



Document Name	DPF 61 – Driver's Handbook	Date Created	03/04/2019
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## Introduction

The handbook is provided solely for the use of drivers employed by **HERCULES SITE SERVICES PLC**.

This Driver's Handbook has been prepared to enable Hercules drivers to fully understand and comply with Hercules policies and procedures.

A good knowledge of these procedures will enable you to represent Hercules as an Ambassador and as a true 'Professional Driver' for Hercules.

Drivers are to keep this handbook safely and return it to Hercules if you leave its employment.

The handbook may be reviewed periodically and may be updated as necessary to meet with changes in legislation, Health and Safety advice, best business practice and FORS Standards. In the case of updates/amendments, you will be issued a replacement handbook which takes effect from issue.

Hercules policy states that you should not disclose any information to persons other than Hercules employees, which could be deemed prejudicial to the supply of materials. ALWAYS refer awkward questions to the Plant & Fleet Manager or Suction Excavator Business Manager.

***If in doubt – ASK.***

***You should always have this handbook with you to refer to.***

## Scope of this handbook

The Driver's Handbook forms part of your Contract of Employment. It contains many terms and conditions which are essential to that employment. Since you are to be bound by all of its terms and conditions, so far as they can relate to your employment and job description, it is essential that you read and understand it.

All of the terms and conditions of your employment are important and any breach or failure to comply with one or more of these terms and conditions may lead to disciplinary action either by verbal or written warning or in extreme cases, or where repetitions have occurred, to dismissal.

The handbook has been prepared to help and guide you. It is for your protection and security as much as to protect Hercules. It is hoped that having the handbook will mean that there are no misunderstandings between you and Hercules as to the responsibilities that are required from both sides.

If there is anything in the handbook which you do not understand you should discuss it with Management. The EC/EEC regulations require, and best practice dictates, that Hercules will have systems of quality control ensuring that all of your work as well as the maintenance of operation of the fleet is both lawful and safe.

The systems, which will include daily driver vehicle defect inspection, service and maintenance inspection and operational control to ensure compliance with the EC/EEC regulations, the Drivers' Hours Domestic Code and the application of the Road Transport (Working Time) Regulations 2005 (as amended), will change from time to time and best practice and experience enables improvement to be made. In addition, changes in the law or the interpretation of the law by the Courts may dictate changes.

***Ignorance of the contents or failure to understand the contents of the handbook will never be accepted as a defence of mitigation should you breach any of its terms or conditions or your Contract of Employment.***

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## 1. Driver's Code of Practice

- Ensure you are trained and able to safely use any equipment required.
- Plan ahead to ensure you know the location of the site and the appropriate access route.
- If early for the arrival time on site, do not wait near residential property and switch off the engine.
- As you approach the site and manoeuvre your vehicle into position, remain aware of the effect noise levels can have on local residents.
- Do not sound the horn.
- If not subject to health and safety requirements, during sensitive hours (usually 23:00 – 05:00) switch off reversing alarms, modify them for white noise or if permitted, use a qualified banksman.
- Switch off engines immediately when not manoeuvring and try to minimise start-ups and avoid over-revving.
- If the radio is on, ensure the vehicle windows are closed and switch the radio off before opening the door.
- Minimise the frequency of opening and closing vehicle doors and do so quietly.
- Allow extra time if needed to unload, where relevant, as quietly as possible. Take particular care to minimise rattle.
- Where practical, notify colleagues at the arrival time at site in advance to ensure they are ready.
- Be aware of how far voices can carry when talking outside at night.
- If opening a gate/cellar flap/roller shutter door to gain access, do so gently and only as much as necessary.
- Lower flaps on tail-lifts carefully and quietly.
- Do not whistle or shout to get the attention of delivery point or site colleagues.
- When moving gates, locks and load restraint bars, ensure they are placed gently in their resting position / stowage point – do not drop or drag them on the ground.
- When safe to do so, use sidelights rather than headlights while off-road and manoeuvring, to minimise light intrusion.
- Minimise excessive air brake noise.
- When working in the vehicle load space avoid banging cages into the vehicle walls.
- When finished unloading / loading, close up and secure the vehicle quietly.
- Show the same consideration when leaving the site as when arriving.

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## 2. Drivers' Responsibilities

### In all circumstances, drivers must:

- Adhere to company policies, advice and guidelines relating to road safety, abiding by the provisions of the Rules of the Road, vulnerable road users, and the rules as laid out in the Highway Code.
- Submit their driving licence for checking every three months allowing Hercules to access driving licence records for verification.
- Ensure that their Driving Licence is current and has the correct address and inform Hercules Plant & Fleet/Suction Excavator Teams immediately of any changes to medical conditions and address.
- Inform Hercules of any changes in health that affect entitlement to drive by completing a health questionnaire at least every six months and certainly upon diagnosis.
- Undertake a basic eyesight check every six months.
- Carry their Driving Licence, Driver Qualification Card and Digital Tachograph Card (where applicable) with them at all times and maintain their validation (drivers will not be permitted to drive company vehicles if any of these cards go out of date).
- Inform Hercules of any licence endorsements/driving prosecutions that affect entitlement to drive when using both company and personal vehicles.
- Report all incidents, traffic collisions and near misses to Head Office.
- Undertake a daily walk around check of the vehicle condition, complete the Daily Defect Report and report any defects to Head Office.
- Make themselves available for any training or toolbox talks, as required by Hercules.
- Not use the vehicle for personal use unless prior authorisation has been granted.
- Not carry passengers unless authorised.
- Undertake any non-driving duties following a request from a manager.
- Speak about any issues which arise to their line manager or refer to our Grievance Procedure (refer to Company Handbook for further details). Line managers can then direct the individual to the appropriate team member and escalate according to the issue.
- When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy and that it is returned to us in that condition after use. Keep the vehicle clean inside and out and ensure that all rubbish is removed from the cab. Failure to adequately clean the vehicle may mean you are subject to the cost of the valet being deducted from your pay.
- Not smoke in company vehicles.

### Know Your Vehicle:

Hercules provides vehicles of various dimensions and varying weights for you to complete your role. It is your responsibility to fully understand the weight and dimensions of your vehicle and the types of roads you are driving on. This includes entering any toll road, bridge, tunnel or zone that may have vehicle restrictions. This also includes restrictions relating to emissions or engine capacity.

- Know the vehicle's weight, dimensions, and applicable speed limits on all types of roads, before you drive it.
- If you are unsure, read the following Highway Code link:  
[https://www.highwaycodeuk.co.uk/uploads/3/2/9/2/3292309/the\\_official\\_highway\\_code\\_-\\_14-09-2021.pdf](https://www.highwaycodeuk.co.uk/uploads/3/2/9/2/3292309/the_official_highway_code_-_14-09-2021.pdf)

Any traffic infringements or Penalty Charge Notices, including those caused by a failure to check or be aware of your either vehicle specifications or the road restrictions, will be your responsibility. This includes, but is not limited to other Penalty Charge Notices for the following:

- Parking offences
- Driving in bus lanes or stopping in box junctions
- Driving through prohibited width / weight restrictions
- Congestion charges
- Speeding

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- Vehicle condition, e.g. defective tyres
- Vehicle load security
- Vehicle overloading
- Bridge, tunnel or toll charges and fines arising from taking a prohibited vehicle through or over any of these
- Failing to follow signs or instructions both on the highway and on private land, for example private car parks, residence parking zones, etc.

**Any fines arising from any of the above will be your responsibility – you will be liable for the full cost of the charge which shall be deducted on the next payroll run.**

**Upon the start of the working day, drivers MUST:**

- Be on time and follow all instructions.
- Be wearing appropriate PPE.
- Undertake a daily walk around check of the vehicle condition, complete the Daily Defect Report and report any defects to Head Office.
- Check that any load is adequately strapped to prevent movement.
- Check that the load is sheeted where relevant.
- If you are going to need fuel during the day, ensure that you have the authorisation to draw it and the means to pay for it.
- Check that your vehicle is not overloaded.
- Check any special instructions on your work allocation notes and documentation.
- Check your route to ensure you find your destination on time.
- Ensure your vehicle is suitable for the planned route and any restrictions.
- If you are using Satellite Navigation, then ensure that it is taking you to the correct destination and the route avoids weight restrictions and low bridges.
- Set off only when you have done all of the above.

And where applicable:

- Insert Driver Card or Tachograph Disk prior to undertaking daily checks.
- Set Tachograph Mode Switch to Cross Hammers

**Out on the road, drivers MUST:**

- Drive with due care and attention following the Highway Code rules at all times.
- Follow all rules regarding drivers' hours to comply with EU Drivers Hours, Domestic Driving Hours and the Working Time Directive, as appropriate.
- Drive to the weather and traffic conditions, paying particular regard to Vulnerable Road Users.
- Use defensive driving techniques and avoid confrontations with other road users.
- Keep your distance and use all the driver safety aids that have been fitted to the vehicle.
- Not be distracted by in cab technology, don't use handheld devices, programme the Satellite Navigation or portable MP3 player whilst on the move.
- Not wear headphones whilst driving.
- Inform the Plant & Fleet /Suction Excavator Office if:
  - you are running late
  - if there is a discrepancy with a service to be provided
  - the client wants to change the site location
  - you are unable to carry out services safely
  - you are unable to park legally

The Plant & Fleet/Suction Excavator Office will inform the client and then give you further instructions.

- If fueling up, check that the filling station can take the card you are about to pay with before you put fuel in the vehicle.

And where applicable:

- Use your tachograph mode switch correctly.

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## At site, drivers MUST:

- Make sure you have parked legally.
- Leave and enter the cab using 3 points of contact (as applicable to vehicle).
- Be polite and courteous at all times.
- Only access the loading/activity area required and take all possible precautions to prevent falling from the vehicle.
- Make sure that the client signs, prints name and dates all copies of all relevant paperwork.
- Walk around the vehicle to check any load is resecured and weather proofing is intact.
- If collecting any freight, the driver must check that vehicle is not overloaded, and you have the correct paperwork.

## Upon returning to base drivers MUST:

- Refuel the vehicle for the following day.
- Make sure you have parked within a marked bay.
- Remove all rubbish and personal belongings from the cab.
- Hand in all relevant paperwork, where applicable.
- Report any defects that may have developed during the day.
- Get your instructions/allocation for the following day.

## And where applicable:

- If using tachograph discs, then hand in the one from 28 days before the current day.
- Digital tachograph users should download their driver cards at least once per week.

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## 3. Definitions:

Hercules:	HERCULES SITE SERVICES PLC
Suction Excavator Team:	The Managers and Supervisors who form the Management Structure of Hercules and have continuous and effective responsibility for the Suction Excavator Operations.
Plant & Fleet Office:	The Managers and Supervisors who form the Management Structure of Hercules and have continuous and effective responsibility for the Plant & Fleet Operation.
DVSA:	Driver & Vehicle Standards Agency - The government body with the overall responsibility for controlling Operator compliance to rules and regulations.
DVLA:	Driver & Vehicle Licencing Agency – The government authority responsible for overseeing Driver and Vehicle Licencing regulations.
FORS:	Fleet Operators Recognition Scheme – A national scheme overseen by TfL and CILT whereby operators can demonstrate compliance and best practice by going through an annual audit and Certification process.
VRU:	Vulnerable Road Users – the term for pedestrians, cyclists, horseriders and motorcyclists.

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## 4. General Guidelines

### 1. Reporting for Duty

Drivers should report for duty at the times instructed by Hercules Head Office.

### 2. Operational Duties

From time to time, drivers may also be requested by management to perform other duties such as cleaning vehicles, completing maintenance tasks, or other work directly connected with the vehicle. Drivers refusing to comply with reasonable instructions will render themselves liable to disciplinary action with verbal and written warnings and, if sufficiently serious, may result in their dismissal.

### 3. Personal Appearance

Drivers are requested to maintain a good standard of personal cleanliness and appearance whilst on duty. Where uniforms are provided, they should be worn at all times. The correct level of PPE should be worn to afford adequate levels of protection at all times. PPE items should be maintained in a clean and serviceable condition, replacements are available from the Plant & Fleet Office.

### 4. Documentation and procedures

Drivers are reminded of the need to take particular care with the documentation for any load and always to ensure that the correct procedures and associated paperwork are completed and that the condition of loads is inspected where practical and any discrepancies in either quantity or condition are noted and photographed if possible.

### 5. Conduct at Customers' Premises

Drivers are ambassadors of our business. It is therefore important that due respect and regard is given to all our clients and their property. We wish to display a good image of Hercules. We therefore ask drivers to be pleasant, polite and helpful, when collecting or delivering goods and in general dealings with clients and the public.

### 6. Vehicle Cleanliness

Drivers are required to keep the interior of their cabs clean, and the exterior of the vehicle (including trailer where appropriate) washed regularly. Please keep in mind the need to keep the interior of load areas clean, particularly vehicles used for the carriage of equipment, or other loads, which may become contaminated.

### 7. Unauthorised Use

- Vehicles should not be used for any other purpose other than in connection with the business of Hercules.
- should not be taken home or parked near the driver's home overnight without express permission from Hercules.
- Drivers must not allow any person, other than authorised Company drivers, to drive their vehicle for any reason, at any time.
- Vehicles owned by any other person, or business, should not be driven under any circumstances. If another vehicle is, for example, blocking an entry or exit, please find its owner or driver and ask them to move it out of the way.

### 8. Unauthorised Passengers

- To help the control of possible third-party injury claims against our fleet policy, the carrying of non-authorised passengers in any company vehicle is forbidden.

### 9. The rules for carrying authorised passengers are:

The company only allow authorised passengers, and the driver must not pick up any unauthorised passengers. The carrying of authorised passengers, where applicable, is only permitted up to the maximum number of passengers specified for each vehicle type.

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Any authorised passengers must always follow the company rules procedures and policy and must follow the policy and procedures.

- ✓ Seat belts must always be worn when the vehicle is about to move or when moving.
- ✓ The passenger must not distract the driver at any time while he is in control of the vehicle.
- ✓ The passenger must not interfere with any devices or operational controls of the vehicle.
- ✓ The passenger must use three points of contact while climbing in and out of the vehicle.
- ✓ The passenger must not distract the driver or any other road users by signals indication or any verbal communication.
- ✓ The passenger must adjust the seat and sit in the correct position to prevent poor posture
- ✓ Any incident accident or new miss while carrying passengers must be accompanied by a passenger statement.
- ✓ The passenger must always follow the WRRR policy procedure and instructions
- ✓ The passenger must not exit a vehicle when it is moving, you must wait until the vehicle stops and you are instructed by the driver it is safe to exit the vehicle
- ✓ In the event of a breakdown accident or incident you must follow the driver's instructions
- ✓ A passenger is not to climb onto the load area unless trained and instructed to do so by the driver.
- ✓ A passenger must not act as a banksman unless trained and signed off in the banksman training
- ✓ When exiting the vehicle, the passenger must be aware of slips, trips, falls, uneven ground.
- ✓ Other vehicles and traffic
- ✓ Care must be taken for cycle or VRU'S
- ✓ If required PPE and safety equipment must be worn and visible before exiting the vehicle
- ✓ The driver must give a passenger clear instruction on entry and exit from the vehicle, and that he must instruct the passenger in regard to his/her safety and wellbeing.

The driver must be aware that they are responsible for the passenger's actions and wellbeing, the safety advice is that the passenger must be authorised and aware of the passenger safety policy WRRR policy and procedure.

It is not applicable to Hercules services to carry children, the disabled or the elderly in a Hercules vehicle. Were there to be a situation where this would be a requirement, risk assessment should be carried out as relevant.

**Under no circumstances should children be carried in the cabs of commercial vehicle, on plate items, or any other mechanical equipment**

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## 5. Fitness to Drive

### 1. Driving Licences

- Drivers are responsible for ensuring that their driving licence is current and has the correct address. The company will examine licences at 3-monthly intervals in line with FORS standards and insurance company requirements
- Any legal proceeding that may result in either an endorsement or loss of licence must be immediately reported to the Plant & Fleet or Suction Excavator Team. Our insurers impose certain limitations upon drivers. Failure to notify any change of licence could mean that individual drivers are not insured.
- All drivers of company vehicles are required to complete a driving licence mandate as part of the Induction at the start of their employment which Hercules will use to carry out the 3-monthly Licence checks. However any changes in driver's circumstances, such as medical conditions, change of address, endorsements or convictions, should be reported to Hercules as soon as they happen to enable the company to update records accordingly.
- **Where applicable**, drivers are responsible to maintain the validity of their Digital Tachograph Card and Driver Qualification Card (see below) and have them with them at all times.

### 2. Drivers CPC (where applicable to vehicle driven)

- The Driver CPC is a qualification which is obtained following the successful completion of driver training and an examination which is designed for all UK professional drivers. It was developed as a requirement of the EU Directive 2003/59, which is designed to improve the knowledge and skills of LGV and PCV drivers throughout their working lives.
- The Training Directive stipulates that all persons wishing to drive Goods Vehicles in excess of 3.5 tonnes (C1 licence) in a professional capacity will have to undergo training for, and obtain, a vocational Certificate of Professional Competence (CPC), further to the LGV licence.
- All new and existing professional drivers will have to undertake 35 hours of training every five years to ensure that their driver CPC is current, this is known as Periodic Training. It is designed to confirm and expand on the existing knowledge and skills of each driver to ensure that they continue to be confident, safe and fuel-efficient drivers.
- Only courses that have been approved and are being delivered by a training centre that has been approved by the Joint Approvals Unit for Periodic Training (JAUPT) on behalf of the Competent Authority will count towards the Periodic Training requirement.
- Training will be delivered in modules, which will enable drivers to keep up to date with the ever-changing regulations and to benefit from state-of-the-art training throughout their whole career. The Directive became effective for LGV drivers in September 2009, with a requirement to have completed the 35 hours training by 9<sup>th</sup> September 2014.
- Training courses must be at least seven hours in duration. Where courses are seven hours in duration, they can be divided into two equal parts, but the full course must be delivered within 24 hours. Please note, the total course length must be a full or half hour e.g., 7 hours or 7.5 hours not 7.25 hours. Where courses are over seven hours but can be delivered in blocks of seven hours (i.e., course of 14, 21, 28, or 35 hours), the full course must be delivered within the year of approval.

**NB:** drivers must complete the full course for any of the hours to count towards Periodic Training e.g., if a driver completes only 28 hours of a 35-hour course, except in exceptional circumstances, none of the hours will count as the full course has not been completed. The review of these exceptional circumstances will be at JAUPT's discretion.

### 3. Demonstration

- The Driver can demonstrate Certificate of Professional Competence (Driver CPC) with a Driver Qualification Card (DQC), similar to the driving licence.
- The card will be issued to new drivers automatically on successfully passing the initial qualification. Existing drivers (holding a GB photo card licence) will be automatically issued with the card on completion of the 35<sup>th</sup> hour of Periodic Training.

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- There will be no charge for the card at point of issue. As the card will be sent to the address on the drivers' driving licence it is important that address details up to date with DVLA.
- It is mandatory for drivers to carry their card whilst driving and there will be penalties if a driver is found to be driving professionally without one. If a card is lost or stolen it must be reported it within 7 days and the driver will be required to apply for a replacement card.
- A driver will be able to drive for up to 15 days without a card while a replacement is sent to him/her.

#### 4. Enforcement

- It is an offence for drivers to work professionally without a Driver CPC from September 2014 for lorry drivers, unless they fall into one of the exempt categories. None of the drivers employed by Hercules fall into an exempt category.
- Driver CPC is being introduced across all European Union member states and will be enforced in other EU countries in the same way as it will be in the UK.

#### 5. Company Drivers CPC Policy

- Hercules will schedule and finance a programme of JAAPT approved training modules in order that drivers are able to maintain their driver's CPC qualification. Drivers are expected to attend the modules when scheduled and they will be on their own time rather than Hercules time.
- Drivers who fail to attend these scheduled events and subsequently fail to keep up their DCPC qualification will either have to schedule their own training at their cost or no longer drive a company vehicle once their current DQC card expires.

#### 6. Eyesight Checks

It is the policy of Hercules to conduct in house 6-monthly eyesight checks in accordance with FORS guidelines. If a driver fails an in house eyesight test he will be required to go to a certified optician for a full eyesight examination and will need to show evidence this has been completed and any changes notified to the DVSA.

Standards of vision for driving: Cars

- Drivers must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
- Drivers must also meet the minimum eyesight standard for driving by having a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses, if necessary) using both eyes together and, if they have sight in one eye only, in that eye.
- Drivers must also have an adequate field of vision, drivers who think they have an issue with their field of vision can seek advice from an optician who can do a test.

Standards of vision for driving: Lorry drivers

- Drivers must have a visual acuity at least 0.8 (6/7.5) measured on the Snellen scale in their best eye and at least 0.1 (6/60) on the Snellen scale in the other eye.
- Drivers can reach this standard using glasses with a corrective power not more than (+) 8 dioptries, or with contact lenses. There's no specific limit for the corrective power of contact lenses.
- Drivers must have a horizontal visual field of at least 160 degrees, the extension should be at least 70 degrees left and right and 30 degrees up and down. No defects should be present within a radius of the central 30 degrees.
- Drivers must tell DVLA if you've got any problem with your eyesight that affects either eye.
- Drivers may still be able to renew their lorry licence if you can't meet these standards but only if you held your licence before 1 January 1997.

#### 7. Health Monitoring

Drivers should inform the Plant & Fleet Manager or Suction Excavator Business Manager of any diagnosis of a condition that affects your entitlement to drive an LGV immediately. As well as the 3-monthly Driving Licence Check and 6-monthly Eyesight Check, Hercules requires that all drivers

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complete a 6-monthly Declaration of Fitness to Drive. This declaration includes all the medical conditions that affect a driver's entitlement to drive and would be notifiable to the DVLA.

Information on notifiable conditions and how to contact the DVLA can be found at [www.gov.uk/health-conditions-and-driving](http://www.gov.uk/health-conditions-and-driving).

## 8. DVT (Deep Vein Thrombosis)

DVT affects individuals who are seated in a confined space for extended periods of time. To minimise the risk it is recommended that both drivers and passengers take the following precautions:

- Stop and take a break at least once every two hours where practical.
- Get out of the vehicle, walk around, exercise the lower legs and take in fresh air.
- Drink plenty of water, to stay hydrated.
- Wear loose fitting clothing.

Symptoms of DVT may include:-

- Swelling of the legs.
- Redness and an increased temperature of the leg.
- Noticeable pain.

If any person suspects they may have this condition, medical assistance should be sought.

## 9. Drug & Alcohol and Driving

- Hercules policy is that drivers must not consume alcohol whilst on duty. Any breach of this rule will render the driver liable to instant dismissal. Drivers should always remember that it is still possible to be 'over the limit' from alcohol consumed the previous night.
- Drivers are also reminded that it is an offence, under Road Traffic Act legislation, for vehicles to be driven whilst under the influence of certain types of drugs. If you are being prescribed drugs for any medical condition, it is important to make the situation clear to any doctor who is treating you, that you are a professional driver.
- Hercules will make every effort to find alternative employment for drivers who are temporarily rendered unfit to drive, as a result of prescribed medication, but who are still able to undertake other duties.
- Failure to disclose the use of either legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police this will also result in loss of driving licence and a severe fine.

### Drug Driving - What is it?

- Drug driving is the term used to describe anyone who gets behind the wheel of a vehicle under the influence of any substance (legal or illegal) that is likely to impair their driving ability. It's an offence to drive a motor vehicle while under the influence of a controlled drug; Police officers have powers to undertake roadside drug tests on drivers.
- Driving under the influence of drugs carries the same penalties as drink driving - a ban and a fine of up to £5,000 or up to six months in jail.
- If a person under the influence of drugs causes a fatal accident, they could face a two-year ban and a maximum of 10 years in jail.

## 10. Driver Fatigue

### a. Sleep Apnoea

It is generally appreciated that driver fatigue and tiredness compromise safety. It is important however to be able to recognise "Sleepiness" where it is due to an underlying medical condition such as Obstructive Sleep Apnoea (OSA).

Many drivers with OSA have had a motor vehicle accident due to falling asleep at the wheel. Most sufferers do not realise that they have the condition. Invariably, OSA victims suffer from excessive daytime sleepiness and other symptoms include:

- Loud snoring (with periods of silence followed by gasps).

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- Generally restless sleep.
- Falling asleep during the day.
- Morning headaches.
- Difficulty concentrating/forgetfulness.
- Irritability and or mood/behaviour changes.

If any person suspects they may have this condition they should contact their GP. The condition is generally fully treatable without the need for surgery.

**This condition is notifiable to the DVLA**

**b. Managing Driver Fatigue**

Driving when tired significantly increases the risk of having an accident/crash. To minimise this risk drivers should follow the following guidance

At all times Hercules will plan your work patterns to minimise the likelihood of driver fatigue. It is the drivers responsibility to ensure that they are well rested prior to the start of the day and take appropriate precautions:

- Drivers should attempt not to drive for more than 2 hours without having a break.
- Ideally drivers should be encouraged to take short, frequent breaks during journeys whilst staying within the drivers hours guidelines.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Certain foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease the onset of fatigue on a journey.

Examples are:

<b>Temperature:</b>	Cool dry air, especially on you face, help keep you alert.
<b>Sound:</b>	Irregular or vairable sounds e.g. conversation can stimulate alertness.
<b>Environmental Light:</b>	Bright light tends to increase alertness while a dim light leads to drowsiness.
<b>Aroma:</b>	Studies hae found that some smells, e.g. peppermint, make people more alert.
<b>Sleep:</b>	It is imperative that drivers receive sufficient sleep when off duty; this however, can be dramatically affected by a change in the driver's personal circumstances such as relationship problems, the birth of a new born baby, family bereavement or stress.

It is therefore imperative that drivers inform Hercules of any changes in circumstances that might be affecting their ability to drive safely. As a responsible employer, Hercules may be able to make allowances as and when appropriate. Where drivers feel sleepy they should stop at the nearest safe place.

**11. Smoking Policy**

It is company policy that all our workplaces are smoke free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited in all enclosed premises in the workplace, including company vehicles or any vehicle being used on Hercules business.

This policy applies to all employees, consultants, contractors, customers and visitors. Disciplinary action will be taken against an employee who does not comply with this policy.

**See full Smoking Policy in Company Handbook for more details.**

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## 6. Daily Defect Checks

### Process

Daily check process:

1. Drivers will use the Hercules defined 'Daily Vehicle Defect Report' system that requires drivers to fill out a nil return if no defects are found. This is carried out using the Fleetio system and App or in paper copy where necessary using form DPF 58 Driver's Daily Vehicle Defect Report.
2. If a defect is found prior to departure, if minor it is rectified there, and if more serious the vehicle is not sent out and an alternative vehicle sought to cover the work allocated.
3. Defects noted on the 'Daily Vehicle Defect Report' are registered on the Defect Tracking and Monitoring system on Fleetio.
4. Once rectified the Fleetio defect tracker is updated to close off the defect and the defect note is filed with evidence of rectification retained on Fleetio and in the vehicle maintenance file.
5. Any outstanding defects are kept in a separate file and monitored daily for status.
6. Copies of the Daily Vehicle Defect Reports are held on file for at least 15 months.
7. A regular spot check, using monitoring form DPF 58(B) Vehicle/Driver Spot Check Inspection Report, is undertaken by the Operations Team, Civils Projects Team, Plant & Fleet Team and Suction Excavator Team to ensure that all drivers are undertaking their daily checks effectively.

The following checks are made using the '**Daily Vehicle Defect Report**' before proceeding on day or night work:

- Oil, fuel and water/coolant levels and any leakages
- Mirrors and window glass
- Lights and indicators
- Obstructions to driver vision
- Tyres tread depths, pressures and cuts
- Wheel nuts security
- Fifth wheel coupling and safety chain (where applicable)
- Air line, electrical and ABS connections
- Vehicle safety equipment
- Brakes and steering
- Bodywork condition
- Tachographs (where applicable) - correct time recording on the Tachograph card / Insert Driver card

Specific check items are in place for Suction Excavators in addition to the list above, shown below:

#### Checks from outside of the vehicle:

CHECK	What to look for/report as defect if not in a serviceable condition
BRAKE LINES	<p>Check that couplings are:</p> <ul style="list-style-type: none"> <li>• free from debris and located properly.</li> <li>• free from leaks from the lines themselves:</li> <li>• free from bulging, kinking, corrosion, and stretching, chafing or general damage/wear to any brake lines.</li> </ul> <p>If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walk around test is carried out.</p>
ELECTRICAL CONNECTIONS	<p>Check that all visible wiring:</p> <ul style="list-style-type: none"> <li>• is insulated</li> <li>• is not in a position where it's likely to get chafed</li> <li>• all electrical switches operate their components correctly</li> </ul>

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SECURITY OF LOAD	Check that any load is secured adequately (See Safe Loading of Vehicles) Ensure that any container has an effective secondary locking device fitted.
MARKERS	Check that marker boards are: <ul style="list-style-type: none"> <li>• present if the type of vehicle requires them.</li> <li>• not obscured by dirt or other objects.</li> <li>• securely fastened</li> <li>• of the correct type</li> <li>• clearly visible</li> </ul>
REFLECTORS	Check that the reflectors are not: <ul style="list-style-type: none"> <li>• obscured, missing, broken, or of the wrong colour.</li> </ul>
TYRES AND WHEEL FIXING	Check as much of each tyre/wheel as you can see, there must be: <ul style="list-style-type: none"> <li>• minimum tread depth of 1mm</li> <li>• sufficient inflation on each tyre</li> <li>• no deep cuts in the sidewall</li> <li>• no cord visible anywhere on tyre</li> <li>• no missing or insecure wheel-nuts</li> </ul>
SPRAY SUPPRESSION	Check that spray suppression flaps are: <ul style="list-style-type: none"> <li>• fitted (where required)</li> <li>• stiff and secure</li> <li>• undamaged</li> <li>• Not clogged with mud or debris</li> </ul>
SECURITY OF BODY/WINGS	Check that: <ul style="list-style-type: none"> <li>• all fastening devices are present, complete, secure and in working order</li> <li>• cab doors and trailer doors are secure when closed</li> <li>• no body panels on tractor unit or trailer are loose and in danger of falling off</li> <li>• no landing legs, where fitted, are likely to fall from the vehicle</li> </ul>
BATTERY SECURITY/CONDITION	Check that: <ul style="list-style-type: none"> <li>• the battery is held securely in place by correct means, by a clamp and not by its cables</li> <li>• the battery is not leaking, if there are leaks the battery must be replaced.</li> </ul>
COUPLING SECURITY	Check that: <ul style="list-style-type: none"> <li>• the trailer (if applicable) is located correctly in the fifth wheel (see Safe Coupling and Uncoupling)</li> <li>• the security bar is in the correct position for its use</li> </ul>
FUEL/OIL LEAKS	With engine on, check: <ul style="list-style-type: none"> <li>• underneath vehicle for any leaks of fuel or oil</li> <li>• that fuel filler cap is properly located</li> </ul> <p><b>If leaks are detected that are not fuel or oil, trace the cause (e.g., power steering fluid, water, etc.).</b></p>
LIGHTS AND INDICATORS	Check that: <ul style="list-style-type: none"> <li>• all lights and indicators work correctly</li> <li>• all lenses are present, clean and are the correct colour</li> <li>• stop lamps come on when the service brake is applied and go out when released</li> <li>• marker lights are present and work (where applicable)</li> <li>• all dashboard warning lamps work correctly (e.g., the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.)</li> </ul>

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Checks from inside the vehicle:

CHECK	What to look for/report as defect if not in a serviceable condition
MIRRORS AND GLASS	<p>Check that all mirrors that should be there</p> <ul style="list-style-type: none"> <li>are aligned properly and are secure</li> </ul> <p>Check that your view of the road (especially in the driver's side swept area) isn't obscured by:</p> <ul style="list-style-type: none"> <li>Damaged/discoloured glass</li> <li>Obstructions (stickers. etc.)</li> </ul> <p>Check that the side windows are:</p> <ul style="list-style-type: none"> <li>not damaged</li> <li>discoloured in a way that obscures the view to a mirror</li> </ul>
HORN	<p>Check that:</p> <ul style="list-style-type: none"> <li>horn controls easily accessible from driver's seat</li> <li>horn unit works when controls operated</li> </ul>
STEERING	<p>Check steering for excessive play</p> <ul style="list-style-type: none"> <li>When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.</li> </ul>
BRAKES	<p>Check that:</p> <ul style="list-style-type: none"> <li>the service brake operates both the tractor and trailer (where applicable) brakes</li> <li>the parking brake for the tractor unit is operational</li> </ul> <p>These checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal.</p> <p>Check also that:</p> <ul style="list-style-type: none"> <li>The service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision</li> <li>The trailer parking brake works by operating it as you do the walk around check</li> </ul>
EXCESSIVE ENGINE EXHAUST SMOKE	<p>Check that:</p> <ul style="list-style-type: none"> <li>the exhaust isn't emitting excessive amounts of smoke</li> </ul>
WINDSCREEN WIPERS AND WASHERS	<p>Check that:</p> <ul style="list-style-type: none"> <li>wipers move continually when switched on</li> <li>wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers</li> <li>washers point at screen and are operational</li> </ul>

The completed Daily Vehicle Defect Reports must be signed off and uploaded via the App to the Plant & Fleet/Suction Excavator Office daily. Even where the vehicle is fully roadworthy, Traffic Commissioners expect drivers to complete a "nil-defect" return to confirm that they have checked the vehicle.

**These daily checks are mandatory and a register of completed reports is maintained to manage compliance.**

**Failure of drivers to complete these checks accurately and on time will result in disciplinary action.**

Drivers must ask the Plant & Fleet or Suction Excavator Teams for guidance if there is any part of the check sheet that they are not sure about.

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# Driver's Handbook

## Notification of defect

Under no circumstances will Hercules permit or condone the use of the vehicle (or trailer) where there is any defect, which might render it unroadworthy.

All defects must be reported immediately to the Plant & Fleet/Suction Excavator Office. In the event of a defect becoming apparent in the course of a journey, the defect must be reported immediately upon return, unless it affects the roadworthiness/safety of the vehicle. In these circumstances the vehicle must be brought to a halt and parked as safely as possible and contact made to the Plant & Fleet/Suction Excavator Office immediately.

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## 7. Driving Standards

### 1. Policy

Drivers have legal obligations under the Road Traffic Act. All aspects of the Road Traffic Act must be complied with. All incidents, including those arising from personal business, which may result in prosecution under the Road Traffic Act, must be reported to the Plant & Fleet / Suction Excavator Team. All Hercules drivers are required to abide by the Highway Code (a copy of is supplied by the Company during Driver Induction) and defined company policies and procedures.

Driver performance and compliance is key to safe standards of driving therefore Hercules ensures measures and procedures are in place to maintain, monitor and review driving standards on a continuous basis.

### 2. Monitoring

Driver performance and driving standards are monitored on an ongoing basis by the Plant & Fleet / Suction Excavator Teams and reviewed during regular Plant & Fleet Review Meetings and Suction Excavator Compliance Meetings.

To ensure compliance with legal requirements and the FORS standard, relevant documentation, training certificates, and checks are in place and kept up to date for every driver. These checks are monitored continuously throughout employment, with re-issue of documents, re-induction, refresher training, and re-checks undertaken as required.

Driver Performance meetings are held on a fortnightly basis by the Plant & Fleet and Suction Excavator Teams where vehicle tracker information is analysed for compliance and best practice in driving technique. Hercules has a duty of care to ensure all Hercules drivers are adhering to National speed limits. Formal Speed Violation Meetings are carried out, and during this review all speeds, harsh braking/acceleration/turning, excessive engine idling, daily defect completion, and so on, are analysed for every driver and vehicle. As a result of this analysis, where relevant to driver performance and repeat violations, action may be taken, and the disciplinary process followed.

There are 4 formal levels of disciplinary action, all of which are documented and logged, however prior to the 1<sup>st</sup> level, as appropriate to the offence, there will be verbal notice informing the driver of the offence and forewarning of the disciplinary route which will be taken if necessary.

The four levels of disciplinary are explained below:

**Level 1** – 1<sup>st</sup> written warning reminding the driver of their obligations and responsibilities signed up to during induction.

**Level 2** – 2<sup>nd</sup> written warning reminding driver of obligations and informing them that a short investigation regarding competency to drive shall be carried out with review as to continued use of vehicle. Mandatory e-learning may be required to be completed in the individual's own time as a result of this investigation.

**Level 3** – 3rd letter issued requesting a meeting at Head Office with the individual, relevant managers and HR regarding their behaviour, followed by a full investigation of all incidents, which could result in additional training being arranged at the individual's own cost (e.g. Speed Awareness Course at the cost of £350.00), removal of company vehicle, or potentially termination of employment.

**Level 4** – The driver will be immediately prohibited from driving the vehicle followed by further investigation which could lead to dismissal.

These disciplinary levels are issued as relative to the offence in question and are actioned in accordance with DP 06 Capability, Disciplinary & Grievance Procedure. **Please note that the disciplinary process is also followed in other areas of driver performance, including non-completion of the mandatory Daily Defect Checks.**

Our aim with this process is to ensure that both our workforce and the general public remain safe, we follow government and DVSA legislation and the requirements of our Operators Licence, and we ensure the high standards and reputation of Hercules Site Services are maintained.

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### 3. Risk Assessment

The Driver Risk Assessment pack DRA 01 is issued on induction and re-issued annually at a minimum, with signed records retained of understanding. These risk assessments include:

- Slips, trips and falls
- Manual handling
- Lone working
- COSHH
- Access to vehicles and working at height
- Working in and around moving vehicles
- Reversing, manoeuvring and turning
- Coupling, uncoupling and towing trailers
- Seatbelts, speed, distraction and adverse weather
- In-Vehicle communications
- Safe loading and load restraint
- Prescribed and designated routes
- Passenger safety
- Specialist operations
- Operational security
- Security and counter terrorism

For Suction Excavator operators, specific RAMS are in place and communicated in addition to the Driver Risk Assessments, as relevant to driver status, on an annual basis at a minimum, including:

- Working in the vicinity of overhead power lines
- Utility damage
- Traffic interface
- Working at height on vehicles
- Suction hose boom not stowed in housing
- Overturning of suction excavator when discharging materials
- Driving near low bridges
- Manual handling, lifting of materials and equipment
- Occupational health - welfare
- Lighting of workplace
- Working with suction excavator air lance
- Environmental hazards
- Lone working
- Fire/first aid
- Waste management
- Proximity of sensitive buildings, schools, hospitals, sub stations etc.
- COVID 19

Signed copies of the Suction Excavator RAMS are retained on file at Head Office and in each Suction Excavator vehicle folder kept in the vehicle cab.

### 4. Safe Systems of Work

Safe Systems of Work Toolbox Talks are issued at induction and re-issued regularly to ensure continued compliance and understanding. Topics include but are not limited to:

- Safe loading and unloading
- Reversing, coupling and uncoupling of vehicles
- Working at height
- Daily walkaround checks
- Vulnerable road users
- In-cab technology
- Driving standards
- Fitness to drive
- Accident and incident reporting

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- Drivers hours and driver fatigue
- Avoiding bridge strikes
- Counter terrorism
- Fuel and emissions
- Road traffic collisions

## 5. Communication

Monthly toolbox talks are held, in addition to the issue of the series of Safe Systems of Work Toolbox Talk, to remind drivers of their obligations and best practice. The schedule of toolbox talks is in accordance with the Annual Awareness Programme and records of understanding are retained.

## 6. The Road Traffic Act 1991

The Road Traffic Act 1991 states that:

*A person who drives a mechanically propelled vehicle dangerously on a road or other public place is guilty of an offence.*

*If a person drives a mechanically propelled vehicle on a road or other public place without due care and attention, or without reasonable consideration for other persons using the road or place, he is guilty of an offence.*

### **THE MAXIMUM PENALTY FOR DANGEROUS DRIVING IS 2 YEARS IMPRISONMENT**

*A person who causes the death of another person by driving a mechanically propelled vehicle dangerously on a road or other public place is guilty of an offence.*

### **THE MAXIMUM PENALTY FOR CAUSING DEATH BY DANGEROUS DRIVING IS 10 YEARS IMPRISONMENT**

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## 8. Vulnerable Road Users:

When sharing the road with other users, driving staff must ensure that they:

- Check mirror adjustment as part of the daily walk around check - vehicles have many mirrors, these must be correctly adjusted before.
- Driving duties are undertaken to minimise any 'blind spots'. Remember to re-adjust if they become displaced during your shift.
- Respect other road users. Remember that cyclists and motorcyclists are road users too and have the same rights as other vehicles. Remain professional at all times and always give way to those at greater risk to injury.
- Concentrate and focus on driving. Do not get distracted using hand-held phones, satellite navigation devices or any other in-cab equipment.
- Give plenty of space when overtaking or hold back until there's room. Many roads have too little space for motorcyclists/cyclists and larger vehicles at the same time. The Highway Code advises that you should give at least as much room as when overtaking a car. If you cannot give at least a metre's clearance, then hold back. Drivers should bear in mind that cyclists are trained not to ride too close to the kerb and may ride to avoid drains and potholes.
- Plan journeys to avoid cycle commuter routes at peak times. Cycle highways are intended to show cyclists, both regular and occasional, how best to get from the suburbs into central city areas and back
- Look over the dash. There have been fatalities that have arisen at the front of vehicles because cyclists and pedestrians wrongly assumed that the driver had seen them. Drivers should always take a moment to look to the front of the vehicle, even if a class VI mirror is fitted.
- Always indicate. Always use your indicators even if you don't think there's anyone there and always signal clearly and in good time, most vulnerable road users are able to see your indicators and will make anticipations of your next move based on your signaling.
- Stay cool don't get into a situation of 'blame'. Remember you are the professional road user and representative of this company and therefore must act accordingly at all times.
- Read, know, understand and apply the Highway Code this is your ultimate code of conduct when driving on the road, rules 205-218 cover road users requiring extra care.

Below is a list of different Road User Types, their characteristics and actions you can take to ensure your own and their safety.

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Road User Type	Characteristics	Action Required
Motorcyclists	<ul style="list-style-type: none"> <li>• Can be difficult to see, especially at junctions.</li> <li>• Are often moving quicker than you might think.</li> <li>• Can be affected by side wind, when being overtaken.</li> <li>• Are often injured when cars pull out of junctions.</li> </ul>	<ul style="list-style-type: none"> <li>• Think motorbike.</li> <li>• Expect to see motorcyclists and give them time and room.</li> <li>• Always check your mirrors for motorcyclists.</li> <li>• Be especially careful that your nearside is clear when turning left, and at roundabouts.</li> <li>• Take extra care when pulling out of junctions - always recheck for motorcyclists.</li> <li>• Give motorcyclists plenty of room when overtaking them – as much room as you would when overtaking a car.</li> <li>• Give more space and take more care when overtaking in bad weather or at night.</li> <li>• Spilt fuel is hazardous for motorcyclists. Make sure your fuel cap is secure.</li> </ul>
Horse riders	<ul style="list-style-type: none"> <li>• Prefer not to use the roads, but still need to reach bridleways and other off-road facilities</li> <li>• Sometimes ride in double file to protect novice riders or nervous horses</li> <li>• Are often able to see and hear further ahead than a motorist, and may signal to you</li> <li>• Are dealing with powerful animals which are easily frightened and can panic in traffic</li> <li>• May be children</li> <li>• More than a half of all road accidents involving horses happen on minor roads</li> </ul>	<ul style="list-style-type: none"> <li>• Drive slowly past horses. Give them plenty of room and be prepared to stop.</li> <li>• Pass at speeds under 10mph and allow at least 2m of space.</li> <li>• Keep engine noise as low as possible and avoid sounding the horn</li> <li>• Look out for horse riders' signals, and be aware that they may not move to the centre of the road before turning right</li> </ul>

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Road User Type	Characteristics	Action Required
Pedestrians	<ul style="list-style-type: none"> <li>• More than 60 child pedestrians are killed or seriously injured every week.</li> <li>• Children often misjudge the speed and intentions of drivers.</li> <li>• They are easily distracted and may dash into the road without looking.</li> <li>• Nearly half of all pedestrians killed are aged over 60.</li> <li>• Older people may have difficulties in seeing or hearing approaching traffic and may have decreased mobility.</li> </ul>	<ul style="list-style-type: none"> <li>• Remember you're a pedestrian sometimes too.</li> <li>• Give them time and room to cross, especially the elderly or disabled. Your speed can literally make the difference between life or death.</li> <li>• Remember, they may be hard to see, especially children.</li> <li>• Be ready for the unexpected.</li> <li>• Don't park on pavements.</li> <li>• Stop at zebra crossings if someone is waiting to cross.</li> <li>• You must stop for School Crossing Patrols.</li> <li>• Never wave a pedestrian across the road - there may be other traffic overtaking from behind you.</li> <li>• When people are crossing or waiting to cross at a junction, other traffic should give way.</li> <li>• If people have started crossing and traffic wants to turn into the road, the people crossing have priority and traffic should give way.</li> <li>• Allow at least 2m of space and keep to a low speed when passing people walking in the road.</li> </ul>
Cyclists	<ul style="list-style-type: none"> <li>• Can be difficult to see, especially at junctions.</li> <li>• Have a tendency to wobble, and are easily affected by side wind, when being overtaken.</li> <li>• Are particularly vulnerable at roundabouts.</li> <li>• Cannot move off very quickly.</li> <li>• Ride away from the kerb to avoid drains and debris and to be more easily seen.</li> <li>• On narrow sections of road, at junctions, and in slower-moving traffic, cyclists may ride in the centre of the lane.</li> <li>• It can be safer for groups of cyclists to ride two abreast.</li> <li>• When cyclists are going straight ahead at a junction, they have priority over traffic waiting to turn into or out of a side road, unless road signs or marking indicate otherwise.</li> </ul>	<ul style="list-style-type: none"> <li>• Think bike.</li> <li>• Expect to see cyclists and give them time and room.</li> <li>• Leave at least 1.5m when overtaking people cycling at speeds of up to 30mph, and more space when overtaking at higher speeds.</li> <li>• Always check your mirrors for cyclists. Be especially careful that your nearside is clear when turning left, and at roundabouts.</li> <li>• Give cyclists plenty of room when overtaking them.</li> <li>• Allow them to ride two abreast or in the centre of the lane to ensure they can be seen and see.</li> <li>• Respect cycle lanes and Advance Stop Lines.</li> <li>• Slow down.</li> <li>• Never overtake a cyclist and then turn left shortly afterwards.</li> </ul>

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## 9. Speed Limits

Drivers are reminded that they are liable to prosecution, which can lead to either the revocation or suspension of their LGV licence, in the event of Tachograph record showing excessive speeding. These records can now be used as evidence in a court of law. Driving in excess of speed limits is **not** allowed.

Road Type	Speed Limits of Rigid Goods Vehicles (not being a car derived van) up to 7.5t gvw and not drawing a trailer in MPH (KPH)	Speed Limits Goods vehicles over 7.5t gvw in MPH (KPH)
Built up Areas	30 (48)	30 (48)
Single Carriageway	50 (80)	50 (80)
Dual Carriageway	60 (97)	60 (97)
Motorway	70 (110)	60 (97)

These speeds are a limit for the type of road unless marked otherwise, they are not a target speed.

Hercules conducts internal speed monitoring, with a disciplinary and re-training programme in place (refer to Section 2 Monitoring).

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## 10. Defensive Driving

Drivers are expected to drive defensively and economically showing due regard and courtesy to other road users.

Any driver can suffer a dip in their attention levels. This is where the acronym C.O.A.S.T. comes in. It stands for concentration, observation, anticipation, space and time.

<b>Concentration</b>	Concentrating is imperative – you shouldn't be doing anything other than driving.
<b>Observation</b>	Observe your surroundings, the vehicles, their drivers and pedestrians and other vulnerable road users nearby.
<b>Anticipation</b>	Anticipate: Guess or be aware of what might happen in front of you and take action in order to be prepared, this to prevent evasive or erratic actions.
<b>Space</b>	Space is all about keeping a safe distance behind the car in front according to the road conditions. 'Only a fool breaks the two second rule.'
<b>Time</b>	Time simply means leaving lots of time to complete your journey, so you don't rush and increase the chances of having an accident.

Adopting defensive-driving techniques can keep you safe on the road by following these 9 simple steps.

### 1) Stay focused

Keeping your hands on the wheel. Defensive drivers concentrate on the road, keeping their hands at the 10 o'clock-2 o'clock position. They don't do other tasks while driving, some of which are illegal. These include:

- Eating
- Applying makeup
- Holding a dog
- Tending to a child
- Operating a hand-held cell phone
- Texting

### 2) Keep your eyes moving

Look continuously in your mirrors and scan the road ahead, checking for hazards and slowing traffic so you can anticipate problems before they develop.

### 3) Stay alert.

Don't drive if you're tired or upset.

### 4) Go with the flow.

Most drivers know that speeding is a major cause of accidents, but driving too slowly can be dangerous, too. Drive at speeds that most other vehicles are going.

### 5) Use the 2 second rule

To maintain adequate spacing with the car in front of you.

- Choose a fixed object on the road ahead of you.
- Count "1 space, 2 space" when the vehicle in front of you goes by the object. If you pass the same object before you're done counting, slow down a bit. The 2 second rule helps reduce the chance of a rear-end collision when vehicles in front make sudden stops.

### 6) Make yourself visible.

Many accidents occur because drivers didn't see the other car. There are a few simple ways to make your presence known, making the road safer for everyone. They include:

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- Turn signals: Use your turn signals to let other drivers know where you're going. By using your indicators, other drivers will be able to anticipate your actions and slow down safely.
- Headlights: Turn on your headlights at dusk or anytime it is raining. This is more for other drivers to see you than for you to see the road. As a rule, use your headlights when the windscreen wipers are in operation.
- Brake lights: Operational brake lights are a safety must. They warn cars behind you that you're slowing down, signalling them to reduce speed, too.
- Avoid blind spots: Don't linger in areas where the driver in front of you can't see you. Many people will only check their mirrors before making a lane change. If you're lurking slightly behind and a lane away from another vehicle, assume that the driver of that car can't see you. Either safely speed up or slow down to avoid this scenario, which often results in an accident. This is an important defensive-driving technique.

## 7) Resist road rage.

Aggressive drivers may infuriate you but retaliating with similar tactics is dangerous. Take a passive approach in dealing with road rage. Use these strategies in specific road-rage scenarios:

- Tailgaters: If the driver behind you is right on your bumper, tap the brakes a few times to let the driver know that he's not maintaining a safe distance. If he stays on your tail, slow down gradually. Chances are the tailgater will eventually pass you.
- Speeders: If you see a vehicle speeding or aggressively changing lanes behind you, stay in your lane while maintaining your speed.

## 8) Adapt to road conditions.

Even light rain can produce dangerous conditions, particularly early in the season when the water picks up oil from the road surface, making it slippery. Tyres lose their grip at higher speeds, so slowing down in inclement weather is a fundamental defensive-driving technique.

## 9) Familiarise yourself with traffic rules.

Refresh your memory by occasionally browsing the Highway Code. It provides guidelines on rights of way, road signs, traffic law, and contains tips on safe driving.

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## 11. Driving in adverse weather conditions

You **MUST** use headlights when visibility is seriously reduced, generally when you cannot see for more than 100 metres (328 feet). You may also use front or rear fog lights, but you **MUST** switch them off when visibility improves (Highway Code Rule 236).

### Wet weather

- In wet weather, stopping distances will be at least double those required for stopping on dry roads (Highway Code Rule 126). This is because your tyres have less grip on the road. In wet weather:
- Keep well back from the vehicle in front - this will increase your ability to see and plan ahead
- If the steering becomes unresponsive, it probably means that water is preventing the tyres from gripping the road - ease off the accelerator and slow down gradually
- The rain and spray from vehicles may make it difficult to see and be seen
- Be aware of the dangers of spilt diesel that will make the surface very slippery (see 'Vehicle maintenance, safety and security')
- Take extra care around pedestrians, cyclists, motorcyclists and horse riders

### Icy and snowy weather

In winter check the local weather forecast for warnings of icy or snowy weather. Take great care and allow more time for your journey. Take an emergency kit of de-icer, ice scraper, torch, warm clothing and boots, first aid kit, jump leads and a shovel together with a warm drink and emergency food in case you get stuck, or your vehicle breaks down.

Before you set off:

- you **MUST** be able to see, so clear all snow and ice from your windows
- you **MUST** ensure that lights are clean and number plates are clearly visible and legible
- make sure the mirrors are clear and windows are de-misted thoroughly
- remove all snow that might fall into the path of other road users
- Check your planned route is clear of delays and that no further snowfall or severe weather are predicted.



When driving in icy or snowy weather:

- drive with care, even if the roads have been treated
- keep well back from the road user in front as stopping distances can be ten times greater than on dry roads

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- take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle
- watch out for snowploughs which may throw out snow on either side
- do not overtake them unless the lane you intend to take has been cleared
- be prepared for the road conditions to change over relatively short distances
- Listen to travel bulletins and take note of variable message signs that may provide information about weather, road and traffic conditions ahead.
- Drive extremely carefully when the roads are icy. Avoid sudden distractions as these could cause loss of control. You should:
  - drive at a slow speed in as high a gear as possible; accelerate and brake very gently
  - drive particularly slowly on bends where loss of control is more likely
  - brake progressively on the straight before you reach a bend - having slowed down, steer smoothly round the bend, avoiding sudden actions
  - check your grip on the road surface when there is snow or ice by choosing a safe place to brake gently - if the steering feels unresponsive this may indicate ice and your vehicle losing its grip on the road (when travelling on ice, tyres make virtually no noise)

## Windy weather

High-sided vehicles are most affected by windy weather, but strong gusts can also blow a car, cyclist, motorcyclist or horse rider off course. This can happen on open stretches of road exposed to strong cross winds, or when passing bridges or gaps in the hedges.

In very windy weather your vehicle may be affected by turbulence created by large vehicles. Motorcyclists are particularly affected, so keep well back from them when they are overtaking a high-sided vehicle.

## Fog

Before entering fog check your mirrors then slow down. If the word 'Fog' is shown on a roadside signal or overhead gantry but the road is clear, be prepared for a bank of fog or drifting patchy fog ahead. Even if it seems to be clearing, you can suddenly find yourself in thick fog.

When driving in fog you should:

- use your lights as required (Highway Code Rule 226)
- keep a safe distance behind the vehicle in front - rear lights can give a false sense of security
- be able to pull up well within the distance you can see clearly (this is particularly important on motorways and dual carriageways, as vehicles are travelling faster)
- use your windscreen wipers and demisters
- beware of other drivers not using headlights
- not accelerate to get away from a vehicle which is too close behind you
- check your mirrors before you slow down, then use your brakes so that your brake lights warn drivers behind you that you are slowing down
- stop in the correct position at a junction with limited visibility and listen for traffic
- when you are sure it is safe to emerge do so positively - and do not hesitate in a position that puts you directly in the path of approaching vehicles

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You **MUST NOT** use front or rear fog lights unless visibility is seriously reduced (see Highway Code Rules 226), as they dazzle other road users and can obscure your brake lights - you **MUST** switch them off when visibility improves.

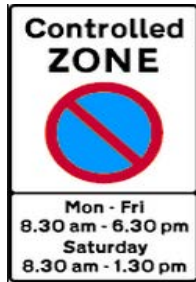
## Hot weather

- Keep your vehicle well ventilated to avoid drowsiness.
- Be aware that the road surface may become soft or, if it rains after a dry spell, it may become slippery. These conditions could affect your steering and braking.
- If you are dazzled by bright sunlight, slow down and if necessary, stop.

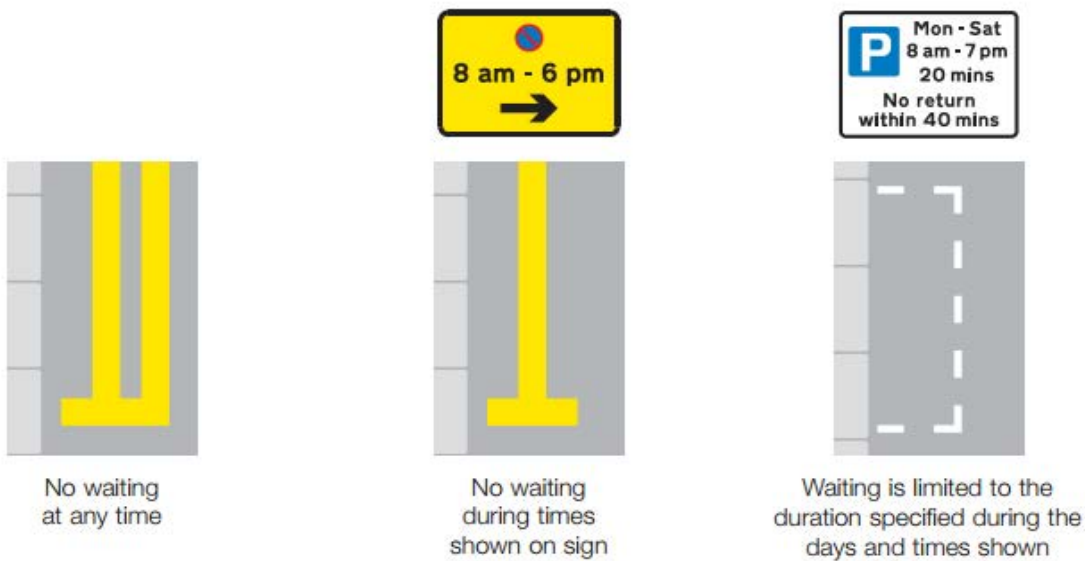
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## 12. Waiting and Parking:

You **MUST NOT** wait or park on yellow lines during the times of operation shown on nearby time plates (or zone entry signs if in a Controlled Parking Zone).



Double yellow lines indicate a prohibition of waiting at any time even if there are no upright signs.



You **MUST NOT** wait or park, or stop to set down and pick up passengers, on school entrance markings. Upright signs indicate a prohibition of stopping.



Keep entrance clear of stationary vehicles, even if picking up or setting down children

Use off-street parking areas, or bays marked out with white lines on the road as parking places, wherever possible. If you have to stop on the roadside:

- do not park facing against the traffic flow
- stop as close as you can to the side
- do not stop too close to a vehicle displaying a Blue Badge: remember, the occupant may need more room to get in or out
- you **MUST** switch off the engine, headlights and fog lights
- you **MUST** apply the handbrake before leaving the vehicle
- you **MUST** ensure you do not hit anyone when you open your door - check for cyclists or other traffic.

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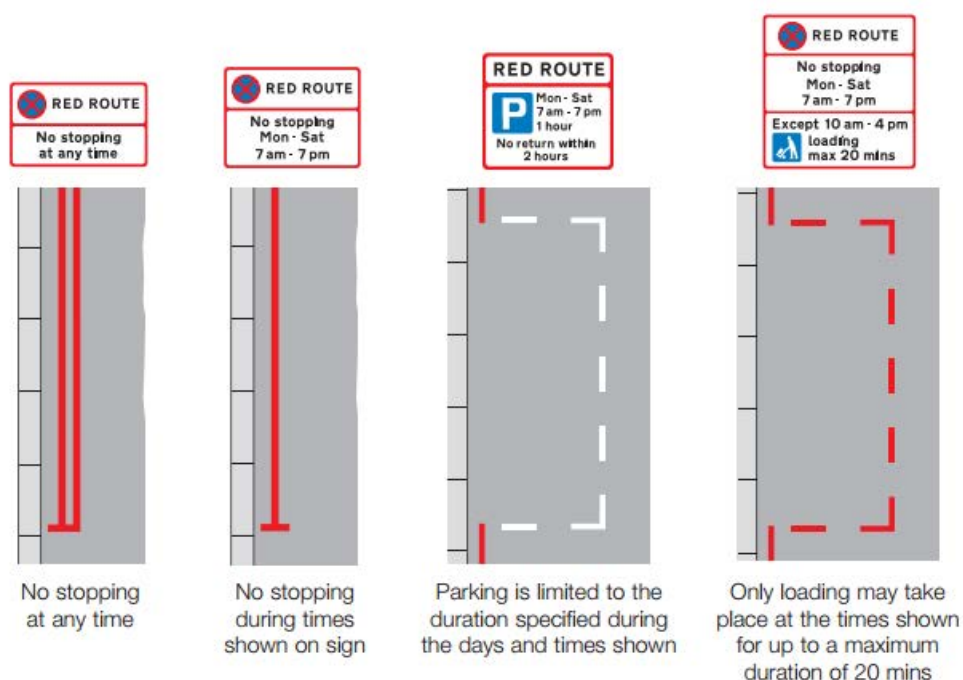
- it is safer for your passengers (especially children) to get out of the vehicle on the side next to the kerb
- put all valuables out of sight and make sure your vehicle is secure
- lock your vehicle.

You **MUST NOT** stop or park on:

- the carriageway or the hard shoulder of a motorway except in an emergency ([Rule 270](#)) *You **MUST NOT** stop on the carriageway, hard shoulder, slip road, central reservation or verge except in an emergency, or when told to do so by the police, HA traffic officers in uniform, an emergency sign or by flashing red light signals. Do not stop on the hard shoulder to either make or receive mobile phone calls.*
- a pedestrian crossing, including the area marked by the zig-zag lines ([Rule 191](#)) *You **MUST NOT** park on a crossing or in the area covered by the zig-zag lines. You **MUST NOT** overtake the moving vehicle nearest the crossing or the vehicle nearest the crossing which has stopped to give way to pedestrians.*
- a clearway (see below)
- taxi bays as indicated by upright signs and markings
- an Urban Clearway within its hours of operation, except to pick up or set down passengers.



- a road marked with double white lines, even when a broken white line is on your side of the road, except to pick up or set down passengers, or to load or unload goods
- a tram or cycle lane during its period of operation
- a cycle track
- Red lines, in the case of specially designated 'red routes', unless otherwise indicated by signs.

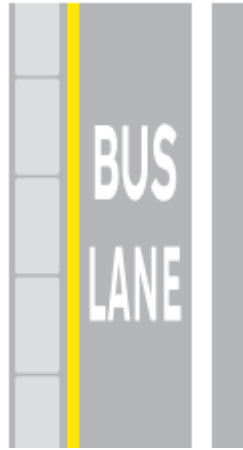


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- Any vehicle may enter a bus lane to stop, load or unload where this is not prohibited ([Rule 141](#)).

*Bus lanes. These are shown by road markings and signs that indicate which (if any) other vehicles are permitted to use the bus lane. Unless otherwise indicated, you should not drive in a bus lane during its period of operation. You may enter a bus lane to stop, to load or unload where this is not prohibited.*



You **MUST NOT** Park in parking spaces reserved for specific users, such as Blue Badge holders, residents or motorcycles, unless entitled to do so.

You **MUST NOT** leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.

DO NOT stop or park:

- near a school entrance
- anywhere you would prevent access for Emergency Services
- at or near a bus or tram stop or taxi rank
- on the approach to a level crossing/tramway crossing
- opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space
- near the brow of a hill or hump bridge
- opposite a traffic island or (if this would cause an obstruction) another parked vehicle
- where you would force other traffic to enter a tram lane
- where the kerb has been lowered to help wheelchair users and powered mobility vehicles
- in front of an entrance to a property
- on a bend
- Where you would obstruct cyclists' use of cycle facilities except when forced to do so by stationary traffic.

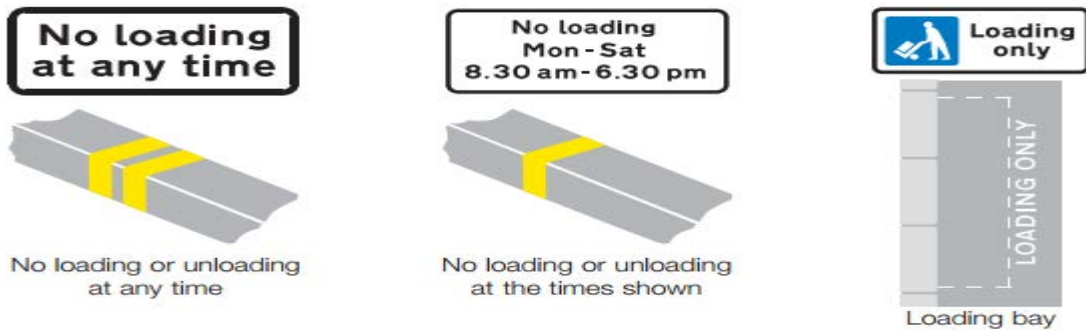
You **MUST NOT** park partially or wholly on the pavement in London and should not do so elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs.

Controlled Parking Zones - The zone entry signs indicate the times when the waiting restrictions within the zone are in force. Parking may be allowed in some places at other times. Otherwise, parking will be within separately signed and marked bays.

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Goods vehicles - Vehicles with a maximum laden weight of over 7.5 tonnes (including any trailer) **MUST NOT** be parked on a verge, pavement or any land situated between carriageways, without police permission. The only exception is when parking is essential for loading and unloading, in which case the vehicle **MUST NOT** be left unattended.

Loading and unloading - Do not load or unload where there are yellow markings on the kerb and upright signs advice restrictions are in place (see 'Road'). This may be permitted where parking is otherwise restricted. On red routes, specially marked and signed bays indicate where and when loading and unloading is permitted.



Semi-trailers – Semi-trailers or draw bar trailers should never be left at the side of the road, in customers premises, or in any other location, without the express permission of the Plant & Fleet Manager. Where trailers are left unattended, they must have a fifth wheel pin lock, a leg lock or some other physical security device preventing coupling or movement in position.

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## 13. Use of Mobile Phones and Handheld Devices

### Modification of Company vehicles

Drivers are not to alter or modify company vehicles in any way without seeking prior approval. Personal radios, television or satellite navigation devices and similar devices should only be installed by a qualified vehicle electrician and then only when the installation is approved by a director. Drivers should be aware that such items will not be covered by Hercules's insurance policy for damage or theft. Individuals should ensure that they have sufficient additional cover on their household policy, or some other form of insurance.

### In-Vehicle Distractions:

- Portable in-vehicle driving aids such as satellite navigation, speed camera detectors and mobile phones can be business-efficient but simultaneously hazardous.
- Vehicle manufacturers' standard fit systems are fitted to the highest standards in order to help drivers concentrate. But there are concerns about the fitting of aftermarket devices.
- For example, satellite navigation systems and speed camera detectors can be fitted on a vehicle's dashboard or windscreen, often obscuring clear vision. Also, some systems can be adjusted by the driver, so diverting attention away from the primary task, that of driving safely.
- Poor location of devices can also affect safety features, such as airbags, or injure the driver in a collision. Those without a dimmer light facility can also reduce driver vision at night. Incorrect fitting and placing of brackets for mobile phones, often at a driver's knee level, can be potentially lethal in a road crash.

Therefore Hercules policy for drivers is the same as for additional attachments, described below:

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of aftermarket equipment should be approved by the vehicle owner, including contract hire and leasing companies, as well being compliant with vehicle manufacturer guidelines.
- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving, and screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in vehicle devices while driving.

### Mobile Phone & Other Technology Safety Policy

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

**This means you must not use a device in your hand for any reason, whether online or offline.**

For example, you must not text, make calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in-flight mode

### Exceptions:

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

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## Using devices hands-free:

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

## Staying in full control of your vehicle:

You must stay in full control of your vehicle at all times. The police can stop you if they think you're not in control because you're distracted and you can be prosecuted.

## Penalties:

You can get 6 penalty points and a £200 fine if you hold and use a phone, sat nav, tablet, or any device that can send and receive data while driving or riding a motorcycle.

You'll also lose your licence if you passed your driving test in the last 2 years.

You can get 3 penalty points if you do not have a full view of the road and traffic ahead or proper control of the vehicle.

You can also be taken to court where you can:

- be banned from driving or riding
- get a maximum fine of £1,000 (£2,500 if you're driving a lorry or bus)

As an employer we cannot and will not "cause or permit" the offence of driving a vehicle that someone cannot properly control.

## **Navigation Devices**

Satellite Navigation Devices have undoubted benefits for both Hercules and the driver in order to get the best use from it driving staff must ensure that they:

- Ensure that only approved Sat Nav devices are to be used in company vehicles
- Make sure you understand how to use the Sat Nav.
- Sat Nav devices will help plan a route but not every aspect of a journey
- Ensure the Sat Nav device is suitable for the vehicle being driven
- Plan your journey before you start. Planning a journey in advance will reduce reliance on the device at dangerous times and will also prompt the driver to think about issues such as fatigue, drivers' hours and the best time to do the journey.
- Understand the limitations of Sat Nav devices.
- Check the route is practical, does it look right, in that the devices may not:
  - Know about roads which are closed for short term maintenance or traffic incidents
  - Indicate environmental weight limits such as urban lorry bans and planning constraints
  - Tell you the most suitable or unsuitable routes for larger vehicles
  - Know the dimensions of your vehicle or what vehicle you are driving
  - Look at a road you are about to turn into and tell you if it's wrong
- Input the correct destination:
  - Is the Sat Nav taking directing to the right Farnborough? Hampshire, Warwickshire or Kent?
- Place unit in a safe manner – Position the device safely:
  - out of the way of airbags
  - where it does not obstruct vision
  - where it won't injure anyone in an accident
  - where the charging wire is not obstructing driver or controls.

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- Only operate when the vehicle is stationary – **never** while driving.
- Find a method of using that is not disturbing to you.
- Maintain safe use whilst driving
- Always make the same observations to keep safe that would be done without the device
- You are the one driving and not the sat nav. The device cannot be blamed if an offence is committed or if involved in a collision
- Always trust judgement over the sat nav. If the road looks wrong, don't go down it.
- Watch the road not the Sat Nav, the device can give a range of useful information about where you are going, but not all may be needed to navigate the journey
- Not try to programme the Sat Nav whilst driving and use a method of operating the device always stop safely before you attempt to re-programme the device.
- Use all of the features of the device, the voice instructions should be used on those busy roads and complicated junctions rather than taking eyes off the road
- Wipe away any suction marks left on the windscreen as thieves will look for these.

## **MP3 players and Headphones**

It is expressly forbidden to drive a company vehicle whilst wearing any form of earpiece including hands-free headsets except where these have been authorised for use by the Plant & Fleet Manager for a company phone.

Private communications to and from your personal mobile phone can be made during rest and break periods.

The programming or setting of MP3 players is covered by the same rules as using a hand held phone or a Satellite Navigation device and is expressly forbidden whilst driving.

### **Don'ts:**

**Don't use a hand-held mobile, programme a Sat Nav or MP3 player when driving on the road even if you've stopped at traffic lights or are stuck in a traffic jam or are in a car park** - 'Driving on the road' means being at the wheel of a vehicle with the engine running.

**Don't make or answer calls when you're driving** - All phone calls distract drivers' attention from the road.

**Do not park on the hard shoulder of the motorway to make or receive a call** - Park legally and safely before using your mobile phone.

**Don't call other people when they're driving** - If you call someone and they tell you they are driving, ask them to call you back when they have parked up safely.

**Don't take for granted the information you receive from a Sat Nav** - You are still responsible for making decisions about your route,

**Don't alter or input settings when the vehicle is in motion** - This is against the law.

**Don't leave the Sat Nav in view when the vehicle is unoccupied** - It attracts thieves.

## **Policy**

As a consequence of the above, Hercules' policy is to prohibit the use of handheld mobile phones whilst driving. In addition, where hands-free kits are provided these should only be used for incoming calls and then only when it is safe to do so. Outgoing calls should only be made when the vehicle is parked in a safe, legal place with the engine turned off.

**These rules apply to the use of all types of mobile or fixed communication or other electronic equipment including satellite navigation and telematics equipment.**

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## 14. Security of Vehicles

At all times, drivers are responsible for the care, security and safety of their vehicle's load and must exercise the maximum care to prevent loss, damage or theft.

- The cab of the vehicles must be locked at all times whenever the vehicle is left unattended.
- Drivers are requested to exercise maximum care to prevent thefts.
- Those vehicles fitted with alarms/immobilisers must never be left unattended without the security system being fully operational.
- Any expensive/attractive items should be locked away or removed from the vehicle. Particular attention should be paid to portable satellite navigation systems.

**Please note** that Hercules will not accept any responsibility for the theft of personal effects from cabs. Thefts should be reported to the Plant & Fleet Manager immediately.

### Vehicle Security Policy (V6/01)

The purpose of this policy is to ensure all drivers maximise the security of Hercules' vehicles at all times. This policy applies to all drivers, co-drivers, supervisors and managers responsible for site staff. As part of the wider Health & Safety at work the company aims to minimise the impact of unauthorised access and use of company vehicles and maximise the security of its property, its customers property, and its employees' property.

- One vehicle is stolen every two minutes of every single day.
- Thefts from stationary unattended goods vehicles are on the rise.
- This statistic shows that although vehicle crime is falling, your vehicle could still be stolen if you do not take sensible precautions to secure it! Over the years vehicle manufacturers in conjunction with Insurance companies have worked very hard to develop more effective alarms and Immobilisers to stay one step ahead of the opportunistic and professional thief. However thieves are fighting back and finding new ways to steal vehicles.
- As a consequence drivers should be alerted to the increased number of thefts from private houses, where the prime object is to steal vehicle keys and subsequently the vehicle when parked on the driveway, in the road or even from your garage or compound. Once they have the keys, it only takes a few seconds for them to jump in and drive away with your vehicle!

No one can guarantee that your vehicle will not be stolen, however crime prevention advice suggests that simple steps can be taken to protect it and its contents:

Hercules takes all reasonable steps to minimise unauthorised access and use of company vehicles and maximise the security of its property its customers property and its employees property. A number of control measures have been identified and are communicated as part of this policy. Hercules expects these measures to be adhered to and will take appropriate action against drivers who fail to do so.

The key objectives of the Vehicle Security Policy are to:

- Promote a culture of security awareness and a 'duty of care' to minimising unauthorised access and use of company vehicles.
- Avoid unnecessary insurance claims.
- Avoid financial and reputational risks associated with the theft of company vehicles and property contained in them.

The risks identified and measures to reduce them will be monitored and reviewed periodically to ensure maximum effectiveness.

### Vehicle Key Security

Vehicle keys should be kept in secure position at all times and not left within easy reach such as on a hall table or key board overnight or when the house is unattended. Never leave to keys in an obvious place, be vigilant at all times and remain Key Aware by following these simple steps:

**Always** take and keep your keys with you even when:

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- Filling up with fuel.
- Popping into the newsagents.
- Loading/unloading.
- Collecting paperwork.
- Using facilities.

**Never** leave your vehicle unattended when:

- Warming up in the winter.
- Cooling it down in the summer.

**Always** keep your keys safe when not using your vehicle:

- Keep them out of sight.
- In a secure place.
- Away from windows and doors.
- Do not leave keys on a desk in an open office area, especially where there is public access.
- Do not have vehicle keys kept on an open keyboard even in the office/workshop area.
- Avoid displaying the registration number on the key ring.

So whether you are out and about or just at home you need to keep your keys safe and out of sight.

**Remember** if they can find your keys, they can steal your vehicle. It's that easy!

**Do not become a victim - Be Key Aware at all times!**

## Counter Terrorism

The threats from vehicles range from vandalism to sophisticated or aggressive attacks by determined criminals or terrorists. As well as a convenient method to deliver an improvised explosive device, an additional attack methodology is using a vehicle as a weapon (VAW).

A vehicle by itself can also be used with hostile intent to breach a perimeter, ram and damage infrastructure, or as a weapon to injure and kill people. This is referred to as a 'vehicle as a weapon' attack. The use of a vehicle as a weapon is a low complexity methodology and has been used by terrorists to target crowded places. A broad range of vehicles can cause significant loss of life and serious injury.

Attacks using a vehicle as a weapon requires little or no training thus are within the capability of most individuals. Online terrorist media continues to inspire and incite individuals to use a vehicle as a weapon as an attack.

Further guidance can be found at:

<https://www.gov.uk/government/publications/crowded-places-guidance>

Whenever vehicles are left unattended (e.g. at the start and end of a journey, during a comfort break or whilst parked) drivers should ensure that all the doors and windows are closed. Where possible, passenger doors and lockers should be locked and, if appropriate, windows secured. This is to protect against someone entering the vehicle and leaving an item on board or taking the vehicle and potentially using it as a weapon.

Measures to prevent vehicles being taken by terrorists and used as a weapon include:

- Vehicles should not be left unattended at the roadside with the ignition running
- Ignition keys should not be left in the vehicle whilst the driver is not present
- Alternative security measures should be considered for vehicles not requiring an ignition key
- Security measures should be put in place at depots to prevent unauthorised access to vehicles.

Drivers and/or colleagues should report any concerns about unusual behaviour that occurs on or close to their vehicle.

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## 15. Avoiding Bridge Strikes

There is a particular need for drivers to take care when their vehicles are pulling high loads or trailers especially when negotiating low bridges.

The safest rule is always; if in doubt – get out and have a look – Don't take a chance.

Striking bridges is potentially dangerous and expensive.

- Dangerous because:
  - The driver could be killed or suffer physical or psychological injury
  - The safety of trains and the travelling public is put at risk
  - Bridge strikes can also be fatal to, or injure other road users
- Expensive because:
  - Your company will be liable for costs due to the bridge strike including:
    - an examination of the bridge
    - repair of damage to the bridge
    - an inspection of road infrastructure
    - repair of road surfacing and/ or replacement of any damaged traffic signs
    - vehicle recovery
    - train delays which depending on location and length of disruption could exceed all other costs
    - Your company will be liable for the damage to your vehicle and other road users' vehicles and personal injury claims
    - Your company may lose business due to the vehicle and driver being off the road
    - Your company could be required to pay increased insurance premiums or direct compensation claims
    - Your company may also be liable to prosecution
    - The good repute of Hercules may be jeopardised
    - Your company's operator's licence may be suspended, curtailed or revoked.

### Vehicle Height Indicator



The Road Vehicles (Construction and Use) Regulations 1986 No. SI 1078 as amended requires passenger transport vehicles having a travelling height of 9ft 10ins (3.0 metres) or above to have a notice in the cab displaying the maximum height of the vehicle.

- Any vehicle over 3 meters in height must display a notice of the vehicle height in a prominent position in the vehicle cab.
- The height must be displayed in feet and inches.
- As part of your daily checks you should ensure that the correct vehicle height is being displayed in the cab and check it each time you change trailer.
- Alternatively, documents must be carried detailing the route to be taken, with no obstacles.

### Bridge Height signage

**REMEMBER:** Bridges over 16'3" feet do not have to show their height. Bridges below this height.

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Traffic signs are provided at bridges to show the maximum permitted vehicle height when less than 16'-3" (4.95 metres).

- Red circles prohibit
- Red triangles warn



- If a vehicle is higher than the dimension(s) shown on a circular traffic sign, the driver must stop and not pass the sign.
- If the vehicle is higher than the dimension(s) shown on a triangular traffic sign at the bridge, the driver should not pass the sign.

At arch bridges, white lines on the road and 'goal posts' on the bridge may be provided to indicate the extent of the signed limit on vehicle height, normally over a 3 metre width. There may be an additional set of 'goal posts' showing lower limits towards the kerb. White lines on the road and 'goal posts' on the arch indicating the extent of the signed vehicle height limit



### What actions should be taken if a bridge strike occurs?

The Road Traffic Act 1988 (revised in 1991) requires any road traffic collision that causes damage to a 3rd party to be reported. Each bridge strike will cause damage to a bridge, and must therefore be reported

At a railway bridge, your driver should report the bridge strike:

- Immediately to the Rail Authority using the telephone number on the identification plate on the bridge
- Then report the bridge strike to the police using the 999 system, and
- Implement Hercules accident procedures
- For any other bridge, the bridge strike should be reported to the police using the 999 system.
- You should monitor and investigate the causes of a bridge strike so that Hercules may learn lessons to avoid a repeat incident.

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*Example identification plate at a Network Rail bridge*

## Vehicle Height Conversion Chart

Feet / inches	Metres	Feet/ inches	Metres
16'-3"	4.95	13'-3"	4.04
16'-0"	4.88	13'-0"	3.96
15'-9"	4.80	12'-9"	3.89
15'-6"	4.72	12'-6"	3.81
15'-3"	4.65	12'-3"	3.73
15'-0"	4.57	12'-0"	3.66
14'-9"	4.50	11'-9"	3.58
14'-6"	4.42	11'-6"	3.51
14'-3"	4.35	11'-3"	3.43
14'-0"	4.27	11'-0"	3.35
13'-9"	4.19	10'-0"	3.05
13'-6"	4.11	9'-0"	2.75

Always have a margin of error, bridge heights are exact so a 4.5 metre trailer may not fit safely under a 4.5 metre bridge, give yourself at least 15 cm or 6 inches to ensure you can pass under the bridge safely.

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## 16. Reversing and Manoeuvring of Vehicles

### Purpose

To ensure that accidents are not caused by the negligence of drivers by ensuring that they are all made aware of the Safe Practices involved in reversing Large Goods Vehicles.

### Responsibility

- It's the responsibility of Plant & Fleet Division to relay the safety procedures for reversing to all drivers: on their induction and annually thereafter.
- It's the responsibility of all LGV Drivers to follow the information provided in order that the safe working practices involved in reversing LGV vehicles are adhered to at all times. Should any driver not fully understand any instructions given - it is **essential** that they ask for guidance.

### Instruction

At locations where the reversing of LGV vehicles cannot be avoided:

- Drivers are to check the location is both suitable and safe to be reversed into (including sufficient lighting to clearly see where they are going).
- Drivers must ensure that all audible or visual warning devices fitted to their vehicle are activated prior to carrying out any reversing manoeuvres.

If at any time the driver cannot see behind the vehicle whilst reversing, he must:

- Apply the brakes.
- Stop the engine.
- Leave the cab.
- Check behind before continuing to reverse.
- When reversing all drivers are to use proximity mirror(s) to ensure safety as well as accuracy.
- Request for a Banksman to assist the manoeuvre if one is available to watch for obstructions and pedestrians.
- Any manoeuvre in a LGV vehicle should be carried out at a maximum speed of 5 mph (this speed is a guide not a target speed).

If any driver is uncomfortable in carrying out a particular reversing manoeuvre then **STOP** and ask for assistance from a suitably qualified person.

**Remember - Keep reversing to a minimum**

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## 17. Load Safety

Legal requirements and common sense require that all loads carried on vehicles are secured, whatever the journey. This is to protect the people involved in loading, unloading and driving the vehicle, together with other road users and pedestrians.

Both loading and unloading should be subject to a risk assessment, as required by the Management of Health and Safety at Work Regulations 1999.

Loading and unloading should be carried out by trained staff who are aware of the risks involved. Drivers should also be aware of the additional risk of the load, or part of the load, moving when the vehicle is being driven. This applies to all vehicles and to all types of load. The driver is ultimately responsible for the load carried on their vehicle, whether or not they were involved in the securing of the load.

This policy is not restricted only to the load being carried by the vehicle; it also covers any equipment on the vehicle such as loader cranes, landing legs, tailgates etc. All of these must be stowed and secured to manufacturer instructions so not to be a danger to other road users and pedestrians.

### Driver's Responsibilities

- Drivers are responsible for the safety and security of all vehicle loads including ensuring that the load is properly dispersed within the vehicle to avoid axle gross weight overloading.
- Each vehicle is fitted with a data plate which gives the Gross Weight (GW) of the vehicle, the Unladen Weight (UL) and the available payload. In addition all vehicles have a manufacturer's data plate fitted giving the vehicle weights. Drivers must ensure they are aware of where these plates are located.
- In addition, all LGVs (vehicles with a GW over 3.5t) are fitted with a Department of Transport Plate in the vehicle cab. Where there is a difference between the manufacturer's data plate and the DOT plate then the DOT plate takes preference.
- If, when loaded, a vehicle looks like it is sitting low on its springs or leaning towards one side it is highly likely that the axle or gross vehicle weight have been exceeded. Some material may have to be removed or re-distributed to rectify the situation. If in doubt, drivers should seek advice from the Plant & Fleet Manager before setting out.
- Drivers of vehicles fitted with 'Weighloaders' must check the displayed weight is not greater than specified on the data plate or DOT plate as described above. If you are not sure, then refer to the Plant & Fleet Manager or Suction Excavator Operations Manager.

### Driver's Daily Routine

As part of their daily routine drivers must always adhere to the following:

- Prior to loading: ensure that the work area is controlled or segregated in order that no members of the public, other personnel, vehicles or property are at risk.
- Ensure Hi-Vis clothing and other appropriate PPE is worn.
- Ensure that the vehicle hand brake is applied.
- Ensure that the loader has the correct loading sheet and that he/she understands where to place heavy items in order to disperse the load evenly.
- Internal straps, ratchet straps or chains should be used, as appropriate, to secure each item loaded to prevent forward, rearward or sideways movement whilst in transit.
- The straps must be pulled and secured in all directions.
- The items loaded onto the vehicle are to be checked to ensure they are secure before leaving.
- Periodic checks should be made throughout the day to ensure the strapping remains secure throughout the journey.

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- When unloading the vehicles, ensure the area is clear of pedestrians, other personnel and potential hazards.

## Risks

### People and load falls

An unsecured load shifts inside the vehicle and is more difficult to unload. The load may have to be unloaded manually or can fall on to people.

Even if the load was packed carefully, if it is not secured, and shifts in transit, it presents a risk on the road and when it arrives at its destination. Loading and unloading can be extremely time-pressured with no time to stop and carefully consider the risks of unloading an unstable load.

- Spilled loads can lead to road closures and cause significant delay and congestion.
- Sending someone up onto the load bed puts them at risk of falling off.
- Many falls from vehicles occur during loading and unloading.
- People don't need to fall far to seriously injure themselves.

### Vehicles roll

- Even heavy loads shift.
- Vehicles can roll over, in serious cases of load shift the vehicle can become unstable and overturn.
- HGVs are especially vulnerable to rollover because they have a higher centre of gravity than a car.
- Loads often shift under braking or turning, because the forces exerted can be surprisingly high even at low speed.
- Curtains and box sided vehicles may stop the load falling out during transport but without the proper restraint the load can move inside the trailer.

### Product is damaged

All or part of the load may be damaged if it falls from the trailer. Product damage can be a significant cost to the business through increased Goods in Transit Insurance premiums and concessions to placate irate customers.

### Load shifts forward

If there is a gap between the load and the headboard, the load can shift forward under braking, risking the life of the driver and other road users.

- Without the use of dunnage or intermediate bulkheads the load is not contained.
- Loads which are higher than the headboard are a risk to the driver as they can also shift forward under braking.

## Penalties for poor loading

The Road Traffic Act 1991 states that:

*A person is guilty of using a vehicle in a dangerous condition if he uses, or causes or permits another to use, a motor vehicle or trailer on a road when the purpose for which it is used or the weight position or distribution of its load, or the manner in which it is secured is such that the use of the motor vehicle or trailer involves a danger of injury to any person.*

**THE MAX PENALTY FOR THIS OFFENCE IF COMMITTED IN RESPECT OF A GOODS VEHICLE IS A £5000 FINE, PLUS 3 PENALTY POINTS AND DISQUALIFICATION**

*A person is to be regarded as driving dangerously if it would be obvious to a competent and careful driver that driving the vehicle in its current state would be dangerous. In determining*

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*the state of the vehicle for this purpose, regard may be had to anything attached to or carried on or in it and to the manner in which it is attached or carried.*

**THE MAXIMUM PENALTY FOR DANGEROUS DRIVING IS 2 YEARS IMPRISONMENT**

**THE MAXIMUM PENALTY FOR CAUSING DEATH BY DANGEROUS DRIVING IS 10 YEARS IMPRISONMENT**

If a load, or part of a load, falls into water and causes pollution, and the waters are controlled, this is an offence under the Water Resources Act 1991. This could attract a maximum fine of £20,000, together with the cost of cleaning up the affected water.

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## 18. Access to Vehicles / Load Areas

### Working at Height

- Descending the vehicle or ladder in an irresponsible manner can result in injury. Descending backwards gives the employee a better chance of getting back to safety of the cab area or load area should a vehicle be seen moving towards you.
- Whilst having to work at height to either gain access to the load or to operate your vehicle, for operations to proceed in a safe manner the below guidelines must be adhered to at all times.

### Ascending and Descending from the Cab.

- Check around steps for trip or slip hazards. These can include contaminants such as diesel, oil or mud.
- Avoid climbing into the cab with items in your hands. Place items on the cab seat before ascending or descending.
- Jumping out of the cab forwards is bad for your knees in the long term and you are much likely to fall.
- Take time to climb down from the vehicle backwards using three points of contact – **Do Not Jump**
- Use the handholds provided and not the steering wheel.

### Accessing the load

- Always use steps on the vehicle body or trailers where provided, do not use under-run bars as these are usually slippery and not easily accessible.
- Only climb onto your vehicle or load if you have no alternative.
- Keep vehicle load bed or trailer tidy of trip hazards and contaminants.
- All ladders that are used must be labelled and checked periodically.
- Ladders must be checked prior to being used.
- If a ladder is defective, repair where possible prior to use or dispose of if beyond repair.
- Make sure the ladder is positioned firmly on level ground.
- Locking methods on a ladder must be used and secured prior to use.
- No person should stand on the bottom rung of a ladder.
- No person should overreach to grab an object – move the ladder to make access easier.

### In all cases:

- Try to avoid slip/ trip/ fall hazards when parking. These can include uneven ground, puddles or mud.
- All persons working at height are trained and competent.
- Wear suitable anti-slip footwear, recommended are lace up boots preferably with an ankle support.
- Report all slip, trip and fall hazards and near misses so that necessary amendments can be carried out.
- Report missing or damaged equipment that is used in working at height. This includes PPE, harnesses, ladders, steps.

**Report any issues to the Plant & Fleet Office immediately.**

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## 19. Drivers Hours Regulations

**Strict rules apply on how long drivers can stay at the wheel and how much rest they can take. Drivers and vehicle operators must keep appropriate records to prove it.**

### Governing Regulations

GB Domestic Drivers Hours Rules apply to most passenger-carrying vehicles and goods vehicles that do not have to follow the EU rules.

EU regulations 561/2006, 1360/2002 and 3821/85 as amended lay down the rules that must be followed by drivers and operators of vehicles used for the carriage of goods that are over 3.5 tonnes GVW, including the weight of any trailer. These rules apply to any person who drives a vehicle even for a short time or is carried in the vehicle in order to be available for driving if necessary.

The Road Transport (Working Time) Regulations 2005 (RTR) applies to drivers working under the EU Drivers' Hours rules, EC 561/2006.

These rules and the supporting policy and procedures are summarised below.

### Disciplinary Action

All regulations regarding drivers' hours must be strictly adhered to. Disciplinary Actions will take place if any driver fails to adhere to legal regulations.

All regulations regarding all types of Tachographs (where applicable) must be strictly adhered to. If you are in any doubt about any aspect of Tachograph regulations, please refer the matter to the Plant & Fleet Team. Disciplinary actions will take place if any driver fails to adhere to any legal regulations regarding Tachograph infringements.

Be aware that it is a serious offence for a driver to flout these rules or for an employer to cause or permit a driver to do so, and action may be taken against the company's Operator Licence as a result of continued repeated offences.

### Driving Time Definition

Driving time is the time spent at the control of the vehicle for the purpose of controlling its movements whether it is in motion or not.

### EU Drivers Hours Regulations

#### Permissible Patterns of Work

	BASIC	PERMITTED VARIATION
<b>DAILY DRIVING</b> (between 2 periods of rest)	9hrs	May be extended up to 10hrs not more than twice during the week
<b>DAILY REST</b>	11hrs	May be reduced 3 times to a minimum of 9hrs between any 2 weekly rest periods. No compensation. May be taken as 1 period of 3hrs followed by a further period of 9hrs
<b>WEEKLY REST</b>	45hrs	May be reduced to 24hrs. Any 2 consecutive weeks must contain either 2x45hr rests or 1x45hr rest and 1x reduced rest of at least 24hrs. Compensation required by the end of the 3rd week following.

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<b>CONTINUOUS DRIVING</b>	4.5hrs	No variation permitted
<b>WEEKLY DRIVING</b>	56hrs	No variation permitted
<b>FORTNIGHTLY DRIVING</b>	90hrs in any 2-week period	No variation permitted Calculated on a rolling basis, e.g. If week 1=56 hours, week 2=44 hours, week 3 can only be a max of 56 hours and so on.

**Breaks from driving:** Each period of 4.5hrs driving must contain or be immediately followed by a total of 45 minutes break. This may be taken as 2 breaks - the first of at least 15 minutes, and the second of at least 30 minutes, spread over the driving period.

**Please note:**

When a Tachograph card is removed for examination in the course of a journey, by either a police officer, or an official of the Department of Transport, the official concerned must initial the card and note the time of the inspection. Where an official inserts their card into a digital Tachograph this is recorded by the Vehicle Unit so there is no need for intervention.

**Working Time Directive**

Road Transport (Working Time) Regulation 2005

The Regulations introduced limits on weekly working time (excluding breaks and periods of availability) and a limit on the amount of work that can be done within a 24-hour period, for those who operate on night shifts (see Sections 3 and 4 on limits under the Regulations). They also specify how much continuous work can be done before taking a break and introduce daily and weekly rest limits for the crew and travelling staff.

Under the Regulations, "working time" for mobile workers must not exceed:

- An average 48-hour week (normally calculated over a 4 month reference period).
- 60 hours in any single week.
- 10 hours in any 24-hour period, if working at night.

**Mobile Workers**

Mobile workers are covered by the Regulations if they are involved in operations subject to the European drivers' hours rules or in some cases the AETR. Generally, drivers, vehicle crew and travelling staff of goods vehicles where the maximum permissible weight exceeds 3.5 tonnes or passenger vehicles suitable for carrying more than 9 people including the driver.

A worker is anyone who provides work or services under a contract, express or implied. All drivers employed, either directly or through an agency, by Hercules are subject to this definition.

**Working time**

The Regulations define working time as the time from the beginning of work, during which the mobile worker is at the workstation (typically this means the driver's cab - but see glossary for fuller definition of this and other terms) at the disposal of the employer and exercising his functions or activities - that is to say:

**The time devoted to all road transport activities including:**

- Driving
- Loading/unloading.
- Training that is part of normal work and is part of the commercial operation

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- Assisting passengers boarding/disembarking from vehicle
- Cleaning, maintenance of vehicle.
- Work intended to ensure safety of vehicle and its cargo and passengers (e.g., monitoring loading and unloading - including daily defect check and report).
- Administrative formalities or work linked to legal or regulatory obligations directly linked to the specific transport operations under way.

## Work carried out for another employer

If the second employer undertakes road transport activities within scope of the European drivers' hours rules, working for them counts towards the total working time performed by the mobile worker.

If a mobile worker works for two or more employers, then the weekly working time under the Regulations is the combined total of the hours worked (excluding breaks, rest and periods of availability) for all employers who undertake road transport activities. **The mobile worker must tell their employer(s) in writing, of any working time worked for another employer who undertakes road transport activities.**

Time spent on voluntary activities (e.g., driving a vehicle in a carnival/gala days) does not count towards the working time limits.

## Time devoted to other activities:

- Time during which the mobile worker cannot freely dispose of his/her time and is required to be at the workstation (typically this means the driver's cab) ready to take up normal work, with certain tasks associated with being on duty (e.g., working in the warehouse, or in an office or doing other activities for the employer)
- Waiting periods where the foreseeable duration is not known in advance by the mobile worker, either before departure or just before the start of the period in question.

## Working Time does not include:

- Routine travel between home and their normal place of work.
- Rest and breaks when no work is done.
- Periods of availability (see below).
- Optional evening classes or day-release courses.
- Voluntary work or time spent as a retained fire fighter, a special constable, or member of the reserve forces.

## Periods of Availability

Generally speaking, a period of availability (POA) is waiting time, the duration of which is known about in advance by the mobile worker. Under the Regulations, these periods have to meet the following criteria:

- a mobile worker should not be required to remain at their workstation.
- (but) they must be available to answer calls to start work or resume driving on request.
- The period and the foreseeable duration should be known in advance by the mobile worker, either before departure or just before the start of the period in question.

Like breaks and rest periods, a POA can be taken at the workstation. Providing the mobile worker has a reasonable amount of freedom (e.g., they can relax and read), for a known duration, this would satisfy the requirements for a POA. Where the mobile worker knows about a delay in advance, but it is deemed prudent that they should remain in the cab for reasons of security or safety, this should not in itself, disqualify this delay being recorded as a POA. Typical examples might include waiting at a site that is unsafe for pedestrians or staying in a vehicle carrying high value goods or cash.

Mobile workers do not need to be formally notified about a POA and its duration in advance. It is enough that they know about it (and the foreseeable duration), in advance either before departure or just before the actual start of the period in question. A POA would be deemed to be known in advance by a mobile worker if, for example:

- someone (who does not have to be their employer) has told them, or

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- they have arrived too early for their allocated slot, or
- they always experience a delay at one of their regular customers.

A POA does not apply to delays where the mobile worker has to continue working. For example, where a driver is diverted due to a road closure, he/she would still be driving. Normally, delays due to congestion would also count as working time because the driver would be stopping and starting the vehicle. If a mobile worker is monitoring a discharge from the vehicle (e.g., petrol at filling station), this time will also count as working time.

There are no requirements as to the minimum and maximum length of a POA.

## Examples of a POA:

### ***Situations when a period of time could be recorded as a POA (provided the "known in advance" pre-condition is met)***

- Time when accompanying a vehicle being transported by boat or train. Time spent waiting at frontiers.
- Periods of waiting due to traffic prohibitions. Traffic prohibitions would include where the police have delayed the movement of an abnormal load for a set period of time, or where vehicles are banned from city centres during specified hours, and the driver has to park the vehicle and wait.
- When driving or travelling as part of a team, time spent sitting next to the driver while the vehicle is in motion, unless the mobile worker is taking a break or performing any other work (e.g., navigation). This time (or a part of it) could also be counted as a break - but would need to be recorded as such. Other travelling staff may also count travelling time as a POA, provided they are not performing any other work.
- When a mobile worker experiences a delay at a regional distribution centre or depot, waiting for someone to load or unload their vehicle, if they know about the length of the delay at the start of the period (because someone has told them; because they have arrived too early for their slot; or because they always experience a delay at one of their regular customers).
- If a mobile worker typically experiences a 1 hour delay at one of their regular customers, then this would count as a POA. However, if they were to unexpectedly experience a 2 hour delay, then the second hour would count as working time. Unless the mobile worker was notified, before the end of the first hour, that a further hour's delay was expected, in which case the second hour would also count as a POA.
- Where a mobile worker reports for work, is informed that they are not required to undertake any duties for a specified period (albeit they need to remain on site to answer calls and be ready to take up work) but is free to wait in the canteen or rest facility.
- If the vehicle breaks down and the mobile worker is told how long it will take to be rescued.

### **Situations when a period of time should not be recorded as a POA**

- Where a driver is diverted due to a road closure, he/she would still be driving so the period could not be counted as a POA.
- Delays due to congestion (i.e., stuck in a traffic jam) would not count as a POA because the driver would be stopping and starting the vehicle.
- If a mobile worker is monitoring activity by others, (e.g., petrol at filling station, or the unloading of the lorry), this time would count as working time rather than a POA.
- Frequently moving up within a queue (e.g., waiting within a queue to load or unload) every other minute would not qualify as a POA.
- When the duration of the POA is not known in advance, for example if a mobile worker was told to arrive at 9am and then leave at any time up to 1pm this would not be a POA as the duration is not known.

## Reference Periods

The continuous 17- or 26-week period is used to calculate the average weekly working time and is known as the 'reference period'. The standard reference period is 17 weeks unless a 26-week reference period is agreed in accordance with the requirements in the regulations.

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Normally, the number of hours worked each week should be averaged out over a continuous 17-week period. However, the "default calendar option" referred to below, includes some 18-week periods. This is to allow 3 reference periods to be accommodated into one calendar year. In addition, this period can be extended up to 26 weeks if there is a relevant agreement in place.

The working week must start at 00.00 on Monday morning and finish at 23.59 on the following Sunday. So the starting point for calculating the average 48 hour and 60-hour weekly limits should always be 00.00 on Monday morning.

## Leave and Sickness

### Annual Leave

When using a fixed reference period to calculate average weekly working time "notional" working time figures must be recorded when any of the four weeks statutory leave provided by regulation 13 of the 1998 Regulations is taken. This is to ensure that such leave is 'neutral' for the purpose of calculating weekly working time. These notional figures are 48 hours per week and 8 hours per day.

However, "notional" figures do not have to be recorded for the statutory annual leave provided by regulation 13A of the 1998 Regulations or for any additional contractual leave entitlements provided in excess of the statutory minimum.

So the amount of working time that must be recorded when a mobile worker takes a day's leave depends on the type of leave being taken: if a mobile worker were to take a day's leave that was part of:

- the 4 weeks statutory annual leave provided by regulation 13 of the 1998 Regulations, then 8 hours working time would have to be recorded.
- the additional 0.8 weeks statutory annual leave provided by regulation 13 A of the 1998 Regulations, then zero hours working time would have to be recorded.
- Additional contractual leave in excess of the 4.8 weeks statutory annual leave entitlement, then zero hours working time would need to be recorded.

The Regulations do not state how a ½ day's statutory annual leave provided by regulation 13 of the 1998 Regulations should be recorded. The Department would consider it reasonable that in these situations a "notional" figure of 4 hours for the ½ days leave be recorded plus the actual amount of working time for that day.

### Sick leave, maternity, paternity, adoption or parental leave

The "notional" figures also have to be included for any period of sick leave, maternity, paternity, adoption or parental leave taken by the mobile worker.

So if someone takes 1 week off on leave and takes 2 days additional days leave, all of which are part of the 4 weeks annual leave provide by regulation 13 of the 1998 Regulations, over a 17-week reference period, then you add a notional 48 hours + 16 hours to bring the total working time up to the equivalent of 17 weeks. The total working time is then divided by 17 to find the average.

## Night Working, Rests and Breaks

### Night Working

- Nighttime is between midnight and 4am for goods vehicles and 1am and 5am for passenger vehicles.
- If night work is performed, the daily working time should not exceed 10 hours in the 24-hour period in question.
- If a mobile worker does any work during the nighttime period, he/she will be subject to the night work limit.
- The night work limit can only be exceeded where this is permitted by a relevant agreement.

### Rests and Breaks

- Minimum daily and weekly rest provisions under the existing European drivers' hours rules will continue to apply to drivers.

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- The Regulations apply those same daily/weekly rest requirements to other mobile workers, trainees and apprentices when travelling in a vehicle within scope of the European drivers' hour rules.
- All mobile workers are subject to rest provisions under the European drivers' hours rules when travelling in in-scope vehicles.
- Break requirements under the Regulations, are in addition to those under the European drivers' hours rules.
- The European drivers' hours rules break requirements take precedence when driving.

## The Regulations require that:

- mobile workers must not work more than 6 consecutive hours without taking a break,
- if your working hours total between 6 and 9 hours, working time should be interrupted by a break or breaks totalling at least 30 minutes.
- if your working hours total more than 9 hours, working time should be interrupted by a break or breaks totalling at least 45 minutes,
- breaks should be of at least 15 minutes duration.

In the interest of safety, and as a matter of good practice, it is strongly recommended that breaks should be distributed evenly throughout the day.

When taking a break, drivers may not perform anything that might be regarded as "other work" during this period. Breaks taken under these Regulations may be taken at the workstation (typically this means the driver's cab - but see glossary for fuller definition of this and other terms).

## Enforcement of WTD

The DVSA has indicated that its approach will be to inform and educate but they are duty bound to investigate complaints and accidents, and will serve improvement or enforcement notices where appropriate, additionally fines and custodial sentences will be available to use by courts for drivers and employers.

## Working Time and EU drivers Hours Quick Reference

Type of Duty	Road Transport (Working Time) Regulations 2005	European drivers' hours Rules HGV & PSV - EC561/06
Maximum working week. attendance time	No limit on attendance/shift time as such, but an average weekly working time limit of 48 hrs will apply. 60 hours working time can be performed in a single week, if the average 48 hour week is not exceeded.	Weekly driving limit of 56 hours.
Maximum working day/duty time	None specified	None specified, but daily rest requirement effectively limits the length of the working day.
Maximum work performed at night	There is a 10 hour working time limit for night work for each 24 hour period.	None.
Cumulative or continuous driving	None specified	4.5 hrs maximum
Daily driving	None specified	9 hrs (but this can be increased to 10 hours twice a week).
Fortnightly driving	None specified	90 hrs maximum in any two consecutive weeks

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<p><b>Breaks</b></p>	<p>If driving, the break periods under European driver's hours rules take precedence.</p> <p>Mobile workers must not work more than 6 consecutive hours without taking a break,</p> <p>If your working hours total between 6 and 9 hours, working time should be interrupted by a break or breaks totalling at least 30 minutes.</p> <p>If your working hours total more than 9 hours, working time should be interrupted by a break or breaks totalling at least 45 minutes, breaks should be of at least 15 minutes duration.</p>	<p>45 minutes (either continuous or 2 breaks, the first of which must be at least 15 minutes, and the second must be at least 30 minutes).</p>
<p><b>Daily Rest</b></p>	<p>For drivers and other mobile workers, the daily rest periods under the European drivers' hours' rules.</p>	<p>11 consecutive hrs, (reducible to 9 hrs 3 times between any two weekly rest periods).</p>
<p><b>Weekly Rest</b></p>	<p>For drivers and other mobile workers, the weekly rest periods under European driver's hour's rules.</p>	<p>Within six 24 hour periods from the end of the last weekly rest period, a driver will extend a daily rest period into either: a regular weekly rest period of at least 45 hours, or a reduced weekly rest of less than 45 hours, but at least 24 hours (any reductions must be compensated for).</p> <p>In any two consecutive weeks, a driver shall take at least two weekly rest periods, or one regular weekly rest period of at least 24 hours.</p>

## Suction Excavator Compliance - GB Domestic Drivers Hours Rules

Drivers of all vehicle-mounted equipment are exempt from the EU Drivers Hours rules and the use of tachographs, as they carry fixed equipment and do not carry goods. The UK Domestic Hours rules apply, but written records do not need to be kept, as vehicle mounted equipment is outside the scope of Operator Licencing. Driver Logbooks should be used for best practice and for FORS accreditation purposes.

The UK domestic rules apply to most goods vehicles that are exempt from the Tachograph regulations. You are still required to keep a written record of your hours of work in the form of a weekly record sheet. Books of record sheets are available from the RTC Hauliers Shop (Telephone 07876 682501).

**The Daily Driving limit is a maximum of 10 hours.**

This includes only time spent at the wheel actually driving and is off-road driving for purposes such as agriculture, quarrying, forestry, building work or civil engineering counts as duty time.

**The Daily Duty time limit is 11 hours.**

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A driver is exempt from the daily duty limit on any day when he does not drive and a driver who does not drive for more than 4 hours on each day of the week is also exempted from the daily duty limit.

So, a driver can drive for 10 hours in a day (time spent at the wheel) but can be on duty for a maximum of 11 hours in that day (time spent under the instructions of his employer)).

There is no limit to continuous driving, no weekly or fortnightly driving limit, no weekly rest period and no limit to the number of continuous days worked, other than the limits defined above.

The rules, as usual, are relaxed for the duration of emergency events that require immediate action to avoid danger to life or health of people or animals or serious interruption of essential public services or to avoid serious damage to property. In such cases, the nature and location of the problem should be noted on the sheet.

Drivers of LGVs operating under GB Domestic Regulations have a legal requirement to keep written records of the hours worked and driven on a weekly record sheet or tachograph if the driver drives more than four hours in that day or drives outside a 50km radius of the vehicle's operating centre in that day.

The operator is expected to check and sign each driver record on a weekly basis with the driver retaining a copy for at least two weeks following the week in which the driver has worked. If drivers continually break the regulations then they should be disciplined in accordance with company procedures.

Alternatively, records can be made using a driver's digital card in a digital tachograph, but in those circumstances, the driver should be using the out of scope driving facility to record driving and also all the regulations relating to fitting, use and calibration and recalibration of the tachograph must be complied with at all times.

If the vehicle has a tachograph fitted but is not used for recording the driver's activity then the tachograph should still be calibrated and sealed and providing the seals remain intact, there is no requirement to recalibrate.

## Definitions and Clarifications

Vehicle mounted equipment fall into two categories:

### 1. Construction and Use Regulations (C & U) Compliant Vehicles

Vehicle mounted equipment fitted onto a roadgoing rigid chassis with a gross vehicle weight not exceeding:

- Four axles - 30,000kg (or 32,000kg if fitted with Road Friendly Suspension)
- Three axles - 25,000kg (or 26,000kg if fitted with Road Friendly Suspension)
- Two axles - 16,260kg
- Two axles (where distance between axles is at least 3m) - 17,000kg (C & U) or 18,000kg (AW)
- which fully comply with The Road Vehicles (Construction and Use) Regulations 1986 (as amended).

NOTE: For two axle vehicles with interaxle distances of at least 3m, operators may choose to comply with either The Road Vehicles (Construction and Use) Regulations 1986 (as amended) or the Road Vehicles (Authorised Weight) Regulations 1981 for maximum vehicle weight requirements.

### 2. Non Construction and Use Regulations Compliant Vehicles

Vehicle mounted equipment fitted onto a roadgoing rigid chassis with a gross vehicle weight exceeding the weights listed in 3.1. Such units are classed as "engineering plant" and are

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operated under The Road Vehicles (Authorisation of Special Types) (General) Order 2003 (STGO)

The Road Vehicle (Construction & Use) Regulations 1986 section 3(2) defines Engineering Plant as:

*'movable plant or equipment being a motor vehicle or trailer specially designed and constructed for the special purposes of engineering operations, and which cannot, owing to the requirements of those purposes, comply with all the requirements of these (C & U) Regulations and which is not constructed primarily to carry a load other than a load being either excavated materials raised from the ground by apparatus on the motor vehicle or trailer or materials which the vehicle or trailer is specially designed to treat while carried thereon'.*

NOTE: Views from the Department of Transport indicate that if the vehicle is fully compliant with the C & U regulations, then potentially it cannot be classified as engineering plant and the vocational driving licensing requirements will apply.

Vehicles may have been classed as 'engineering plant' on a V5C Vehicle Registration Document. However, this classification does not override the definition of engineering plant as listed in section 3(2) of the C & U regulations.

## Working Time Regulations 1998

Drivers of vehicles subject to the GB Domestic Drivers' Hours Rules or who are occasional mobile worker are affected by four provisions of the Working Time Regulations 1998.

These are:

- weekly working time, which must not exceed an average of 48 hours per week over the reference period (although individuals can 'opt out' of this requirement if they want to)
- an entitlement to 5.6 weeks' paid annual leave
- health checks for night workers
- an entitlement to adequate rest

The reference period for calculating the 48-hour average week is normally a rolling 17-week period. However, this reference period can be extended up to 52 weeks, if this is permitted under a collective or workforce agreement.

Adequate rest is defined as being long and continuous enough to ensure that workers do not harm themselves, fellow workers or others and that they do not damage their health in the short or long term. When considering the requirement for 'adequate rest' under the 1998 Regulations, employers need to take into account, not only the GB domestic drivers' hours rules (which set maximum limits; which are only intended to give the industry some flexibility and should not be regarded as normal working patterns), but also the duty on employers, under health and safety at work legislation, to manage the risks of fatigue.

Where employees have opted out of the 48-hour weekly average working limit, Hercules is still responsible for ensuring that workers get adequate rest. Therefore Hercules is required to ensure that workers who have opted out of the 48-hour weekly average do not work excessively long hours and take regular breaks. Hercules takes responsibility for determining what constitutes 'adequate rest' for each of their workers, which can differ dependent on a number of factors, such as: their age; health; personal circumstances; outside influences; type of work (mentally or physically strenuous) etc. to determine all the potential risks and impacts on that worker's fatigue level. Compliance with the drivers' hours and working time rules alone is insufficient to manage the risks of fatigue.

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## 20. Tachographs

### N.B. Hercules fleet of Suction Excavators is exempt from using Tachographs

Drivers of all vehicle-mounted equipment are exempt from the EU Drivers Hours rules and the use of tachographs, as they carry fixed equipment and do not carry goods. The UK Domestic Hours rules apply, but written records do not need to be kept, as vehicle mounted equipment is outside the scope of Operator Licencing. Driver Logbooks are used for best practice and for FORS accreditation purposes.

If the vehicle has a tachograph fitted but is not used for recording the driver's activity then the tachograph should still be calibrated and sealed and providing the seals remain intact, there is no requirement to recalibrate.

### Digital Tachograph Overview



This radio sized device became legally required in all new vehicles sold after May 1st 2006. It replaces the analogue tachograph and has its own event memory.

- Stores 365 days of information
- Has an unchanging internal time clock set to UTC (Universal Time Co-ordinated), which is the same as GMT (Greenwich Mean Time). This time does not change when the clocks change and is therefore 1 hour different to local time, in the UK, during the summer.
- Has a Local Time display, which can be changed by the operator when the clocks go back and forward.
- Recommended once a month download
- Designed to be used in conjunction with a [Digital Tachograph Card](#), instead of the analogue paper tachograph chart.

### Analogue Tachographs

Most tachographs produced prior to 1 May 2006 were of the analogue type. Later analogue tachograph head models are of a modular design, enabling the head to fit into a standard DIN slot in the vehicle dashboard. This would enable a relatively easy upgrade to the forthcoming digital models that were manufactured to the same physical dimensions.



- The analogue tachograph head uses styli to trace lines on a wax coated paper disc that rotates throughout the day, where one rotation encompasses a 24-hour period.
- If the disc is left in the head over 24 hours, a second trace will be written onto the first, and so on until the disc is removed.
- It is an infringement of [EU Regulation 561/2006](#) to use a disc for a period longer than it is designed for. Multiple overlapping traces may still be deciphered in the speed and distance fields, but it is far more difficult for the activity field where one trace can easily be obliterated by another.
- Analogue tachograph heads provide no indication to the driver of the need to change the disc.

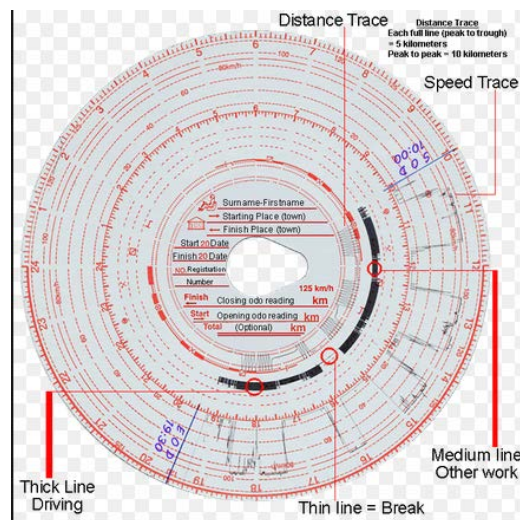
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- Analogue data is retrieved visually and can be assisted by manual analysis tools. Analogue discs can also be electronically scanned and analysed by computer, although this analogue to digital conversion process still requires human expert interpretation for best results, due to imperfections in the source disc such as dirt and scratch marks in the wax surface that can be incorrectly read as trace marks.

## Tachograph Use

- All drivers are required to have a Digital Tachograph Drivers card on them at all times regardless of the type of Tachograph fitted to the vehicle.
- For Digitally equipped vehicles drivers must insert their card prior to undertaking daily checks.
- For Analogue vehicles drivers must ensure that they have the correct type of chart for the recording unit and that the clock is set to the correct time (you can do this when inserting the card and lining it up to pins and checking the time alignment on the chart).
- Prior to commencing duty you must insert a chart into the Tachograph head. The Chart should be filled out prior to insertion with the following details. (See picture Below)
  - Surname and first name (In any order)
  - Date that duty starts
  - Vehicle Registration Number
  - Odometer reading in KM
  - The place at which you start your duty.



- Analogue Tachograph units' default to the cross-hammer mode when the vehicle stops to unload or load and automatically switches to driving mode when the vehicle is in motion. Therefore you must switch to rest mode or POA mode as appropriate. Once the rest period or POA is over then the mode switch needs changing back to cross hammer mode to record driving or other work.
- At the end of duty remove the chart from the head and complete the details in the centre field.
  - Date that duty finishes
  - Odometer reading in KM
  - The place at which you finish your duty.

**Digital Tachograph Driver Cards must be removed from the unit at the end of each shift.**

## Changing Vehicles on the same day

- Use the same chart and fill out the fields as above on the reverse of the chart in the central area.
- If you have to change to a different chart type, make a note on the reverse of each chart of the time you changed vehicle.

## If the Tachograph breaks down

- Record your time manually on the back of the chart or digital print out.

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
- Report this defect to the Plant & Fleet Office immediately.
- You can continue to use the vehicle for a maximum of seven days after the fault occurred. If the repair has not been rectified within seven days, then the vehicle must be off the road until repaired.

## Chart retention

Analogue charts for the current day and those for the previous 28 calendar days must be carried at all times. Charts should be handed in to the Plant & Fleet Office within 42 days.

Data from both Analogue and Digital tachographs will be analysed by Hercules and details of any infringements will be communicated to the driver as will any instructions on improving performance. Drivers that continually fail to improve their performance by reducing the incidents of infringements may be subject to disciplinary action which could result in dismissal.


## Mode switches (all types)

Mode	Symbol	Usage
Driving Mode		As with the later Analogue Tachographs, Driving Mode automatically selects when the vehicle is moving. The above symbol is displayed in the Digitach screen when the vehicle is moving. This symbol also appears on the display screen and on printouts to symbolise periods of driving.
Period of Availability (POA)		POA does not count towards the <a href="#">Working Time Directive</a> and should be selected during periods of waiting the length of which are known before-hand (See section 8.8.4
Rest Mode		The bed symbol should be selected to illustrate Rest Breaks and Daily Rest, unlike common practise with Analogue Tachographs it is acceptable to leave the Digicard in overnight (if the driver is on a night out in the cab) and select the bed symbol.  It is still acceptable to remove the Digicard to mark a daily rest period, once the card is removed a period of rest is assumed.
Other Work		The crossed-hammer symbol represents a period of work by the driver that is not driving, examples of this are: <ul style="list-style-type: none"> <li>▪ Doing the Daily Vehicle Defect Check / Walk around</li> <li>▪ Un-loading the vehicle</li> <li>▪ Completing paperwork</li> <li>▪ all periods not covered by Rest, Periods of Availability and Driving</li> </ul> Many Digital Tachographs have other work set as the default mode, so, for example, following a period of Driving, the tachograph will automatically return to Other Work, regardless of the mode selected prior to the period of driving.

## Recording Working Time

Hercules uses data from tachograph records to monitor the working time of its mobile workers. Under the European tachographs rules "other work" must be recorded under the crossed-hammers mode. The box symbol can only be used to record "periods of availability".

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	Crossed-hammers mode for other work (any activity other than driving)
<input checked="" type="checkbox"/>	Periods of availability known about in advance

## Driver Cards

- Driver cards will not be supplied by Hercules. Any subsequent loss or damage to cards resulting in the need for a replacement will be at the driver's own expense.
- Drivers are required to present their cards for downloading upon request of the Plant & Fleet Manager which will be at least once per week.
- Drivers who fail to renew their driver cards in time are not permitted to drive a company vehicle without a card and will be suspended from duty without pay until such time that a replacement card is received.

## What if my Digital Tachograph Card is Lost, Stolen or Defective

In all of the above situations it is acceptable to use a vehicle for up to 15 days without a Digital Tachograph card inserted into the machine. (Only if your Digital Tachograph Card is still valid.)

- You must report a missing or non-working digicard to VOSA within 7 days of the event. Telephone 0870 8501074.
- Operate the mode switch and follow all driving regulations as usual (The [Digital Tachograph Unit](#) will record everything you do on its internal memory).
- Complete a printout at the beginning and the end of every shift and treat them in the same way as you would an Analogue Tachograph Disc.
- Complete and return form D777B.

## Renewing digital tachograph cards

You need to remember that digital tachograph cards expire five years after issue. If you were one of the early adopters of digital tachograph cards, you should ensure both your driver and company cards are renewed in time.

## How the cards are issued

- The cards are issued by the Driver and Vehicle Licensing Agency (DVLA) using forms D777B for a driver's card and D779B for company cards. These forms can also be used to report lost, stolen or malfunctioning cards. These are available for download [here](#) or at Driver and Vehicle Standards Agency (DVSA) test stations.
- Return the completed form and the fee and any additional paperwork (if applicable) to, DVLA, Swansea, SA99 1ST.
- Reminders are sent out approximately 12 weeks before a card expires. The renewal forms (D786B for driver cards and D787B for company cards) are sent by DVLA with the reminder notices and are also obtainable from DVLA on 0300 790 6109 or test stations. However, a driver's card renewal can also be made using form D777B.
- The form and the renewal fee must reach DVLA at least 15 days before the expiry date of the current card. Drivers must not send their old card back to DVLA with the forms as they will need to keep using this card up to the expiry date and then carry it with them for 28 days.
- Most cards will stop recording after midnight on the expiry date; if the shift spans this time the card will record data to the end of the shift.
- If the driver does not receive their new card before the old one expires they cannot drive a vehicle that is subject to EU drivers' hours regulations.
- When you receive your new card(s) you will also be sent a confirmation of receipt letter which must be filled in and returned to DVLA. Your tachograph driver card will be sent to your home address. Replacement driver cards should be issued within five working days of receiving a valid application.
- First applicants and renewals should be received within 15 working days from the day of DVLA receiving the application. If your card(s) fails to arrive contact DVLA by phone on 0300 790

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6109 or write to Digital Tachograph Team, DVLA, Swansea, SA6 7JL. Alternatively, you can fax on 0300 123 0784 (or +44 1792 786369 from abroad).

- Lost, stolen or malfunctioning cards must be reported to DVLA immediately on 0300 790 6109 the driver must have applied for a replacement card within seven working days.

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## 21. Power of Enforcement Officers

A Police Constable in uniform has the power to stop a vehicle in accordance with Section 163 of the Road Traffic Act 1988 (revised 1991), which states: "On being required to do so, a driver MUST stop". Section 99 (I) Transport Act 1968 deals with inspection of records and other documents and states: "In this section an officer means (an examiner appointed under section 66A of the Road Traffic Act 1988 revised 1991) and any person authorised for the purposes of this section by the traffic commissioner for any area." These powers apply to a Police Constable in uniform, who shall not, if wearing uniform, be required to produce any authority.

1. An officer may, on production of his authority (if requested), require any person to produce, and permit him to inspect and copy:
  - Any book, register, or record sheet which the driver is required by the regulations to carry or have in his possession or preserve.
  - If that person is the owner of a vehicle to which this Part of this Act applies, any other document of that person which the officer may reasonably require to inspect for the purpose of ascertaining whether the provisions of this Part of this Act or of regulations made thereunder have been complied with.

And that record sheet, chart or documentation shall if the officer so requires by notice in writing served on that person, be produced at the office of the traffic commissioner specified in the notice within such time (not being less than ten days) from the service of the notice.

2. An officer may, on production of his authority if so required, at any time enter any vehicle and inspect the vehicle, and any recording equipment installed in-it and inspect and copy any record sheet produced by the equipment or any record sheet on which an entry has been made.

At any reasonable time with regard to the circumstances of the case, enter any premises where such a vehicle is kept or any record sheets, books, or registers are kept and inspect and copy any such record sheet, etc, he finds there. He may also enter any vehicle on those premises. In order to obtain such information an officer may detain the vehicle in question for such time as is necessary for the exercise of that power.

Any person who:

- Fails to comply with any requirement under this section, OR
- Obstructs an officer in the exercise of his powers under this section

Shall be liable on summary conviction to a fine.

Any person who makes or causes to be made any record entry on any sheet or register which he knows to be false, or with intent to deceive, alters or causes to be altered any such record or entry shall be liable

- On summary conviction to a fine.
- On conviction on indictment to IMPRISONMENT for a term exceeding 2 years.

If an officer has reason to believe such an offence has been committed in respect of any such record he inspects, he may seize that record or document (includes tachograph charts).

### **If An Enforcement Officer Stops You**

You should at all times co-operate with the Police and DVSA. Remember they have a job to perform and a very important one at that. Any driver performing his duty to the best of his ability and abiding by the regulations has nothing to fear. We are all fallible human beings who make mistakes and the enforcement agencies, in general, do not persecute genuine mistakes. Do not be obstructive to the enforcement officer, this will only worsen any possible prosecution and you will not be able to affect how they view any breaches of the legislation. There are legal ways in which you can help yourself. If you do not co-operate you may leave yourself open to prosecution for obstructing the officer in the execution of his duty.

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Having said this, you are not required to answer any questions that may make you liable to prosecution. Should any officer find evidence which might suggest that an offence has been committed he will need to interview you in the correct manner.

If you are interviewed for a non-arrestable offence you must be told that you are not under arrest, you are not obliged to answer any questions, you may seek legal advice and you may leave the interview at any time. Under these circumstances you should be informed of any alleged offences before being questioned. You should listen to what is said and before answering any of the questions you should say: "Before answering any questions I prefer to seek legal advice.

You are not guilty of any offence by taking this course of action. It is your legal right to seek advice before answering any questions or continuing with the interview. Most people convict themselves with the answers they give before taking advice - don't be one of them.

However, we would suggest that you discuss your actions under these circumstances with your Plant & Fleet Manager or supervisor who may require a different procedure to be adopted.

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## 22. Vehicle Breakdowns

In the event of a breakdown the incident should be reported to the Plant & Fleet Office, giving as much information as possible about the nature of the defect and the location of the vehicle.

**Repairs of the vehicle can only be authorised by the Plant & Fleet Team. DO NOT allow any person or business to undertake work on your vehicle without their express permission.**

When a breakdown results in your vehicle having to be towed, please remember that towing a vehicle an excessive distance can cause major damage to the drivelines. As a general rule, if your vehicle has to be towed for a distance of more than 2 miles, please make sure that drive lines/couplings are disconnected.

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## 23. Incidents, Traffic Collisions and Near Misses

To comply with the terms of our motor insurance policy, it is essential that the reporting procedures detailed below are strictly observed following any incident occurring in connection with the vehicle (whether or not involving a third party).

The sooner our insurers are notified of incidents, the quicker our vehicle can be repaired and other party claims dealt with. Prompt action will undoubtedly save us money and also help to enhance our corporate image.

### Incident reporting procedure

In the event of an impact or injury

- At the scene, make sure that the emergency services are contacted if required.
- Provide any person, having reasonable grounds for so requiring, with our driver, vehicle and insurer details using the 'Exchange of Information' form (included with this handbook). At no stage admit responsibility and make no comment or statement regarding the accident (except to a police officer).
- If a camera or camera phone is available, photograph the incident location from a number of different directions and take pictures of any vehicles / property damaged. Road measurements may also be useful to record.
- Complete an 'Incident Recording Form' (available from the Plant & Fleet Office).

In relation to all other instances of loss or damage (including theft, malicious damage, fire etc) an 'Incident Recording Form' should also be completed and the matter reported immediately to the Plant & Fleet Team for further instruction.

Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately but must still be reported.

**NOTE 1** – Incidents involving personal injury must be reported to local police within 24hrs and it is also necessary to notify police of damage to lampposts, telegraph poles, bollards, manhole covers, road signs or other public property. **Remember that if you fail to stop after an accident and fail to notify the other party or the police, you may be prosecuted.**

**NOTE 2** – In order to better understand the causes of motor accidents and with a view to improving future health and safety, you may expect the Plant & Fleet Manager / SHE Manager to interview you following all incidents.

**NOTE 3** - If, because of the deliberate late supply or inaccurate nature of information surrounding an incident, Hercules is involved in additional costs, the employee responsible will be subject to disciplinary action.

### PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

**Where any damage to one of our vehicles is due to your negligence, reckless behaviour or lack of care, we reserve the right to insist on your rectifying the damage at your own expense, paying the excess part of any claim, and/or paying any vehicle insurance increase incurred directly as a result of the accident.**

**Serious or repeated instances may result in disciplinary action/and or the use of Company vehicles being withdrawn.**

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## 24. Engine Idling Policy (O2/05)

The purpose of this policy is to ensure all drivers minimise the running of an engine which is not required for the examination or operation of machinery. This policy applies to all drivers, co-drivers, supervisors and managers responsible for site staff. As part of the wider Health & Safety at work, Hercules aims to minimise its environmental impact and maximise its operational efficiency.

- Engine idling is the running of an engine which is not required for the examination or operation of machinery
- Excessive idling is a waste of fuel and money, resulting in unnecessary negative environmental impact
- Stopping unnecessary vehicle idling is one relatively easy way to help improve air quality and the respiratory and cardiovascular health of people in our communities
- Air pollution contributes to 16,000 premature deaths each year
- During combustion, the carbon in the fuel reacts with oxygen in the air to produce carbon dioxide (CO<sub>2</sub>). For every 1 litre of fuel used by a diesel engine, 2.64 kg of CO<sub>2</sub> is released into the atmosphere.
- A 1-minute reduction each day in idling could reduce PM<sub>10</sub> (particulate matter) emissions by at least 286g per day (at least 90kg per year).
- Fuel can represent up to 35% of running costs.
- Depending on the nature of the operation and vehicle types, average fuel savings in the region of 1% to 5% when a company implements lorry anti-idling measures

Hercules takes all reasonable steps to minimise its environmental impact and maximise its operational efficiency. A number of control measures have been identified and are communicated as part of this policy. The company expects these measures to be adhered to and will take appropriate action against drivers who fail to do so. The key objectives of the Engine Idling Policy are to:

- To promote a culture of environmental awareness and a 'duty of care' to minimising unnecessary air pollution.
- Avoid unnecessary fuel waste
- Avoid financial and reputational risks associated with idling vehicles

The risks identified and measures to reduce them will be monitored and reviewed periodically to ensure maximum effectiveness.

### Driving staff must ensure that they:

- Only use the engine whilst driving or when operating ancillary equipment if required.
- Do not idle the engine except whilst performing daily walk around checks for excessive smoke or building up compressed air pressure.

### By:

- Turning off the ignition if waiting more than 1 minute.
- Ensuring that any Stop/Start functions remain switched on.
- Warming up engine by driving it, not by idling.
- Warming up the cabin interior by driving, not idling.
  - Contrary to popular belief, restarting your vehicle does not burn more fuel than leaving it idling. In fact, idling for just 10 seconds wastes more fuel than restarting the engine.
  - Frequent restarts are no longer hard on an engine and battery. The added wear (which amounts to no more than £10 a year) is much less costly than the cost of wasted fuel (which can add up to £70-650 a year, depending on fuel prices, idling habits and vehicle type). Idling actually increases overall engine wear by causing the engine to operate for longer than necessary.

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- Today's electronic engines do not need to warm up, even in winter. The best way to warm the engine is by easing into your drive and avoiding excessive engine revving. After just a few seconds, your vehicle is safe to drive. The vehicle's engine warms twice as quickly when driven.
- Easing into your drive is also the best way to get your vehicle's heating system delivering warmer air faster. Sitting in an idling car means you are breathing in more of the dirty exhaust that leaks into the car cabin. Any warmth you may get from the heater is not worth the damage to your health.

Where it is identified as appropriate, specific training may be given to drivers such as:

- Defensive Driving
- Fuel Efficient Driving

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## 25. Noise Policy (S7/01)

Exposure to excessive noise is regarded as a major health hazard as it may cause temporary or permanent loss of hearing or tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep. The ear may be able to cope with some intermittent exposures to loud noise although there may be some temporary changes to perception or a short-term ringing in the ears. Permanent damage can be caused immediately by sudden extremely loud noises, e.g. from persistent exposure to heavy plant equipment.

The Control of Noise at Work Regulations 2005, which came into force on 6 April 2006, apply to almost all work activities. They require employers to prevent or reduce risks to health and safety from exposure to noise at work and to protect others from extreme noise and heavy machinery. Noise levels are generally expressed in decibels (dB).

Common noise levels would be:

- 50-60 dB - normal conversation
- 80 dB - noisy street
- 100 dB - pneumatic drill
- 125 dB - chain saw

In order to act to reduce the impact of noise and visual intrusion in the vicinity of the operating centre, we at Hercules will introduce the following:

- Look at the perimeters of the Premises and decide who may be affected by our operations.
- If vehicles and buildings causes visual intrusion to decide what we can do to minimise this situation by planting trees or putting up good fencing
- Check whether any depot lighting in use at night will intrude on our neighbours and take steps to reduce that intrusion on re-siting lighting or re-directing the beams
- Ensure all yard staff and drivers keep noise to an absolute minimum. Ensure radios are not on full blast and that engines are not left running or revving for long periods of time.
- Try to park vehicles in use away from any neighbours and nearest to the exit for easy egress.
- Ensure workshop staff keep the workshop doors closed whenever possible to minimise the noise of workshop activities.
- Take regular decibel readings of our vans in and around operating centres and sites where permissible. Customer sites that are not our own will not allow readings to be taken as it may contravene their health and safety regulations.
- Ensure all rubbish and waste is kept in good quality containers and is cleared regularly
- Contact our neighbours and make sure they are aware of your complaint's procedures should they have a problem
- Ensure all exits and entry points are always kept clear

### Code of Practice

Hercules expects all drivers to follow the standard codes of practice in and around noisy areas or equipment:

- Use hearing protection provided for mandatory use in designated hearing protection zones
- All staff to refer to guidance on managing noise exposure and on provision of hearing protection
- Where hearing protection is mandatory, provide suitable supervision to ensure rules are followed and hearing protection is being used properly.
- Ensure an environmental impact assessment is completed before new practices that may increase noise are introduced
- Arrange for appropriate health surveillance (hearing checks) of relevant employees
- Consider noise levels when installing or relocating equipment or activities, and where possible adjust to minimise noise production
- Consider noise levels when purchasing new equipment, and where possible specify and purchase quieter equipment e.g. noise reduction tyres or engine covering reduction tools

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- Ensure that noise is considered when performing risk assessments and reviews for relevant activities.

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