



DRIVERS HANDBOOK

This Book Belongs to: _____

Issue Date: _____



Policy Statement

It shall be the policy of the Company to manage risk and the deliver legal, safe and economic operations via a systematic approach entailing

- Plan
- Do
- Check
- Act

This will include implementing risk assessments, policies and procedures in relation to the legal and safety aspects of Company operations. Statements of Policy are set out below:-

- **Section V2 - First Use Checks**

Before driving any vehicle, the driver will complete the laid down daily/vehicle checks these are now called First Use Checks. Any vehicle that is, or suspected to be, in an unsafe or illegal condition will not be used, until all necessary repairs have been completed. Managers will undertake spot checks of vehicle condition periodically.

- **Section V3 - Fuel and Tyre Usage**

Drivers will be trained to drive in a safe and fuel-efficient manner. The performance of both drivers and vehicles will be monitored on a regular basis

- **Section V6 - Safe Loading**

A vehicle will not be used or loaded in such a way that it endangers either those using the vehicle or other road users. No vehicle will be knowingly overloaded and vehicles will always be operated within the legal gross maximum weights and maximum axle weights. Loads will be properly secured and safety procedures concerning particular types of load will always be followed.

- **Section V8 - Working at Height & Prevention of Falls from Vehicles**

Loading and unloading will be planned to minimise working at height. All persons engaged with the loading and unloading of vehicles and trailers will use safe systems of work and use suitable access equipment

- **Section V9 - Vehicle Manoeuvring**

All vehicle manoeuvres will be carried out in accordance with the safe systems of work that apply to the particular manoeuvre being completed. Drivers will exercise careful control of a vehicle throughout a manoeuvre to avoid causing injury to persons and damage to property.

- **Section D1 - Licensing and Qualifications**
All persons authorised to drive a vehicle on company business must hold a full, current driving licence for the type of vehicle(s) being driven. Driving licences will be examined at six monthly intervals and a record kept of the checks being made.
- **Section D2 - Driving Standards - Driver Responsibilities**
At all times when on the road drivers will drive within the law, be courteous and present a good company image. Drivers will operate their vehicles in accordance with the Company Code of Conduct.
- **Section D2 - Driving Standards - Safety**
Drivers will never take risks and plan to avoid the risk caused by other people. They will anticipate and understand the actions of other road users and avoid conflict with others. Drivers will take personal responsibility for creating safety on the roads.
- **Section D2 - Driving Standards - Speed Limits**
Drivers must ensure that they know the maximum speed limit for the vehicle they are driving and obey posted speed limits at all times. Vehicles will be driven at an appropriate speed, according to the prevailing road conditions. Managers will undertake spot checks of vehicle speeds periodically.
- **Section D2 - Driving Standards - Actions Following Breakdowns and Collisions**
When a vehicle breaks down or is involved in a collision the driver will have regard for their own safety and for the safety of other road users. They will notify their nominated manager by phone and act at all times in accordance with the Company's laid down procedures.
- **Section D2 - Driving Standards - Safety Equipment**
Drivers will wear/use safety equipment and protective clothing as required by regulations or local management rules.
- **Section D2 - Vulnerable Road User Safety**
Vulnerable road users, such as pedestrians (especially children, the elderly and the disabled), cyclists, motorcyclists and highway workers will be treated with courtesy and respect. Drivers will know and apply the rules in the Highway Code
- **Section D4 - Driving Standards - Mobile Phones**
Hand-held mobile phones will not be used whilst driving. If a vehicle is fitted with a hands-free phone the driver should only acknowledge the call, if safe to do so, and stop at a suitable place and return the call if more detail is needed. To read or send a text message the driver must park in a safe, off-road location. No mobile device or earphones should be used when driving.
- **Section D2 - Driving Standards - Drink and Drugs**
Drivers reporting for work must not have consumed alcohol in such quantities that they are still

over the legal limit and not be taking medicines, or any other substance, that could impair their ability to drive

- **Section D2 - Driving Standards - Fatigue**

Drivers reporting for work must be rested and whilst at work will not continue to drive whilst feeling drowsy. The Company procedure will be followed if it is not safe to continue driving.

- **Section D4 - In-Vehicle Technology**

Company Policy with regard to the use of in-vehicle technology (i.e. SatNav) - will be adhered to at all times. If other in-vehicle technology is provided it will not be used in such a way that the driver is distracted from safe driving and its use poses a risk to the driver's safety and/or the safety of other road users.

- **Section D5 - Health and Safety**

The Company will comply with all statutory duties on health and safety to ensure on the road and workplace transport safety, as far as reasonably practicable, the health, safety and welfare of all employees when they are driving or are on the road in the course of their work. Safe and healthy working conditions will be provided for employees to ensure that the conduct of their work does not endanger employees or others, or members of the public. This system will be achieved through management systems, communication with staff and an investment in necessary training. Achievement of this Policy will be measured through regular reviews of performance, the details of which will be advised to all employees.

- **Section D6 - Driver Fitness and Health**

Drivers are required to notify their nominated manager of any fitness issues or changes that may affect their entitlement and ability to drive. Company Policy with regard to Fatigue will be adhered to at all times. Drivers will undertake eyesight checks at regular intervals at least one every six months.

- **Section D7 - Drivers' Hours and Working Time**

The Company will have in place the systems required to ensure that the rules on drivers' hours and tachographs, including working time regulations, are observed and that appropriate records are kept. Drivers and other relevant staff will receive training and instructions that enable them to understand and comply with the rules.

- **Section D8 - Monitoring Driving**

Drivers are required to notify the Company of any driving or driving related offence, including any fixed penalty, which might affect the status of their driving licence. A record will be kept, and reviewed, of all driver infractions and training or disciplinary action may be used to minimise future recurrences.

- **Section O1 - Routing and Scheduling**

In determining a route and schedule, consideration will be given to all the issues that have an impact on operational costs and the risks to all road users.

- Section O1 – No Convoy

Drivers are required whilst driving company vehicles, or any vehicles driven on Company business, that they shall not travel in convoy.

DRIVERS' CODE OF CONDUCT

This Code of Conduct sets out the best practice that is expected from all employee drivers, from Managing Director to temporary agency drivers.

DRIVER NAME: _____

ALL DRIVERS ARE TO

- know and apply the rules in the **Highway Code**
- obey all drivers' hours and tachograph regulations
- ensure that vehicles are loaded correctly
- **adhere to speed limits**
- ensure that they are fit and healthy enough to drive company vehicles
- correctly undertake daily maintenance checks on vehicles
- always manoeuvre and reverse safely
- avoid conflict with other road users
- plan to avoid the risk caused by other people
- anticipate and understand the actions of other road users
- develop a safe and economical driving style
- take personal responsibility for creating safety on the roads
- **never take risks**

Signed: _____

Date: _____

DEFECT REPORTING

For your own safety and that of the general public, you are not to take a vehicle on the road unless a reported defect has been assessed by an authorised person; then has either been repaired or you have been assured that the vehicle is safe to use.

- Before taking a vehicle on the road you must complete a full Daily Vehicle Check to ensure that it is SAFE and LEGAL
- If you are not familiar with the type of vehicle to be driven you must report the fact to Ian Morley and receive a familiarisation briefing
- Ensure that your torch is in working order (take out batteries and turn wrong way round when not in use, to prevent accidental draining) or have another means of checking during hours of darkness
- If defects are found on the Daily Check you must complete a Defect Report and hand it to **Joao Pocas** in person
- If defects develop or symptoms of defects are observed whilst vehicle is in use, you must stop and report the problem to **Joao Pocas**.
- If a defect develops whilst out overnight you are not to move the vehicle until you have reported to **Leonardo barcellos**.
- If no defects are found you are to submit a Nil Defect report
- If you make a small running repair before taking a vehicle out (changing a bulb, for example) you should show this as a defect then mark it 'Rectified'

Note to Managers

Everyone should be aware of the need for vehicle safety inspections, including drivers' daily checks, and that

Operational requirements should never override vehicle safety

DRIVER DEFECTS MONITORING AND RECORDING PROCEDURE

Please be advised that although as a company we have legal obligations surrounding monitoring vehicle roadworthiness, the role you play in this is paramount.

To ensure you fulfil your obligations we have set up a procedure which we must insist you follow:

ALL vehicles will be issued with a numbered 2 ply duplicated defect recording book. The office will also have a separate numbered 2 ply duplicated book.

ALL DRIVERS MUST carry out a full walk round check of the vehicle and trailer prior to use. This walk round check must be recorded as 'OTHER WORK' (Crossed Hammers symbol) on your tachograph.

ALL DRIVERS MUST ensure that ongoing monitoring of the vehicle and trailer roadworthiness throughout each shift is also part of their duty.

ALL DRIVERS MUST record their findings from the walk round check even if there are no defects to report – **THIS MUST BE RECORDED AS 'NIL' OR 'NONE'** in the defect book.

THE FOLLOWING IS THE FULL PROCEDURE WE WISH YOU TO FOLLOW:

The procedure if you are commencing your shift from the depot – FROM BASE;

HOW DO YOU RECORD A 'NIL' or 'NONE' defects?

After checking the vehicle and trailer complete the numbered defect page (ensuring what you record is going through to the next two pages) by writing 'NIL' or 'NONE' and also tick against the appropriate day on your timesheet the 'NIL' box.

The tear out the top copy of the 2 defect pages and submit this into the area in the driver rest area marked **DEFECTS**. The second and third pages remain in the book until the end of the week.

HOW DO YOU RECORD A DEFECT?

If after you have carried out a walk round check you notice a defect, which you feel comfortable in rectifying, the defect must first be recorded in the defect book (ensuring what you record is going through to the next 2 pages) and also on the timesheet by ticking the appropriate box to defect 'Y'.

On the timesheet you must also place the number of the defect from the defect page you are completing.

If you rectify the defect, then the rectification **MUST** be advised on the same page in the defect book and signed and dated by you – **YOU ARE NOW DECLARING THAT THE FAULT IS RECTIFIED AND YOU ARE CONFIDENT IN THE ROADWORTHINESS OF THE VEHICLE OR TRAILER.**

Then tear out the top copy of the 2 defect pages and submit this into the area in the driver rest area marked

DEFECTS.

The second and third pages remain in the book until the end of the week.

UPON RETURNING TO THE YARD YOU MUST REPORT TO MYSELF FOR ME TO VIEW AND CONFIRM THAT THE REPAIR CARRIED OUT BY YOU IS SATISFACTORY.

I AUTHORISE ANY DRIVER TO CARRY OUT MINOR REPAIRS SUCH AS BULB AND FUSE REPLACEMENTS AND SECURING ITEMS ETC ON THE STRICT UNDERSTANDING AND INSTRUCTION THAT NO DRIVER PLACES THEMSELVES IN ANY HARM OR DANGER AND WORKING AT HEIGHT IS UNACCEPTABLE.

WHAT IF THE DEFECT IS NOT REPAIRABLE BY THE DRIVER?

If the defect is not repairable by you then record the defect in the book and on the timesheet the same as above, then tear out the copy of the 2 defect pages and submit this into the area in the driver rest area marked **DEFECTS**.

The second page remain in the book until the end of the week.

CONTACT THE OFFICE AND AT THIS POINT YOU ARE NOT AUTHORISED TO USE THE DEFECTIVE VEHICLE.

The procedure if you are commencing your shift from away from the YARD;

HOW DO YOU RECORD A 'NIL' OR 'NONE' defects?

After checking the vehicle and trailer complete the numbered defect page (ensuring what you record is going through to the next two pages) by writing 'NIL' or 'NONE' and also tick against the appropriate day on your timesheet the 'NIL' box.

Then keep all the pages in the book until you return to base and then tear out the top copy of the 2 defect pages and submit this into the area in the driver rest area marked **DEFECTS**.

The second page remain in the book until the end of the week.

HOW DO YOU RECORD A DEFECT?

If after you have carried out a walk round check you notice a defect, which you feel comfortable in rectifying the defect must first be recorded in the defect book (ensuring what you record is going through to the next 2 pages) and also on the timesheet you must also place the number of the defect from the defect page you are completing.

If you rectify the defect then the rectification **MUST** be advised on the same page in the defect book and signed and dated by you- **YOU ARE NOW DECLARING THAT THE FAULT IS RECTIFIED AND YOU ARE CONFIDENT IN THE ROADWORTHINESS OF THE VEHICLE.**

Then keep all the pages in the book until you return to base and then tear out the top copy of the two defect pages and submit this into the area in the driver rest area marked **DEFECTS**.

The second page remain in the book until the end of the week.

I AUTHORISE ANY DRIVER TO CARRY OUT MINOR REPAIRS SUCH AS BULB AND FUSE REPLACEMENTS AND SECURING ITEMS ETC ON THE STRICT UNDERSTANDING AND INSTRUCTION THAT NO DRIVER PLACES THEMSELVES IN ANY HARM OR DANGER AND WORKING AT HEIGHT IS UNACCEPTABLE.

WHAT IF THE DEFECT IS NOT REPAIRABLE BY THE DRIVER?

If the defect is not repairable by you then record the defect in the book and on the timesheet the same as above, then tear out the copy of the 2 defect pages and submit this into the area in the driver rest area marked **DEFECTS**.

The second page remain in the book until the end of the week.

CONTACT THE OFFICE: 02030210608 / 24h: 07733448902 AND AT THIS POINT YOU ARE NOT AUTHORISED TO USE THE DEFECTIVE VEHICLE OR TRAILER.

In the event that a roadworthy defect is actioned by the office and a third party is sent to repair and you remain with the defective vehicle or trailer, you **MUST** ensure the following is recorded;

If in the depot- at base once the defect has been repaired ask the third party repairer to sign off the defect in your book- **THIS WILL BE THE SECOND COPY IN THE BOOK AS YOU WILL HAVE ALREADY PLACED THE TOP COPY IN THE AREA IN THE DRIVER REST AREA MARKED DEFECTS.**

If away from the depot – ex base the same as above however the third party repairer can sign off the top copy of the defect as this will have not been torn from the defect book at this stage. Then keep

all the pages in the book until you return o base and then tear out the top copy of the 2 defects pages and submit this into the area in the driver rest area marked **DEFECTS**.

Each day the management will be checking the defect box and auditing and auctioning the defects where necessary – **REMEMBER THERE MUST ALWAYS BE A MINIMUM OF 1 DEFECT PAGE FOR EVERY DRIVEN SHIFT PER DRIVER.**

WHAT DO YOU DO AT THE END OF THE WEEK?

At the end of the week we require you to tear out each second copy of all defect pages for that week and attach them to your timesheet and submit the any printout, tachographs and defect copies into the area in the driver rest room marked **TIMESHEETS**.

The management will monitor timesheet each week to ensure all defects raised are confidently managed.

The management will also be monitoring consistent recording of 'NIL' or 'NONE' defects and investigate internally where necessary.

This full defect procedure is in place to ensure that we as a company will be and remain confident in the roadworthiness of our vehicles and trailers – therefore ensuring safety to all persons at all times.

The defect procedure starts with you – we can only fix what we are told is broken.

Remember you play the first part in our defect reporting - without you it does not work.

DAILY VEHICLE CHECKS – THE SAFE WORKING PROCEDURE

<u>Item</u>	<u>Check</u>	<u>Action †</u>
Engine Oil	Level – between the marks on the dipstick Quality – colour Under engine for leaks	Top up if necessary – report frequent top ups Report abnormal colours Report leaks
Engine coolant	Level – visible in header tank Leaks	Top up if necessary – report frequent top ups and leaks
All lights and reflectors <ul style="list-style-type: none"> • Headlights • Side lights • Indicators • Tail lights • Brake lights • Fog lights • Number plate light • Side and rear reflectors 	All lights clean and working, have lenses fitted and are secure. Headlamp beam alignment Security and cleanliness of reflectors	Clean all lights and reflectors Report if inoperative, missing or misaligned
Washers and wipers	Operation, quality of wipers Washer fluid level Screen wash fluid added	Top up screen wash as necessary Report faulty washers/wipers
Horn	Operation	Report defects
Fuel	Fuel level and around tank and engine for leaks	Fill up before leaving yard and on return. Report if vehicle was not refuelled by previous driver
Battery	Security and condition of battery and battery cover	Report as necessary
Tyres	All tyres - tread depth, visible condition of pressure, Cuts in side walls, check between double wheels (where fitted) for bricks	Report as necessary Check pressure of doubtful tyres and re-inflate
Wheel nuts	Security	Tap each wheel nut with a toffee hammer. Loose wheel nuts will make a different sound to tight ones. Report defect and ensure that wheel nut is tightened to correct torque setting

DAILY VEHICLE CHECKS – THE SAFE WORKING PROCEDURE - Continued

<u>Item</u>	<u>Check</u>	<u>Action †</u>
Glass areas and mirrors	Cleanliness, security and alignment of mirrors	Clean as necessary Report insecurity of mirrors, cracks in glass areas
Body and fittings	Security, for any damage	Report all damage – if you don't you are likely to be held responsible for it!
Seat Belts	Seat Belts in Place	Check seats belts are in working order
First Aid Kit	Check Contents	Report any missing items and request replacement
Fire Extinguishers	Check in date and un-used	Report immediately if used or out-of-date
Service Brakes	Air pressure Operation – apply brakes during a short drive* to check if brakes operating correctly e.g not pulling to either side	Report any air leaks, poor operation as necessary
EBS/ABS Brakes	If fitted, must be connected	See manufacturer's instructions
Steering	Short drive* to test steering, Look for excessive free play at wheel, heaviness in steering	Report as necessary

* The short drive should be undertaken IN THE YARD and not on the public road.

† Note: Items in the 'Action' column are recommendations based on current VOSA 'Best Practice' advice. However, you may have a preferred alternative practice that you wish your drivers to follow.

Driver's name:	Date:
Vehicle no.:	
Trailer fleet/serial no.:	Odometer reading:

Daily or shift check (tick or cross)					
Fuel / oil leaks		Wipers		Mirrors	
Battery (if easily accessible)		Washers		Steering	
Tyres and wheel fixing		Horn		Heating / Ventilation	
Brakes (inc. ABS/EBB)		Glass		Lights	
Doors and exits		Reflectors		Body Interior	
Indicators / Side repeaters		Body exterior		Excessive engine exhaust smoke	
Fire extinguisher		First-aid kit		Emergency exit hammer	
Seats / seat belts		Accessibility requirements		Registration plates	

REPORT DEFECTS HERE:	RECTIFIED:
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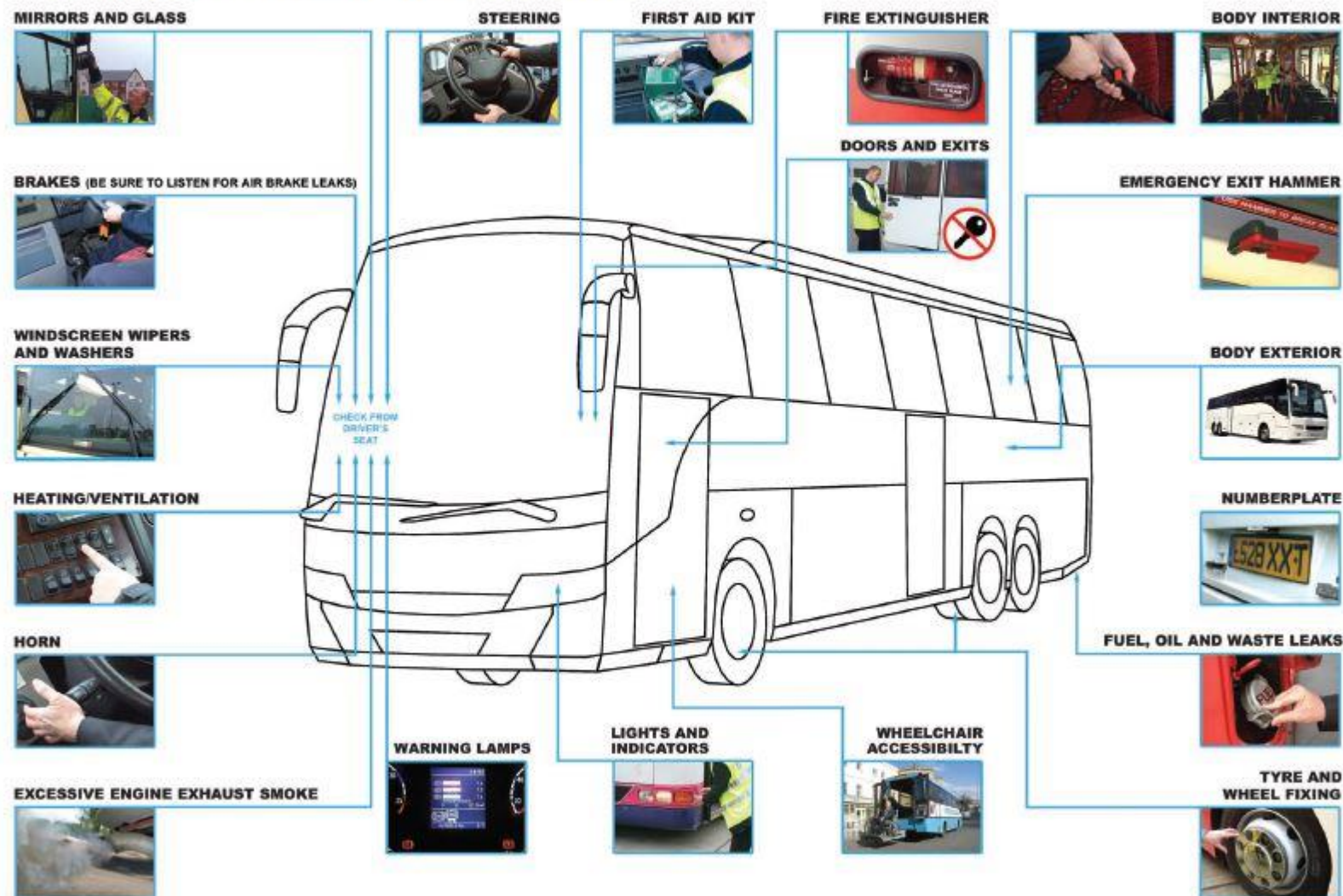
Defects reported to:	
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Write NIL here if no defects found	Driver's signature:
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Defects rectified by:

Signature: _____ Date: _____

PSV DRIVERS' WALK AROUND CHECK



Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence



COLLISION PREVENTION TECHNIQUES DEALING WITH OTHER ROAD USERS

TOOL BOX TALK WITH DRIVERS

*Professional Drivers have a **responsibility to ALL Road Users** to use their skill and experience **to prevent collisions**. Putting these following techniques into effect will avoid creating situations where other people can cause collisions, and in which you would be involved.*

Don't tailgate anyone. A large following distance is a safe driving practice and an economic driving practice.

- Tailgating is aggressive driving and we know for a fact it leads to collisions
- Tailgating means being closer than 2 seconds behind the vehicle in front – more is better
- If you are too close to vehicles in front, you will be obliged to react to any of those other drivers' actions. If any driver in front slows down to turn left for example, then you will have to slow down. You will then accelerate as others in front do to rejoin 'the queue' which will result in poor fuel consumption

Be a leader – not a follower

Don't get into conflict with other drivers or people on foot

- Other drivers will do wrong things, drive thoughtlessly and cause you problems, it's a fact and we know it, so why get uptight about it
- We gain nothing by getting into conflict with them – other than slowing ourselves down and risking a collision
- The best way is to avoid them and let them go – don't get involved
- Pedestrians are very vulnerable, give them time and space as you would want when you are walking
- Don't stop over pedestrian crossings when in town traffic. Stop before the crossing; you'll still keep your place in the queue!

COLLISION PREVENTION TECHNIQUES

DEALING WITH OTHER ROAD USERS (Cont.)

TOOL BOX TALK WITH DRIVERS

Don't stop other drivers getting in front

- It's a fact that car drivers always want to get in front of a truck. We can never stop this happening
- Don't use your vehicle as a mobile barricade and end up tailgating the vehicle in front to prevent drivers getting in front of you – don't get involved.
- Allow others to get on with their lives
- It is easier and safer for cars to overtake one lorry at a time. Keep a good distance from the vehicle in front to give overtakers somewhere to go

Don't block off junctions or entrances when driving through town in traffic

- You have up to 50 feet of lorry behind you, so you need a corresponding distance in front of you
- If there isn't 50 feet available the far side of the junction – stop before it
- Treat all junctions as 'box junctions' and allow others to merge. They are only going to overtake you later on anyway
- Allow other people to get on with their lives – they may not be able to thank you for it **but** the name on the side of the truck that is blocking their progress means they will know who to blame



COLLISION PREVENTION TECHNIQUES

SPEED AWARENESS

TOOL BOX TALK WITH DRIVERS

Driving at the most appropriate speed is safer for you and for other road users; it helps reduce wear and tear on vehicles, prolonging their life and reducing maintenance costs; it reduces carbon emissions so helping the environment; it helps avoid collisions and collisions so reduces insurance claims and premiums.

- Motorways, roads in towns and cities or country roads. Where are you most at risk of a collision?
Only 4% of collisions involving personal injury happen on motorways, 32% on rural roads, but 64% occur in urban areas.
- Is 30 mph too slow in urban areas?
It is 44 feet per second – the length of an artic trailer. In one second at 30 mph you will pass 4 terraced houses. How fast do you need to go?
- Is it true that collisions are caused by speed?
The faster you go, the less time you have to react to a situation, so that an avoidable collision becomes an actual one. Also, speed has a direct effect on the survivability of pedestrians struck by a moving vehicle:



95% survive



80% survive



Only 10% survive

The aim must be to drive at an appropriate speed, within the speed limit

- If you kept to all the speed limits, the job would never get done!!
Speeding just gets you to the next hold up faster. What's the point in speeding to save a minute if you then have to sit at a red light for two? Smooth, steady driving within speed limits leads to faster overall journey times. If the job cannot be done when driving at appropriate speeds, then it becomes a management responsibility – not yours!
- 40mph for PSV'S on single carriageway roads is dangerous because frustrated car drivers will overtake when it isn't safe?
And at 50mph the car driver would have to be doing much higher speeds to get past – when you are doing 40 he may have an opportunity to overtake safely
- Don't forget that on certain types of road, lorries, coaches and vans have lower maximum speed limits than the posted signs. Page 40 of your Highway Code (2007 edition) spells them out. Would you know them in a test?

A speed limit is a LIMIT – not a target. The professional driver will drive to the prevailing road conditions, not the maximum speed allowed.



PROCEDURE FOR DRIVERS AT SCENE OF COLLISION TOOL BOX TALK WITH DRIVERS

At the scene of any collision at which someone is injured or any damage is caused to your vehicle or any other vehicle or property you must:

- Stop
- Prevent the situation from becoming worse
- Get the names and addresses of the other parties involved
- Give the other parties involved your name and address
- Give the other parties involved the Company's name and address
- Obtain name and contact details of any witnesses. If the witnesses are in a car and have refused to give contact details, record their registration number so that they can be traced later if necessary
- Do not admit liability
- Make no comment or opinion on other people's driving
- Take photographs of the scene including damage to vehicles, view from approach, signs and road markings, position of vehicles etc
- Complete an collision report form (supplied by insurers) that is provided in the Vehicle
- Notify **Leonardo Barcellos** by phone immediately
- Hand in collision report to the nominated manager on your return to your own depot
- Attend interviews as required



USING MOBILE PHONES AND OTHER IN VEHICLE TECHNOLOGY

TOOL BOX TALK WITH DRIVERS

The law banning the use of hand held mobile phones while driving was introduced after a man standing in a lay-by was killed by a lorry driver who was texting whilst driving his lorry

- It is illegal and clearly dangerous to use a hand-held mobile phone while driving. You may use a hands-free phone, but take extra care
- Make it your policy to only use the phone while stationary. Using a phone- even hands-free - when driving increases the risk of a collision
- Safe driving is dependent on concentration. Using a phone while driving is a distraction and means that you are not fully in control of your vehicle
- You could be prosecuted for careless, inconsiderate or dangerous driving if caused by using a phone. It is also an offence for an employer to require an employee to use a phone while driving
- Advise anyone who may call you that you may not pick up if driving, but that you will reply at the earliest opportunity
- Unless you are required to be contactable, keep the phone switched off
- To read or send text messages pull over and park in an off-road safe place
- If you use your mobile phone to report a collision or other incident, stop first
- Note the exact location – mobile calls aren't geographically based
- If reporting a collision on the motorway use the roadside emergency phone – this will allow the emergency services to pinpoint the location more accurately

FITNESS TO DRIVE RESPONSIBILITIES TOOL BOX TALK FOR DRIVERS

This is to remind you that as a professional driver it is your responsibility to ensure that you are always fit to carry out driving duties, and that you will:

- Report for work having had sufficient rest to enable you to drive safely
- Not report for work having consumed alcohol in such quantities that you are still over the legal driving limit or that your driving is impaired
- Report any deterioration from legal standards in your eyesight, in writing, to management and the DVLA
- Advise your doctor or pharmacist that you are a professional driver when being prescribed or purchasing medicines
- Not consume stimulants (e.g. drinks like 'Red Bull') in excess of the manufacturer's recommended daily maximum amount
- Not to regard stimulant drinks as anything other than an occasional and temporary support/'fix', and certainly not a regular substitute for proper rest periods and sleep



DRUGS AND DRIVING TOOL BOX TALK WITH DRIVER

A 2001 report revealed that 17% of drivers killed in road collisions have illegal drugs in their systems. There is no evidence that this figure is any less today

Drivers should be aware that:

It is an offence to drive whilst unfit through drugs. Many people think that if they drive under the influence of drugs, a vehicle search and a potential charge of possession is all they have to be worried about:-

- Taking drugs will impair driving skills. Driving whilst under the influence of drugs is extremely dangerous and can affect driving in numerous ways
- Police are on the look out more than ever and aside from just the erratic behaviour know all the signs to spot a drug driver. They are also equipped with roadside drug testing equipment to indicate possible drug use
- Drug drivers may think that just because they pass a test for alcohol they will be off the hook. This is not the case because the police can also prosecute a driver who is unfit through drugs and there are various ways they can detect and prove the offence
- The consequences of a drug drive conviction are devastating and far reaching. **The penalties are the same as for drink driving**
- Prescription or over the counter medicines should always be taken properly. Advice about this is provided on the packaging and in the patient information leaflet supplied and packed in with the medicine. Advice can also be obtained from whoever has prescribed the medicine, or from the pharmacist who dispenses it
- Further information can be found on the government web-site

<http://www.dft.gov.uk/think/drugdrive>

DROWSINESS WHEN DRIVING

TOOL BOX TALK WITH DRIVERS

If at any time whilst driving a company vehicle you feel drowsy - and whatever the cause of this drowsiness - you are to follow the procedure below

On Motorways

- Open the off side window
- Slow down (remember your senses respond more slowly when tired)
- Leave the motorway at the next exit or next services whichever is soonest
- If leaving at a junction, proceed onto the roundabout if there is one, and stop on the roundabout, above the motorway – provided you do not cause an obstruction
- Put on the hazard warning lights
- Phone the office and inform them of the situation
- If unable to stop on the roundabout attempt to find a convenient layby or other place where you can stop safely. Then phone the office
- If able to stop at a service area find a suitable parking place, stop and phone the office

On Other Roads

Find a suitable place to stop where you can get the vehicle off the road

Phone the office and advise the staff of the situation

If at any time you are unable to contact the office: when parked up safely, get into the passenger seat or onto the bed and doze for 15 – 20 minutes. If, on waking the situation has improved, proceed; but stop to get a drink of coffee or chew gum at the earliest opportunity.

Inform the office as soon as you are able to do so to advise them of your current location and situation.

Question yourself why you had become tired: DO SOMETHING ABOUT IT

NEVER CONTINUE TO DRIVE WHILST FEELING DROWSY

SAFE DRIVING TECHNIQUES

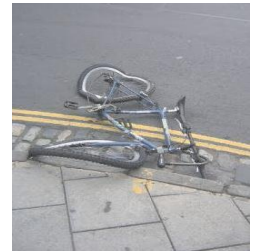
PROTECTING VULNERABLE ROAD USERS

INFORMATION FOR MANAGERS



- Who are vulnerable road users? They include:
 - *pedestrians — especially children, the elderly and the disabled (including hard of hearing and sight-impaired)*
 - *cyclists*
 - *motorcyclists and moped riders*
 - *horse riders*
- Users of modes of transport, such as those listed above, that do not have a protective shell are all vulnerable. Of these, pedestrians are the most vulnerable
- Irrespective of their mode of transport, the over-75's have the highest risk of being killed
- A traffic system is only inherently safe if the vulnerability of the various road users is as small as possible. Where different groups of road users are not segregated, then it is the responsibility of all users to behave responsibly, with vigilance and courtesy
- Drivers of delivery vans, lorries and buses are least sensitive to traffic injury because they are protected by their vehicles, which have large mass. Occupants of heavier vehicles are usually at an advantage in a crash
- Motorised vehicles have the power to move at high speed. At speeds over 18 mph they are a threat to unprotected road users
- At a collision speed of 18mph, 90% of pedestrians survive a collision with a car, but a speed of 27 mph reduces their chance of survival to less than 50%
- Remember that the stated prime aim of the goods vehicle operator licensing system is 'to ensure the safe and proper use of goods vehicles' and that everything that you do should demonstrate that you have 'proper arrangements' to satisfy that requirement. Training drivers to be aware of their responsibilities towards road safety is a powerful tool in achieving this objective

SAFE DRIVING TECHNIQUES PROTECTING VULNERABLE ROAD USERS TOOL BOX TALK WITH DRIVERS



Vulnerable road users run a higher risk of being severely injured than other road users because they travel unprotected at slow speeds and have small mass – plus they do not have a protective shell as vehicle drivers do.

- Watch your speed, especially in built up areas where vulnerable road users are more likely to be encountered. Your speed can literally make the difference between life and death
- Give others time and room, especially the elderly and disabled. Remember that not all disabilities are visible – deaf people may not hear you coming
- Respect pedestrian crossings, cycle lanes and school crossing patrols. Don't park on pavements
- Motorcyclists may be hard to spot – especially at junctions – and be moving more quickly than you expect
- Motorcyclists and cyclists are affected by side winds and the slipstream that you create when you pass them. Give them plenty of room before pulling in again
- On country roads you are more likely to encounter walkers and horse riders.
- Walkers may be in groups that will need to be passed with care. Horse riders are on large, powerful animals that can easily be frightened, so do not rev your engine or sound your horn. Reduce your speed when passing them
- Just because you are in a large vehicle and are trying to get on with your job doesn't give you any more rights than any other road user, but as a professional you should set an example. Everyone has to share road space, so treat vulnerable road users with courtesy and respect
- Always be prepared for the unexpected

DEALING WITH CYCLISTS

TOOL BOX TALK WITH DRIVERS

Cyclists are less visible and move less predictably than other road users. They do not have the protection of a vehicle around them yet share road space with large, potentially lethal, vehicles. The risk of conflict with motorised traffic is therefore higher and their exposure makes them more vulnerable to death or injury if we don't take care for them

- Cyclists are vulnerable to poor road surfaces and may swerve round pot holes and drain covers: GIVE THEM PLENTY OF SPACE
- Cyclists are understandably nervous of large vehicles and may wobble if frightened: GIVE THEM PLENTY OF SPACE
- Cyclists are vulnerable to air draughts caused by moving (especially large) vehicles which could blow them down: GIVE THEM PLENTY OF SPACE
- Cyclists are vulnerable to weather which may reduce their vision: GIVE THEM PLENTY OF SPACE
- Cyclists need extra room at junctions and roundabouts where motor vehicles are changing speed and direction
- Allow cyclists to ride way from the kerb to avoid drains and traffic emerging from side roads. Do not squeeze them by trying to overtake in a narrow road
- If a cyclist looks over his shoulder he may be looking for an opportunity to turn right. Allow him the chance to move over to the centre of the road if he so indicates
- Cyclists are sometimes forced into fast traffic by poor parking
- Full beam headlights dazzle cyclists just like everyone else
- Cyclists can move quickly and will initially accelerate from a stop faster than many cars
- Signal clearly and early so cyclists will be aware of your intentions
- Be wary of cyclists on the inside when starting from traffic lights and especially when turning left
- When parked, check for passing cyclists before opening your door
- Give a cyclist as much space and clearance as you would a horse and rider

DEALING WITH CYCLISTS DRIVER SELF- EVALUATION

Cyclists are less visible and move less predictably than other road users. They do not have the protection of a vehicle around them yet share road space with large, potentially lethal, vehicles. The risk of conflict with motorised traffic is therefore higher and their exposure makes them more vulnerable to death or injury if we don't take care for them

- What is the company's policy on driving near cyclists?
- What is *your* policy on driving near cyclists?
- Why should you be very cautious near cyclists?
- What adjustments to your driving should you make when near cyclists?
- How would *you* feel if you had just "touched" a cyclist off their bike - Whether it's your fault or not?
- How would you feel if you had been arrested by the Police after a collision with a cyclist?
- What two words best describe how you should behave as a driver when driving near cyclists?

COACHES MAKING LEFT TURNS – TOOL BOX TALKS

Carelessness by cyclists, pedestrians and vehicle drivers, or lack of sufficient attention by the PSV driver when making a left turn can result in death or injury to a third party

- Find out and observe all rules relating to this activity that are included in the Highway Code
- Always manoeuvre with the assumption that someone has or will put themselves in your way
- Manoeuvre very slowly and always be ready to stop
- Always be on the lookout for other road users before, during and after turning left or preparing to stop
- Monitor areas behind and to the side of your vehicle from which third party road users might approach whilst you are approaching the turn
- Keep other drivers and the space they might occupy in sight and if in doubt – **STOP**
- Drive at a speed compatible with pedestrian walking speed until you are certain that the area is clear

DEALING WITH OTHER ROAD USERS TOOL BOX TALKS WITH DRIVERS

*Professional Drivers have a **responsibility to ALL Road Users** to use their skill and experience **to Prevent collisions**. Putting these following techniques into effect will avoid creating situations where other people can cause collisions and in which you would be involved.*

Don't tailgate anyone. A large following distance is a safe driving practice and an economic driving practice

- Tailgating is aggressive driving and we know for a fact it leads to collisions
- Tailgating means being closer than 2 seconds behind the vehicle in front – more is better
- If you are too close to vehicles in front, you will be obliged to react to any of those other drivers' actions. If any driver in front slows down to turn left for example, then you will have to slow down. You will then accelerate as others in front do to rejoin "the Queue" which will result in poor fuel consumption
 - **Be a leader – not a follower**

Don't get into conflict with other drivers or people on foot

- Other drivers will do wrong things, drive thoughtlessly and cause you problems, it's a fact and we know it, so why get uptight about it?
- We gain nothing by getting into conflict with them – other than slowing ourselves down and risking a collision
- The best way is to avoid them and let them go – don't get involved
- Pedestrians are very vulnerable, give them time and space as you would want when you are walking
- Don't stop over pedestrian crossings when in town traffic. Stop before the crossing; you'll still keep your place in the queue!

COLLISION PREVENTION USING MOBILE PHONES TOOL BOX TALK WITH DRIVERS

The law banning the use of hand held mobile phones while driving was introduced after a man standing in a lay-by was killed by a lorry driver who was texting whilst driving his lorry.

- It is illegal and clearly dangerous to use a hand-held mobile phone while driving. No mobile device or earphones may be used when driving
- Make it your policy to only use the phone while stationary. Using a phone- even hands-free - when driving increases the risk of a collision
- Safe driving is dependent on concentration. Using a phone while driving is a distraction and means that you are not fully in control of your vehicle
- You could be prosecuted for careless, inconsiderate or dangerous driving if caused by using a phone. It is also an offence for an employer to require an employee to use a phone while driving
- Advise anyone who may call you that you may not pick up if driving, but that you will reply at the earliest opportunity
- Unless you are required to be contactable, keep the phone switched off
- If you have to keep the phone on and you are called, acknowledge, hands-free, and keep the call brief. Stop at a suitable place and return the call if more detail needed
- To read or send text messages pull over and park in an off-road safe place
- If you use your mobile phone to report a collision or other incident, stop first
- Note the exact location – mobile calls aren't geographically based
- If reporting a collision on the motorway use the roadside emergency phone – this will allow the emergency services to pinpoint the location more accurately

COLLISION PREVENTION USING SAT-NAV and OTHER HAND HELD DEVICES TOOL BOX TALK WITH DRIVERS

Drivers have become unnecessarily dependent on SatNavs. The level of distraction that can occur adjusting a SatNav or following it constantly or using other hand held devices raises the risk of a collision to a serious level

- It is clearly dangerous to adjust a SatNav or other hand held devices (OHHDs) while driving
- Make it your policy to only adjust the SatNav and OHHDs when stationary. To adjust a Sat Nav when driving increases the risk of a collision
- Safe driving is dependent on concentration. You can't blame the SatNav or other OHDD if you have a collision or commit an offence
- You could be prosecuted for careless, inconsiderate or dangerous driving if caused by adjusting a SatNav or OHHD whilst driving.
- What you see must take priority over the SatNav or your OHHD – drivers have been marooned in fords, rivers, farms and cliffs – and plan your route for low bridges, its still your responsibility
- You must watch and drive to the road not the SatNav – do not become mesmerised following the screen
- If you have to keep the SatNav or OHHD on, keep it in peripheral vision and only use it for stretches of road you are not familiar with such as your destination or delivery address – you don't need it to follow the M1
- Use the voice direction rather than the screen, for example whilst driving through busy roundabouts and junctions
- Know your route in general without the SatNav or OHHD and use it only for sections of route where it will really help
- Don't leave the SatNav or OHHD in view for easy picking by thieves
- Drive within speed limits and for the conditions even if your SatNav has a camera warning function

AVOIDING BRIDGE STRIKES

ACTIONS FOR MANAGERS

There are approximately 6 railway bridges struck by vehicles every day!

In many of these instances, not only was there severe damage caused, but drivers, railway workers and other road users were killed or seriously injured



- Ensure all drivers – especially casual or agency drivers – have received the Tool Box Talk on the “Avoiding Bridge Strikes”.
- Ensure that regular routes are planned to avoid low bridges. If an irregular route is to be followed, check for low bridges using a specialist haulier road atlas that details all known low bridges. Make this road atlas available for drivers to consult.
- Pass on information about diversions or road closures to drivers, and check that this will not create a problem with low bridges.
- Produce a matrix of vehicles and trailers so that any height combination can be readily looked up.
- Ensure that all cabs for vehicles over 3 metres have height indicators, and do supervisory spot-checks from time to time to ensure that drivers are using them properly.



AVOIDING BRIDGE STRIKES

DRIVER TOOL BOX TALK

- Remember that in the UK there is no legal maximum height for a vehicle, so just because a vehicle is legal on the road doesn't mean that it will always be able to pass under overhead obstructions safely.

The driver must always assume responsibility for height

- Height signs on bridges only have to be applied for heights below 16' 6" (5.03 metres). Circular signs mean you **MUST** stop; triangular signs mean that you **SHOULD** stop.
- Before setting out, confirm your vehicle height and ensure the cab height indicator is correct. You will need to know the trailer height and 5th wheel height to get an accurate figure. If in doubt **ASK, DON'T GUESS.**
- A height figure written on the trailer may not be correct when attached to a different unit.
- A cab height indicator must be installed and set if the vehicle height is over 3 metres (9' 9"). It is an offence not to have it correctly set.
- Ask Traffic Office staff or other drivers if they know of any low bridges on the route.
- Don't forget that the height can change if trailers are swapped or if loaded/unloaded/carrying a different load.
- If you do strike a railway bridge, do not move the vehicle: inform Network Rail at once using the contact details on the bridge ID Plate and inform the vehicle operator. Keep members of the public away.

MANAGING LOAD SECURITY

- *Provide adequate equipment for restraining passenger baggage on vehicles.*
- Give Walk Round Training to drivers to show where loads should be positioned on the vehicle to maintain vehicle stability.
- Give Walk Round Training to drivers to show how to secure loads effectively.
- Give Walk Round Training to drivers to show how to use restraining equipment properly and effectively. Drivers must know how to inspect restraining equipment and know when it is unserviceable. **They may require training.**
- Give Tool Box Talk to drivers about always using restraining devices, even for the shortest of journeys.
- Ensure records are kept of all training done.
- Give Tool Box Talk to drivers about recognising the dangers of loads falling from vehicles when restraining devices are released.
- Give Tool Box Talk to drivers to never to move their vehicle if someone is on it or on the load during the loading and unloading process.
- Do random Spot Checks from time to time to ensure that the training is being carried out in day to day working activities.

OVERWEIGHT PROCEDURES

This section provides you with some standard Safe Working procedures for Tool Box Talks and Walk Round Training in Safe Loading.

- Once the vehicle has been loaded, stand well away from it and check to see that the vehicle is standing square and not leaning to any one side
- Look at the tyres to see if there is any obvious unnatural deflection in the side walls – this could indicate low air pressure, a slow puncture or overloading
- If you are in any doubt about the gross weight or individual axle weights when your vehicle has been loaded you must:
- Do not enter into arguments with people, do not accept statements like "No-one else has a problem", be polite and phone for advice

Every year people are killed or seriously injured in yards and depots. One of the causes is material falling from vehicles. Insecure loads can also shift in transit, making the vehicle unstable and posing a threat to other road users

- Weight alone will not hold the load in place. When you brake the load tries to keep moving, and the heavier it is, the more force it will exert
- It is easier to stop an item moving in the first place than to try to stop it once it's moving
- Heaviest items should be loaded first with lighter items on top

BE CAREFUL WHEN OPENING BAGGAGE COMPARTMENTS AS THE CONTENTS MAY HAVE SHIFTED DURING THE JOURNEY AND MAY FALL ON TO YOU OR A PASSENGER.

FITNESS TO DRIVE QUESTIONNAIRE

MANAGERS SPOT-CHECK

Keep in driver's personal file

Drivers Name		Date	
<ul style="list-style-type: none"> Do you ever take drugs? (Prescribed or otherwise) 			
<ul style="list-style-type: none"> When was the last time you consumed alcohol? 			
<ul style="list-style-type: none"> What quantity? 			
<ul style="list-style-type: none"> What was the time you stopped drinking? 			
<ul style="list-style-type: none"> Do you object to taking a breath test or drugs test? 	<ul style="list-style-type: none"> YES 	<ul style="list-style-type: none"> NO 	
<ul style="list-style-type: none"> Do you suffer from any allergies or seasonal problems, e.g. hay fever? 			
<ul style="list-style-type: none"> Are you taking any medication, for example cold or cough remedies that could affect your ability to drive? 			
<ul style="list-style-type: none"> Is that medication prescribed by a doctor – did you explain you were a professional driver? 			
<ul style="list-style-type: none"> Can you read a number plate at the distance prescribed for the driving test? (20 metres for the new style plates) 			
<ul style="list-style-type: none"> Number plate read at 20 metres: 		Yes / No	Passed / Failed
<ul style="list-style-type: none"> (Not to be the vehicle the driver Normally drives) 			

This declaration is a declaration that I: _____

I have no changes in my health which could affect my entitlement to drive, in particular:

- Epilepsy, fits or blackouts
- Repeated attacks of sudden dizziness that prevents you from functioning normally
- Diabetes controlled by insulin or tablets
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol or drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (the area you can see when looking directly ahead)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls
- Angina, other heart conditions or heart operation

If any of the above affects me I will inform my employer immediately. I understand that I must also inform the DVLA in writing.

I confirm that I have read and fully understand the above and will comply with what is requested of me.

Signed: _____

Name: _____

Date: _____

Driving Hours and Breaks

Driving Rules

Three sets of rules could apply to you as a **driver**: EU rules, AETR rules and GB Domestic rules.

If you do not fall under the EU rules you will fall under the GB Domestic **Driving rules**.

The **GB Domestic driving rules** don't apply if you drive less than 4 hours per day or if your driving is not on roads.

The GB Domestic **Driving rules** limit the number of hours you can drive and the length of time you can be on duty in total.

These driving limits include:

- A maximum of ten hours driving per day
- A maximum of eleven hours on duty (any work time if you are employed, or any time directly involved with your vehicle, such as loading, if you are self-employed).

The rules also state that if you drive more than 4 hours per day or go beyond 50km of your base, you must keep a written record of your driving hours. This does not mean you need a tachograph in your vehicle, but you must keep a formal record for two years.

Working time regulations

In addition to the **driving rules**, the EU working time regulations may also apply, limiting you to 48 hours per week and giving you the right to adequate rest periods and paid holidays. These rules do not apply if you are self-employed, but should be used as a sensible guide anyway (see below).

Managing your driving hours

Aside from complying with the regulations, it makes sense to watch your **driving hours** in order to keep yourself safe on the road. Whether you are employed as a driver, getting mandatory paid breaks, or self-employed, you should look after yourself behind the wheel. Tiredness can kill, so if you feel yourself becoming tired, take a break from your driving. Leave your vehicle, have something to eat and perhaps close your eyes for a short nap until you feel refreshed.

It is always tempting to squeeze the maximum out of your day, especially if it is your own business, but if you injure yourself, or write off your vehicle, by driving when you are too tired, you will end up getting far less done in the long run.

DRIVERS' HOURS REGULATIONS

DAILY LIMITS	MIN / MAX	BASIC RULE	RELAXATION
Driving Without A Break	Max	4 hrs 30 mins after which a break must be taken	
Breaks	Min	45 Mins	One break of at least 15 mins followed by one of 30 mins
Driving Time	Max	9 hours	2 x 10 hours in fixed working week
Working Spreadover	Max	Not specified but $24 - 11 = 13$ hrs	$24 - 9 = 15$ hrs
Working Spreadover Double Manned	Max	21 hours	
Daily Rest	Min	11 hours	Reduce on 3 days per week to 9 hrs
Split Rest		12 hours total	1 period of 3 hours followed by one of 9 hrs
Daily Rest if Double Manned	Min	9 hours	Taken in any 30 hours

WEEKLY / FORTNIGHTLY LIMITS

Weekly Driving Time	Max	56 hours	
Weekly Rest	Min	45 hours after 6 driving days (the relaxation of 24 hrs may only be taken every other week)	24 hrs compensate 'en bloc' by end of 3 rd week following
Two consecutive weeks Driving	Max	90 hours	



CLIMBING ON AND OFF VEHICLES

WALK ROUND TRAINING WITH DRIVERS

Careless and hazardous methods of mounting vehicles can cause injury to the operative and present a danger to other staff, as well as risking damage to the vehicle

- *Before climbing into the cab look for the location of steps and grab handles*
- *Always use the steps and grab handles provided and use the 'three points of contact' working procedure.*
- *Do not attempt to operate any controls until you are in position*
- *(e.g. don't turn the start key while standing outside the cab)*
- *Look for hazards in the cab before stepping inside – a previous driver could have left something which could be knocked, and jam the controls or hurt you*
- *Don't try to climb into the cab holding items in your hands – place them just inside the cab then move them when you have climbed up and use the 'three points of contact' working procedure.*
- *When parking up, leave enough room for the door to open fully and not be a hazard to others*
- *Before climbing down, ensure that the engine is switched off and that the brake is set*
- *Look outside the cab before opening the door – someone might be standing there*
- *Close the window before quitting the cab – for security and weather protection*
- *Climb down in the reverse procedure to climbing up: **DO NOT JUMP***
- *If leaving the vehicle for another driver – **remove your litter**, especially cans and bottles which could roll and jam the pedals*
- *Drivers to complete daily safety inspections.*



CLIMBING ON AND OFF VEHICLES

JUMPING TO A LIFETIME'S PAIN

*We know you want to get on with the job, get it loaded, get out on the road, get it unloaded, be efficient and keen – but **rushing is not a good idea.***

Jumping down instead of climbing down from any height is a sure fire way of **ruining your later years**. As well as increasing the risk of a twisted or sprained ankle you run the risk of a **compacted lower spine**.

If you want to know what this injury feels like ask an ex-army paratrooper, because they get it as well. In our industry it builds up over a number of years, simply by drivers not realising the cumulative effect of their jumping down from parts of the vehicle.

A **12 stone man jumping 2 ½ feet down** from the back of the cab **hits the ground** with the force of nearly **126 stones!** This is the weight that the legs and the lower spine have to absorb every time you jump off the truck.

DON'T JUMP – USE THE STEPS

SAFE DRIVING ON PREMISES MANOEUVRING

WALK ROUND TRAINING WITH DRIVERS

70 deaths each year (10% of the total involving LGVs/PSV) occur when vehicles are operating on premises.

Manoeuvring vehicles are moving in irregular and unpredictable ways, bringing them into unforeseeable conflict with pedestrians and other vehicles.

- Find out and **observe all rules** relating to activities on any site on which you are required to work

- Always manoeuvre with the assumption that someone has or will put **something in your way**
- Manoeuvre very slowly and always be **ready to stop**
- Always be on the lookout for **overhead** obstructions
- When required to make tight turns, always consider the **rear overhang**
- Keep other drivers and site staff **in sight** and if in doubt – **STOP**
- Do not move off after loading / unloading until clearly **instructed** to do so
- Drive at a speed compatible with pedestrian **walking speed**
- Keep the **window open and radio off**, and listen for warnings



SAFE DRIVING ON PREMISES

REVERSING

WALK ROUND TRAINING WITH DRIVERS AND OTHER STAFF

70 deaths each year (10% of the total involving LGVs/PSV) occur when vehicles are operating on premises.

Reversing vehicles are often moving 'blind', with the driver a long way from potential impact points.

- You should always reverse with the assumption that someone has or will **put something in the way**
- If in any doubt about the safety of any reverse manoeuvre, **get out of the cab and check** that it is safe to continue
- **Do not rely** on the reversing alarm to keep individuals clear of the rear of your vehicle
- **STOP** immediately, if you see pedestrians at the rear or sides of the vehicle. DO NOT proceed until that person is well clear of the vehicle. If the person does not re-appear, you must leave the cab to check on their whereabouts
- Drivers should **get help** from a trained banksman when necessary and not assume that they are always capable of reversing unaided
- When assistance is used, any signs to be used must be **agreed upon** before commencing to reverse
- When assisting other drivers, give signs and directions clearly and unambiguously
- Always try to **avoid reversing on to roads** – if you must, get assistance to stop the traffic
- **Switch off radio and open the window** to listen for warnings

SAFE DRIVING ON PREMISES

MAKING TIGHT TURNS

WALK ROUND TRAINING WITH DRIVERS

70 deaths a year (10% of all accidental deaths involving LGVs/PSV) occur when vehicles are operating on premises.

***Turning vehicles** may move in unpredictable or unexpected ways, especially at the rear, risking impact with site staff, other vehicles or fixed objects.*

- Find the widest, most open area available before beginning a turn
- Look for any other moving vehicles or pedestrians
- Wait until the area is clear of vehicles and people
- Move **very slowly** and always be **ready to stop**
- Always be on the lookout for obstructions
- Keep other drivers and site staff in sight and if in doubt – **STOP**
- Don't commence a turn too close to a wall or fixed object – the rear end of your vehicle will swing out more widely than you may think
- Drive at a speed compatible with **pedestrian walking speed**
- Keep the **window open** and listen for warnings

SAFE DRIVING ON PREMISES

DRIVING ON OTHER PREMISES

TOOL BOX TALK WITH DRIVERS

Because of unfamiliarity with a non-routine site location the driver will not be aware of potential hazards, nor be able to anticipate likely behaviour of other vehicles and personnel, putting himself into potential conflict and increasing the risk of a collision.

- Before setting out for an unfamiliar destination, ask traffic staff or other drivers for briefing information
- If vehicle access is unclear, stop safely on a nearby road and walk to investigate the correct approach
- Ensure that there is a facility to turn before driving forward into unfamiliar premises
- Follow any directions by gatehouse or security staff
- Obey all signs and notices
- Be vigilant for other vehicles, lift trucks and people moving about: you don't know which way they might go
- If required to reverse, get assistance
- If required to drive under canopies or into buildings, check clearance height before making your move
- Don't take other people's assurances at face value: check for yourself
- Be polite and co-operative with the home staff – you may have to come again. Accept their systems and methods as long as they don't compromise your personal and vehicle safety
- If you believe safety requires you to refuse an instruction, be polite but firm. If necessary phone your Company for instruction
- Take care when leaving – you won't be aware of local traffic patterns

NOTIFICATION OF PROSECUTION for DRIVING OFFENCES

I understand that I must immediately advise the Company, in writing, if I am prosecuted for any driving or driving related offence, including any fixed penalty, which might affect the status of my driving licence.

Any Penalty Charge Notices or other Fixed Penalty Notices applied to the vehicle or issued to me will be reported to the company within five days.

Signature:

Date: _____

Print Name: _____

ENVIRONMENTAL DRIVING TOOL BOX TALK

Explain that you want the drivers to help you improve MPG to reduce the costs of delivery.

Show them existing fuel figures.

Ask these questions to start discussion in the group:

1. What 3 things can you do to improve your MPG?
2. What 3 driving techniques would make you use more fuel?
3. What 3 driving techniques would help you use less fuel?
4. What effect on the number of deliveries will it have if you drive in a way that uses less fuel?
5. Explain your answers to Q4