

COURSE OVERVIEW

# Drive Safely

THIS-103



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Essential for all staff authorised to drive a company vehicle, this course outlines the driver's responsibilities and offers practical guidance for safe and compliant road use.

### **Module 1: Personal Responsibility**

As a company driver, you have a personal responsibility to protect yourself, your passengers, other road users, and the vehicle entrusted to you.

- Consequences of careless driving
- Being fit to drive
- Vehicle maintenance and cleanliness
- The use of company vehicles
- Consequences of driving offences and fines

### **Module 2: Planning a journey**

Thoughtful preparation helps reduce risks, improve efficiency, and ensure compliance with company policies and regulations.

- The need to pay attention to road hazards
- Planning journeys
- Personal fitness
- Safety checks to make before setting off
- Car safety equipment

### **Module 3: Safe and Secure**

The top priority when operating a company vehicle is the safety of its occupants and all other road users.

- Risks posed by distractions whilst driving
- How to avoid driver fatigue
- Parking safely and securely
- Actions to follow in case of an accident
- Actions to follow in case of a breakdown

**Suitable for:**

All drivers of company vehicles or Health and Safety Advisors.

**Skills achieved:**

- Driver Safety (Basic)

**Related Resources:**

- Vehicle Movement Site Safety Assessment
- Driver Risk Assessment
- Vehicle Defect Report Audit
- Vehicle MOT Alert Audit
- Road Tax Renewal Audit
- Service Alert Audit
- Vehicle Daily Inspection Checklist
- Agricultural Vehicle Daily Inspection Checklist
- Bus and Coach Daily Inspection Checklist
- Minibus Daily Inspection Checklist
- Driver capability health Checklist

**Benefits:**

The Delegate will receive a Total Quality Assured (TQA) certificate of achievement upon successful completion.

**Estimated Time:**

50 Minutes

**Related Courses:**

- First Aid Awareness
- Alcohol in the Workplace
- Stress Awareness
- Managing Stress
- Stress Management for Managers
- Essentials of Employee Protection
- Epilepsy Awareness