Driving module annually:

Get Home Safely



3.3.3 Defensive/Safe Driving.

Complete an in-person, locally-based defensive/safe driving training course at least every two years.

The course shall cover a minimum of four hours, and it is recommended that it includes both classroom and behind-the-wheel (practical) modules.

It is recommended that the defensive driving courses be imparted by a nationally recognized or accredited training provider. If not available, the course may be imparted by Ericsson personnel with defensive driving expertise and training qualifications to deliver such courses. The course shall include a knowledge test, and provide a certificate of participation.

Note: A typical defensive driving course consists of a series of techniques and practices for avoiding hazards and/or preventing traffic incidents. The general themes commonly covered in a defensive driving course include:

- Expanding the driver's field of observation.
- Continuous visual search.
- Total awareness of the surrounding environment.
- Preceptive anticipations of the actions of others.
- Planning ahead.
- Timely and deliberate actions/reactions.
- Fatigue prevention.

3.3.4 Off-road or Four-wheel Driving.

Drivers that are assigned to drive on off-road terrain shall complete, at least every two years, a practical course to safely maneuver four-wheel driving skills, such as:

- Four-wheel Drive transmission.
- Driving techniques for various terrains.
- Recovery techniques.
- Overview of various equipment and tools when travelling off-road.

3.4 Driving Performance Monitoring

Driving performance shall be monitored to recognize good performance and address areas of improvement/non-compliance.

3.4.1 Monitoring Process.

Driving performance shall be compiled and analyzed, where allowed by the applicable regulation and legislation, by driver on a periodic basis (e.g., monthly) and personnel such as line managers or direct supervisors shall provide feedback to drivers, recognizing good performance and addressing areas of improvement. Consequence Management shall apply when required.



4 Vehicle Requirements.

4.1 Vehicle Safety Features.

All vehicles being used on company business shall comply with all safety features mandated by local regulations, but at a minimum, include:

- Audible horn.
- Turn signals.
- Hazard warning lights.
- Adequate windshield washers and wipers.
- Rear-view mirrors (interior, driver side and passenger side mirrors).
- Head restraint for all seats (adjustable or fixed).
- Manufacturer-recommended tires in good condition.
- Spare tire, lug wrench, and jack properly rated for the weight of the vehicle (if not included in the service contract).
- Adequate ventilation system to keep windshields and all windows free of fog.
- Frontal impact driver and passenger airbags (front seats).
- Seat belts (three points) for all seats.
- Daytime running lights (if not available, headlights must be manually turned on by the driver)

Recommended vehicle and driving safety features include:

- In-Vehicle Monitoring System, also referred to as Telematics. Ericsson strongly recommends the use of Fleet Master as the preferred solution for Ericsson vehicles. IVMS/Telematics devices shall:
 - Monitor different aspects of the vehicle and driver behavior, including location, speed, harsh braking, harsh acceleration, and collisions.
 - Fitted in such a way that it cannot be disabled or removed from the vehicle.
 - Allow for real-time monitoring and tracking.
 - Able to generate reports retroactively for a given drive.
 - Able to generate fleet management reports to estimate emissions and distance traveled per different periods (day, week, month).
 - Maintain driving records for a minimum of 90 days.
- Laminated safety glass.
- Seatbelt warning alarm (for occupants not wearing a seatbelt).
- Side or curtain airbags.
- Back-up warning system (that alerts drivers of objects nearby).
- Back-up camera (that turns on when going in reverse).
- Low tire pressure warning.
- Anti-lock Braking System (ABS).
- Electronic Stability Control (ESC).
- Automated call and message blocking features/applications when driving (for mobile phones).
- Driver attention warning or detection monitor or system.

Vehicles shall be equipped with the following:



- Emergency Kit (i.e., cones or warning triangle, flashlight, etc.)
- First Aid Kit with contents as required by local regulations.
- Fire Extinguisher meeting local regulations, but minimum one kilogram (two pounds), ABC dry chemical, and properly fixed.

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.

4.2 Off-road Vehicles Safety Features.

In addition to the above requirements, off-road vehicles shall include:

- Side Impact mobile deformable barrier.
- Pole Side Impact Requirements.
- Reversible audible alarm actuated by the gearbox lever.
- Reflective films.
- For trailers: reflecting films, underrun device or rear bumper, hooking device compatible with the vehicle that tows it.
- Inner and outer roll bar.
- All terrain tires.
- Daylight running lamps.

4.3 Towing, Trailers, and Oversized Loads.

- Towing of other vehicles shall always be done through a professional towing service/vehicle.
- If necessary to tow a trailer, below are the minimum requirements:
 - The towing vehicle shall be fit for the purpose and suitable for the size of trailer or equipment being towed.
 - The gross weight of a trailer should not exceed the unladen weight of the towing vehicle.
 - The maximum capacity should be clearly labelled on the body of the trailer.
 - Towed trailers and loads shall not exceed the maximum rated capacity of the towing hitch.
 - The towing mechanism (hitch) should only be installed in accordance with the vehicle's manufacturer's specification and rating. The use of bars and chains is prohibited.
 - All towed trailers must have an appropriate safety chain or cable and be tethered while being towed, if the towing coupling/mechanism fails.
 - Towed trailer brakes and lighting shall be checked for correct operation prior to use.
 - Towed trailers shall be subject to an annual maintenance inspection.
 - No one is allowed to travel in a trailer or on equipment that is being towed.
 - Oversized loads (over-hanging to the sides) must conform with local legislation requirements. Where no specific requirements are stipulated, use the following guidelines:



- Always attach a bright cloth to the most-outward end of the over-hanging load.
- Oversized loads shall have a markerboard fitted and should be notified to the proper traffic authority prior to starting your journey.
- A load over-hanging the front of the trailer needs to be positioned to ensure it does not connect with the rear of the tow vehicle when turning on full lock.

5 Other Vehicle Types and Business Uses.

5.1 Motorcycles (Two-Wheeled Vehicles).

Using motorcycles for business purposes is not allowed as a transport alternative or delivery of equipment.

Four-wheeled vehicles shall be the only means to transport people to sites.

Four-wheeled vehicles or higher shall be the only means to transport and deliver equipment to site if they have the appropriate fixtures to do it safely, including trunk or bed space, roof racks, and means to secure them in place.

6 Responsibilities.

6.1 Drivers.

All drivers shall understand and fulfill below responsibilities:

- Holding a valid driving license and notifying the PICW or equivalent without delay if the driving license is suspended, expired, or revoked by the authority.
- Only driving vehicles in accordance with the driving license category.
- Joining assigned driver training on time.
- Before driving, always conduct a self-assessment about one's own health to determine whether being fit for the drive and report any issues to the PICW or Line Manager.
- Shall never drive under conditions of fatigue or under the influence of alcohol or drugs, including over-the-counter or prescribed medications.
- Shall never drive beyond a maximum number of hours in either any working day or working period (refer to Section 3.1 Driving limits for details). Speak up Refusing and escalating to the Line Manager and/or upper-level manager (when necessary).
- Transporting dangerous goods or hazardous materials only when trained and specifically authorized and in conformance with local regulatory requirements.
- While driving, keep focus and avoid any behaviors and activities that may cause distraction.



- Driving defensively, expect the unexpected.
- Following journey management plan and emergency plan.
- Reporting vehicle malfunctioning and incidents timely.

6.2 Person in Charge of Works (PICW) / Team Leader or Equivalent.

PICW must ensure compliance with the requirements defined in this document that are within their scope of control before deploying any vehicle and driver for duty. These include, but are not limited to:

- Driver's driving license, training, and medical fitness to work certifications are valid.
- Vehicle registration, insurance, and maintenance are up to date.
- All vehicles (including trailers and bowser) are fit for purpose and roadworthy.
- Vehicles are equipped with all safety features and equipment defined in this standard at a minimum, including GPS/Telematics.
- All drivers are fit for duty at the start of the shift, including, no signs of fatigue or any condition that may impact their ability to drive safely. Any driver that is not fit to drive is relieved from duty.
- Driving behavior is monitored, and poor behavior is brought up to the Line Management's attention for action.
- Risk assessment and journey management planning are performed and communicated to drivers and all concerned people.
- All incidents are reported timely in line with Ericsson's requirements.

6.3 Supplier Project Managers.

Managers must ensure that, within their scope of responsibility, the requirements defined in this document are adhered to. These include, but are not limited to:

- Relevant requirements defined in this document are clearly communicated to all employees and suppliers.
- All drivers meet all relevant requirements defined in this document.
- Poor driving behavior is addressed promptly.
- Fatigue risks are well managed, and considerations built into the planning of works.
- Drivers participate in risk assessment and journey management planning and participating ~~in-person~~ when needed and practicable.
- All driving-related incidents are reported, investigated, root causes identified, and corrective actions implemented to prevent recurrence.
- Compliance with the requirements in the standard is monitored and improvement programs are planned and implemented.



6.4 Fleet Manager, Fleet Coordinator, or Equivalent

- Ensure compliance with the requirements defined in this standard that are within their scope of control, before deploying any vehicle and driver for duty. These include, but are not limited to:
 - Driver's driving license, training, and medical fitness to work certifications.
 - Up-to-date vehicle registration, insurance, and maintenance.
 - All vehicles (including trailers and bowsers) are fit for purpose and roadworthy.
 - Vehicles are equipped with all safety features and equipment defined in this standard.
 - Drivers are fit for duty at the start of the shift, including no signs of fatigue or any condition that may impact their ability to drive safely, and if not, they are relieved from duty.
 - Driving behavior is monitored, and poor behavior is brought to Line Management's attention for action.
 - All incidents are reported in a timely manner in line with Ericsson's requirements.

7 References.

- [1] Standard, [1/155 01-LZT 138 2381](#), Stop Work Authority Process for Suppliers

8 Change information.

Revision E. Complete revision of the entire document.