

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. It does not include commuting between home and the employee's normal work location.

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 Standard

1.1 General Requirements

Driving on company business shall only occur when necessary. Remote collaboration and remote verification tools (e.g., virtual conferencing, live video streaming, drones, cameras) or other means of available and safer travel shall be considered.

Drivers shall:

- Adhere to speed limits
- Never use handheld phones or devices while driving. Bluetooth or similar type of connectivity can be used for voice through a speaker. The use of headphones or earbuds while driving is prohibited
- Never drive under the influence of alcohol or drugs, including prescribed or over-the-counter medication that may impair performance
- Carry a valid and current driver's license and meet local legal requirements for operating the assigned type/class of vehicle.



Drivers and passengers shall:

- Always wear a seat belt when driving
- Ensure all equipment and materials transported inside a vehicle and cargo bed are secured to prevent movement.

Passengers shall:

- Never travel in cargo area or beds of vehicles.

Vehicles shall:

- Comply with applicable local legal requirements for registration, insurance, roadworthiness, inspections, and manufacturer-defined maintenance schedules
- Not exceed manufacturer-specified load limits.

1.2 Pre-Driving Requirements

1.2.1 Risk Assessment

Risk assessments at project, country, regional, or unit level shall include all risks associated with driving and vehicle use for company business. Driving shall not begin until all identified controls are in place.

1.2.2 Pre-driving Inspection – Project Vehicles Only¹

Drivers shall conduct a daily inspection before the first journey. Drivers shall coordinate the correction of any deficiencies found.

1.2.3 Journey Management Plan – Project Vehicles Only

A Journey Management Plan (JMP) shall be completed prior to travel when the driving present risks not addressed in the general risk assessment, or when the journey involves unusual conditions such as:

- Emergency/medical support cannot reach the site within 60 minutes
- When Driving Limits in Section 3.1 may be exceeded
- Drives greater than 400 kilometers (250 miles)
- Unsealed, mountainous, and off-road terrain
- Towing or oversized loads.

The JMP shall address specific risks related to the driver, vehicle, route, road & weather conditions, duration, and emergency preparedness.

¹ A vehicle designated for Service Delivery field operations (transport of personnel and/or work equipment to sites) and associated to a project or work order.



1.3 Driving Limits

For dedicated drivers (i.e., workers whose assigned duties are limited to driving and do not include other work tasks), total driving time shall not exceed 10 cumulative hours per work shift.

When driving to a worksite where the driver will also perform high-risk activities, the cumulative roundtrip driving time shall not exceed four hours.

Drivers shall have a minimum of eight consecutive hours of rest between the end of one work shift involving driving and the start of the next work shift involving driving.

Managers / Project Managers shall approve splitting the journey across multiple days if it is anticipated that the above driving time limits will be exceeded.

1.4 Fitness to Drive

Drivers shall be physically and mentally fit to drive and shall be well-rested and alert at all times during driving assignments.

Drivers shall report to their line manager or supervisor if experiencing any condition that may affect driving performance.

1.5 Driver Orientation/Training

All supplier personnel who drive on company business shall complete the following orientation/training:

- Driver orientation before driving on company business for the first time. Driver orientation refers to company driving and vehicle policies or guidelines and vehicle-specific information
- Current Ericsson driving safety online module
- Defensive/safe driving training.

1.6 Driving Performance Monitoring

1.6.1 Field Services

Where permitted by local regulation, supplier Managers / Project Managers shall monitor and analyze driver performance periodically recognizing good performance and addressing areas of improvement.



1.7 Vehicle Requirements

1.7.1 Vehicle Safety Features

Vehicles shall include, at a minimum:

- Functional lighting, signals, wipers, and mirrors
- Seat belts for all seats
- Functional horn
- Frontal airbags for driver and passenger
- Spare tire and necessary equipment (if not covered under service contract).

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.

Off-road vehicles shall include all requirements above plus off-road-specific protective features (e.g., side impact protection, roll bars, off-road tires).

1.7.2 Towing, Trailers, and Oversized Loads

Towing of disabled, non-operational, or broken-down vehicles shall be performed only by professional towing services.

When towing trailers, the towing vehicle and trailer shall meet all legal and manufacturer requirements, including:

- Trailer weight within allowable limits.
- Properly installed towing mechanisms.
- Functional brakes and lighting.
- Annual maintenance inspection.

Oversized loads shall comply with local legal requirements.

1.8 Other Vehicle Types and Business Uses

1.8.1 Motorcycles (Two-Wheeled Vehicles)

Motorcycles shall not be used for company business for transport of personnel or 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.



1.8.2 Ride-hailing and Taxi Services

Managers shall evaluate, through the project risk assessment, the use of ride-hailing and taxi services to conduct business activity (i.e., drive tests) beyond transporting personnel between locations.

1.8.3 Vehicle Rental

Drivers using rental vehicles shall comply with all requirements of this Standard and applicable legal requirements.

Drivers shall not rent a car when traveling to a country that drives on the opposite side of the road (e.g., from the United States to the United Kingdom or vice versa) and shall use other means of transportation.

1.8.4 Privately Owned Vehicles

Privately owned vehicles shall not be used for regular company business.

Occasional use shall be assessed through the applicable risk assessment and, where required, a Journey Management Plan.

2 Responsibilities

2.1 Drivers

All drivers shall understand and fulfill below responsibilities:

- Comply with all requirements in this Standard, including driving limits, fitness to drive, and risk control measures
- Never drive under the influence of alcohol or drugs, including prescribed or over-the-counter medication that may impair performance
- Carry a valid and current driver's license and meet local legal requirements for operating the assigned type/class of vehicle
- Complete all required orientation and training related to driving safety
- Stop driving when experiencing fatigue, impairment, or any condition that affects safe operation
- Follow the applicable Journey Management Plan (JMP) and risk assessment requirements
- Focus exclusively on driving and avoid all distractions
- Report vehicle defects, malfunctions, and driving-related incidents in accordance with Ericsson requirements.

2.2 Person in Charge of Work (PICW), Team Leader or Equivalent

The PICW shall ensure that all driving activities under their scope comply with the requirements of this Standard. The PICW shall:



- Confirm that drivers are fit for duty at the start of the shift and relieve any driver who is not fit to drive
- Ensure that vehicles are fit for purpose, roadworthy, and equipped with all required safety features
- Ensure that risk assessments and Journey Management Plans are completed and communicated to drivers before deployment
- Monitor driving behavior within their scope and escalate unsafe performance to Line Management
- Ensure that all incidents involving vehicles are reported in accordance with Ericsson requirements.

2.3 Managers / Project Managers

Line Managers shall ensure that all requirements in this Standard are understood and followed within their organizational scope. Managers shall:

- Communicate the applicable requirements of this Standard to applicable personnel.
- Ensure that all drivers under their responsibility meet training and are fit to drive.
- Monitor driving behavior within their scope and take appropriate preventive and corrective action
- Plan work so that driving limits, fatigue risks, and risk-control measures are effectively integrated
- Ensure that drivers participate in risk assessments and Journey Management Plans as required
- Ensure that all driving-related incidents are reported, investigated, and actions taken to prevent recurrence
- Monitor compliance with this Standard and implement improvement actions where needed.

3 Change information

Revision F. Revision to all sections focusing on mandatory requirements.