

Document Details			
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Author	Mark Gordon	Next Review	November 2026
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Version history				
Version	Date	Author	Reason for new version	Sections affected
1.1	24 th Nov 2025	Mark Gordon	New Policy	All

1. Scope

This document establishes the **Safe Working Hours Policy** for **SRL Traffic Systems Ltd** (hereafter referred to as "the Company"). It applies to **all employees** who drive for business reasons across all business locations within the **United Kingdom and Ireland**. (hereafter referred to a Drivers) including Grey Fleet vehicle drivers.

2. Purpose

The Company is committed to managing working hours to ensure that no employee, nor any other person, is placed at risk due to fatigue. This policy outlines expectations and responsibilities to promote safe working practices, particularly for those who drive as part of their role.

3. Driver Responsibility

All drivers must confirm their **fitness to drive** before starting any journey. Drivers must promptly inform the Company of any changes in their physical or mental health, including:

- Influence of alcohol or drugs
- Mental health concerns
- Fatigue, stress, anxiety, or depression
- Use of over the counter or prescribed medication

4. Working Hours Policy - Working Time Regulations

- Employees eligible to opt out of the **Working Time Regulations 1998** may do so voluntarily. Opt-out agreements will be recorded and retained by the **HR department**.
- **HGV drivers** are subject to **EU Drivers' Hours Rules** and **Working Time Reg's & cannot opt out**.
- HGV driver hours are managed via **tachographs** and are outside the scope of this policy, though general fatigue guidance still applies.

5. Working Hours Guidance

5.1 General Working Time

- Employees should not exceed **11 hours of total working time per day**, includes, breaks and travel.
- If this limit is regularly exceeded, employees must consult with their line manager to explore adjustments or additional support.
- In exceptional cases, extended hours must be agreed with a line manager, with compensatory rest or staggered start times arranged.

5.2 Travel-Related Fatigue

Employees should consider alternatives to reduce travel-related fatigue:

- Is the travel essential?
- Alternative transport methods
- Combining business activities to reduce travel frequency
- Use of remote technology
- Overnight stay

5.3 Manager Oversight

Managers must monitor employees with consistently high working hours and initiate discussions to reduce fatigue-related risks.

6. Rest Breaks – Non-HGV Drivers (Vans, Cars)

All employees driving for work must:

- Take a **minimum 15-minute break every 3 hours** of continuous driving.
- Increase break frequency if feeling fatigued.
- Reduce driving periods to **1-2 hours** in poor conditions or high-concentration scenarios.
- Stop and rest if unable to continue safely. **Do not drive while fatigued.**
- Consider overnight rest if necessary. High-mileage drivers are advised to carry an overnight bag.

7. Rest Period Between Shifts

- Employees must have a **minimum of 10 hours rest** between shifts.
- This may be reduced to **8.5 hours up to three times per week.**
- Employees must have at least **24 hours off every 2 weeks.**

8. Callouts & Services provided Between Shifts

- After a call-out, employees must have a **minimum of 10 hours rest** (or 8.5 hours up to three times per week).
- If total work exceeds **16 hours in a 24-hour period**, an **overnight stay must be considered** to reduce fatigue-related driving risk.

9. Call-Out Rota Durations

- Call-out rotas must not exceed **two weeks** for individual technicians.
- Any rota exceeding two weeks requires review and **Regional Director approval**.

This policy will be reviewed annually and has been created in conjunction with SRL Road Risk Policies.

Kevin O'Connor
Non-Exec Chairman

Dated: 24 November 2025