

SSW01	The task being undertaken: Safe Loading and Unloading
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Significant Hazards

- Insecure load
- Live traffic
- Fall from height
- Overturning/Falling plant

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional:

This task is being supervised by:	Project Site Supervisor
The person to contact in an emergency is:	Gary White, SHE Manager
Telephone number:	07565 011126

The stage by stage method of work:
<p>Pre-start checks</p> <ul style="list-style-type: none"> • Ensure the drop off point(s) are known in advance; • Suitable restraints will be available on each vehicle; • Always check that the weight of the load being transported is never more than the structural capacity of the restraints being used; • Ensure all loads are secured with the correct type and amount of restraints; • Only drivers with the appropriate licenses will be authorised to drive the vehicles; This will be confirmed prior to the commencement of employment; • Check that all lights, marker lights, markerboards and mirrors are clean and visible; • During icy/frosty conditions, it must be deemed by the driver whether access to the vehicle bed is safe. Sand (or salt) may be used where it is unavoidable to access the vehicle bed; • The vehicle bed will be kept clean at all times. A sweeping brush must be available to use at any time; • Ensure you have the correct personal protective equipment. Check that protective boots has a good grip and the sole is free from oil, grease and any other item which may pose a slip and trip hazard. <p>Loading the vehicle</p> <ul style="list-style-type: none"> • Ensure the area behind the vehicle is kept clear. No person must walk behind the vehicle during loading; • Access to and from the bed of the vehicle should be carried out via the correct routes only and not the side of the vehicle; • Only trained and competent persons shall operate any machinery which may be loaded/unloaded onto the vehicle; • Where practical, two persons should be used to secure the load; • Each restraint will be attached to the correct slots / tie-down points on the vehicle; • Each restraint will be choked and tightened by using a ratchet tension;

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- Caution should be taken by the driver when securing loads to the lorry bed. The driver must place his foot position in an area which does not overlap the edge of the vehicle bed;
- The driver will then visually check the load and restraints prior to driving away;
- If applicable, ramps should only be elevated using the automatic control panel;
- When the ramps are in place, each one must be additionally secured using straps;
- When transporting trailers ensure that the side plates are in place;
- Any steel will not be loaded or unloaded by staff. This will be loaded and unloaded by the customer;
- **No person to be in the vicinity when the vehicle is being loaded with steel and trailers. Ensure a safe distance is maintained at all times.**

Driving to site

- The route to site must be planned. Consider low bridges, built up areas or areas where the number of people will be high;
- The driver will ensure that the vehicle is driven at a sensible speed limit at roundabouts and turning points are negotiated with care;
- No person shall answer their mobile phone unless they have a hands free kit installed and working.

Unloading the vehicle on-site

- If possible, try and park the vehicle where the front of the vehicle is pointing in the direction of the on-coming traffic;
- Hazard lights, flashing beacons and other supporting lights (to maximise visibility) must be switched on prior to exiting the vehicle;
- Caution should be taken when exiting the vehicle. Look for moving traffic;
- Cones should be placed at the front of the vehicle to make on-coming traffic aware that the vehicle is being loaded or unloaded;
- High visibility clothing must be worn when working near live traffic.
- Keep reversing movements down to a minimum. When a driver's mate is available, he will be used to assist the driver in reversing movements. All banksman will be suitably trained;
- Ensure that the rear of the vehicle is clear before lowering any ramps and before unloading the vehicle;
- Take care when releasing the pressure from the restraints;
- Unload the vehicle carefully and ensure that the load is moved to a safe area;
- Ensure the goods are secure and cannot be accessed by members of the public;
- Ensure that the lorry bed is clean and remove all traffic cones carefully prior to leaving site.

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Safe Systems of Work

SSW03	The task being undertaken: Reversing, Coupling and Uncoupling of Vehicles
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Significant Hazards

- Vulnerable Road Users
- Live traffic
- Overhead cables/obstructions
- Other Parked Vehicles
- Blind Spots

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Project Site Supervisor
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

The stage by stage method of work:

Assess the requirement to reverse the vehicle

- 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.
- Assess the situation and decide if the manoeuvre can be completed without the need to reverse

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 maneuvers.
- If at any time the driver cannot see behind the vehicle whilst reversing they **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, to watch for obstructions and pedestrians, if one is available.

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SSW03	The task being undertaken: Reversing vehicles
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- 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

Coupling Procedure

- Ensure that the trailer park brake is applied
- Reverse slowly, ensure that the semi-trailer lifts as it comes into contact with the head-up ramps and listen for the fifth wheel locking mechanism to engage
- After the initial coupling is made, select a low gear and pull forward to establish the correct coupling has taken place
- Before alighting from the cab, engage the tractor unit park brake
- Ensure that the skid plate of the semi-trailer is resting on the fifth wheel coupling with no gap present
- Insert the fifth wheel lever locking pin (dog clip) or other device
- Connect the red air line
- Connect electrical lines (including ABS/EBS cables), and all remaining air lines. Connect the furthest away first and ensure all lines are clean and undamaged
- Wind up the landing legs fully and secure the handle
- Release the trailer park brake
- Fit the number plate and check the lights
- Carry out daily/ pre use defect checks

Uncoupling Procedure

- Ensure that the area where the trailer is to be dropped is level and can take the weight of the trailer.
- Before alighting from the cab, engage the tractor unit park brake and switch off engine.
- Ensure that the trailer park brake is applied
- Remove the number plate on the rear of trailer and stow it in the cab

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SSW03	The task being undertaken: Reversing vehicles
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- Wind down the landing legs fully and secure the handle
- Remove the fifth wheel lever locking pin (dog clip) or other device and pull the lever to disengage the coupling.
- Disconnect electrical lines (including ABS/EBS cables), and all remaining air lines. Disconnect the furthest away first and ensure all lines are clean and undamaged and stow them in the correct position.
- Disconnect the red air line last.
- Once all airlines and electrical connections have been disconnected, select a low gear and pull forward slowly to ensure that the trailer is fully disconnected and the legs are not sinking.
- Report any defects to the Traffic Office.

In the event of an unexpected movement when disconnecting the airlines, immediately disconnect the emergency airline (red).

Do not attempt to jump off or re-enter the cab.

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Safe Systems of Work

SSW04	The task being undertaken: Working at Height
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Significant Hazards

- Slips trips and Falls
- Rough and uneven ground
- Fatigue
- Unpredictable behaviour of persons
- Adverse weather conditions
- obstructions

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Project Site Supervisor
The person to contact in an emergency is:	Gary White, SHE Manager
Telephone number:	07565 011126

The stage by stage method of work:
<ul style="list-style-type: none"> • Employees must only use equipment that is in a serviceable condition and most suited for the job to be undertaken • Equipment should be placed as close as possible to the job to avoid over leaning as much as possible • Employees are fully aware of the risks involved in the job to be undertaken and comply with appropriate requirements to minimise risk to injury to themselves or persons in the immediate vicinity • If ladders are being used, visual checks must be carried out to check for damage prior to commencing use • Employees should avoid working below any other employee working at height • Reduce the need for people to be on the load area. • Correct ordering of the load, so that the position of orders on the load bed matches the order of delivery, reducing the need for the driver to climb on to see the load. • Analyse tasks to reduce slips and trips risk. Pushing or pulling loads or manual handling make risks higher. Aim to reduce the amount of times the driver needs to get in and out of the cab and on and off the back of the vehicle. • Task rescheduling can reduce risks if it leads to less rushing by drivers and less tiredness. • Provide training in avoiding slips and trips. Include aspects such as safe access/ egress using three points of contact, or not jumping down from the vehicle, which can lead to long-term damage to joints as well as strains and sprains.

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SSW04	The task being undertaken: Working at Height
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- Provide drivers with systems to document and report defects with safety equipment.
- Drivers should wear footwear with a suitable ankle support. Lace up boots are best.
- Communicate with delivery and collection sites to ensure that arrangements are in place to enable safe loading/ unloading to take place to minimise risk of falls from vehicles.
- Provide washing facilities to remove contaminants, such as diesel and mud, which can increase the likelihood of slip incidents on the vehicle cab or trailer.
- Carry out periodic checks on the vehicles to ensure vehicles are kept in a good clean condition.

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Safe Systems of Work

SSW05	The task being undertaken: Daily Walk Around Checks
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Significant Hazards

- Defects that render the vehicle unroadworthy
- In operable lights
- Defective steering and brakes
- Emissions from exhaust

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team / Site Supervisor
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

The stage by stage method of work:	
<p><u>Daily check process:</u></p> <p>Drivers will use the Hercules 'Vehicle Daily Defect Check' system that requires drivers to fill out a nil return if no defects are found.</p> <p>If a defect is found prior to departure from the yard then if minor is rectified there and then, if more serious then the vehicle is not sent out and an alternative vehicle sought to cover the work allocated. All defects must be phoned through to the Plant & Fleet Office prior to departure from the yard or starting duty from an overnight location.</p> <p>Daily monitoring, using our App Portal, is undertaken by the Plant & Fleet Office to ensure that all drivers have undertaken their daily checks. Defects noted on the drivers daily check sheet are registered on the Defect Tracking and Monitoring system.</p> <p><u>Check the following whilst standing on the ground next to the vehicle:</u></p>	
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"> • free from debris and located properly • free from leaks from the lines themselves • free from bulging, kinking, corrosion, and stretching, chafing or general damage/wear to any brake lines

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	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.
ELECTRICAL CONNECTIONS	Check that all visible wiring: <ul style="list-style-type: none"> • is insulated • is not in a position where it's likely to get chafed • all electrical switches operate their components correctly.
SECURITY OF LOAD	Check that any load is secured adequately (see SSOW 01 Safe Loading and Unloading) Ensure that any container has an effective secondary locking device fitted.
MARKERS	Check that marker boards are: <ul style="list-style-type: none"> • present if the type of vehicle requires them • not obscured by dirt or other objects • securely fastened • of the correct type • clearly visible
REFLECTORS	Check that the reflectors are not: <ul style="list-style-type: none"> • Obscured, missing, broken, or of the wrong colour.
TYRES AND WHEEL FIXING	Check as much of each tyre/wheel as you can see, there must be: <ul style="list-style-type: none"> • minimum tread depth of 1mm • sufficient inflation on each tyre • no deep cuts in the sidewall • no cord visible anywhere on tyre • no missing or insecure wheel-nuts
SPRAY SUPPRESSION	Check that spray suppression flaps are: <ul style="list-style-type: none"> • fitted (where required) • stiff and secure • undamaged • not clogged with mud or debris.
SECURITY OF BODY/WINGS	Check that: <ul style="list-style-type: none"> • all fastening devices are present, complete, secure and in working order • cab doors and trailer doors are secure when closed • no body panels on tractor unit or trailer are loose and in danger of falling off • no landing legs, where fitted, are likely to fall from the vehicle
BATTERY SECURITY/CONDITION	Check that: <ul style="list-style-type: none"> • the battery is held securely in place by correct means, by a clamp and not by its cables

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	<ul style="list-style-type: none"> the battery is not leaking - if there are leaks the battery must be replaced.
COUPLING SECURITY	Check that: <ul style="list-style-type: none"> the trailer (if applicable) is located correctly in the fifth wheel, (see SSOW 03 Reversing, Safe Coupling and Uncoupling) the security bar is in the correct position for its use
FUEL/OIL LEAKS	With engine on, check: <ul style="list-style-type: none"> underneath vehicle for any leaks of fuel or oil that fuel filler cap is properly located <p>If leaks are detected that are not fuel or oil, trace the cause (e.g. power steering fluid, water, etc.)</p>
LIGHTS AND INDICATORS	Check that: <ul style="list-style-type: none"> all lights and indicators work correctly all lenses are present, clean and are the correct colour stop lamps come on when the service brake is applied and go out when released marker lights are present and work (where applicable) all dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.)

Check from the driver's seat:

CHECK	What to look for/report as defect if not in a serviceable condition
MIRRORS AND GLASS	Check that all mirrors that should be there: <ul style="list-style-type: none"> are aligned properly and are secure <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"> damaged/discoloured glass obstructions (stickers etc.) <p>Check that the side windows are not:</p> <ul style="list-style-type: none"> damaged discoloured in a way that obscures the view to a mirror
HORN	Check that horn controls easily accessible from driver's seat; and horn unit works when controls operated

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STEERING	<p>Check steering for excessive play.</p> <p>When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.</p>
BRAKES	<p>Check that:</p> <ul style="list-style-type: none"> the service brake operates both the vehicle and trailer brakes (where applicable) the parking brake for the vehicle unit is operational <p>These checks can be done by listening for the air releasing from the vehicle 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"> the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision the trailer parking brake works by operating it as you do the walk around check
EXCESSIVE ENGINE EXHAUST SMOKE	<p>Check that:</p> <ul style="list-style-type: none"> the exhaust isn't emitting excessive amounts of smoke
WINDSCREEN WIPERS AND WASHERS	<p>Check that:</p> <ul style="list-style-type: none"> wipers move continually when switched on wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers washers point at windscreen and are operational

These tables are for guidance only and if you are not sure of anything then report it to the Plant & Fleet Office immediately.

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Safe Systems of Work

SSW06	The task being undertaken: Vulnerable Road Users
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Significant Hazards

- Vulnerable Road Users

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement		
Below is a list of different Road User types, their characteristics, and actions you can take to ensure your own and their safety:		
Road User Type	Characteristics	Action Required
Motorcyclists	<ul style="list-style-type: none"> Can be difficult to see, especially at junctions Are often moving quicker than you might think Can be affected by side wind, when being overtaken Are often injured when cars pull out of junctions 	<ul style="list-style-type: none"> Think motorbike. Expect to see motorcyclists and give them time and room Always check your mirrors for motorcyclists. Be especially careful that your nearside is clear when turning left, and at roundabouts Take extra care when pulling out of junctions - always recheck for motorcyclists Give motorcyclists plenty of room when overtaking them Spilt fuel is hazardous for motorcyclists. Make sure your fuel cap is secure

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SSW06	The task being undertaken: Vulnerable Road Users
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Horse riders	<ul style="list-style-type: none"> • Prefer not to use the roads, but still need to reach bridleways and other off-road facilities • Sometimes ride in double file to protect novice riders or nervous horses • Are often able to see and hear further ahead than a motorist, and may signal to you • Are dealing with powerful animals which are easily frightened and can panic in traffic • May be children More than a half of all road accidents involving horses happen on minor roads 	<ul style="list-style-type: none"> • Drive slowly past horses. Give them plenty of room and be prepared to stop • Keep engine noise as low as possible and avoid sounding the horn • Look out for horseriders' signals, and be aware that they may not move to the centre of the road before turning right
Pedestrians	<ul style="list-style-type: none"> • More than 60 child pedestrians are killed or seriously injured every week. • Children often misjudge the speed and intentions of drivers. • They are easily distracted, and may dash into the road without looking • Nearly half of all pedestrians killed are aged over 60. • Older people may have difficulties in seeing or hearing approaching traffic, and may have decreased mobility 	<ul style="list-style-type: none"> • Remember you're a pedestrian sometimes too • Give them time and room to cross, especially the elderly or disabled. Your speed can literally make the difference between life or death • Remember, they may be hard to see, especially children • Be ready for the unexpected • Don't park on pavements • Stop at zebra crossings if someone is waiting to cross • You must stop for School Crossing Patrols • Never wave a pedestrian across the road - there may be other traffic overtaking from behind you
Cyclists	<ul style="list-style-type: none"> • Can be difficult to see, especially at junctions • Have a tendency to wobble, and are easily affected by side wind, when being overtaken • Are particularly vulnerable at roundabouts • Cannot move off very quickly • Ride away from the kerb to avoid drains and debris and to be more easily seen 	<ul style="list-style-type: none"> • Think bike. • Expect to see cyclists and give them time and room • Always check your mirrors for cyclists. Be especially careful that your nearside is clear when turning left, and at roundabouts • Give cyclists plenty of room when overtaking them • Respect cycle lanes and Advance Stop Lines • Slow down • Never overtake a cyclist and then turn left shortly afterwards

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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 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 arose 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.

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Safe Systems of Work

SSW07	The task being undertaken: In-Cab Technology
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Significant Hazards

- Obstruction of drivers' vision and view to front
- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Distraction of the driver whilst driving
- Devices providing incorrect information
- Over reliance on the device to conduct their duties
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking a wrong or illegal turn, becoming stuck or being involved in a traffic collision

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement
<p><u>4 Types of Distraction:</u></p> <p>Visual distraction occurs when a driver sees objects or events, and this impairs the driver's observations of the road environment. Concern about visual distraction is not new, when windscreen wipers were first introduced, there was concern over their potentially hypnotic effect.</p> <ul style="list-style-type: none"> • The way that a driver observes the area around the vehicle depends on how complex it is, and in complex environments, drivers can find it more difficult to identify the main hazards. • In undemanding situations, driver's attention tends to wander towards objects or scenery that are not part of the driving task. Estimates of how much time drivers spend doing this varies from between 20% and 50%. <p>Cognitive distraction occurs when a driver is thinking about something not related to driving the vehicle.</p> <ul style="list-style-type: none"> • Studies of driver's eye fixations while performing a demanding cognitive task show that their visual field narrows both vertically and horizontally, meaning that rather than scanning the road environment for hazards and spends much more time staring ahead than usual; in other words, tunnel vision.

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SSW07	The task being undertaken: In Cab Technology
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- This means that drivers who are cognitively impaired will spend less time checking mirrors or looking around for hazards.

Biomechanical distraction occurs when a driver is doing something physical that is not related to driving,

- for example, reaching for something and be out of the driving position, or holding an item.

Auditory distraction is caused when sounds prevent drivers from making the best use of their hearing, Their attention has been drawn to whatever caused the sound.

You can get an automatic fixed penalty notice if you're caught using a hand-held phone while driving or riding. You'll get 6 penalty points on your licence and a fine of £200.

Your case could also go to court and you could be disqualified from driving or riding and get a maximum fine of £1,000. Drivers of buses or goods vehicles could get a maximum fine of **£2,500**.

Therefore:

- **Drivers are not to alter or modify company vehicles in any way without seeking prior approval from a Director.**
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 the Company'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.
- **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

Document Name	SSW 07 – In-Cab Technology	Date Created	01/05/2020
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Safe Systems of Work

SSW08	The task being undertaken: Driving Standards
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Significant Hazards

- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking unnecessary risks and driving in an unprofessional manner and harming the company's reputation.

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement
<p>Drivers must drive, at all times:</p> <ul style="list-style-type: none"> • Respecting the rules of the Road as set out in the Highway Code <p>Paying particular regard to:</p> <ul style="list-style-type: none"> • Using Defensive Driving Techniques • Driving to the road conditions • Adhering to speed limits • Vulnerable Road Users (SSW06) • Minimising the use of in-cab technology (SSW07)

Document Name	SSW 08 – Driving Standards	Date Created	01/05/2020
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Defensive Driving:

Drivers are expected to drive defensively and economically showing due regard and courtesy to other road users. 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 (but under the speed limit)
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:
 - 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

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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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Adverse Weather Conditions:

1. **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).

2. **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

3. **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.



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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
- 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)

4. 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.

5. 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

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- 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

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.

6. 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

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)

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Significant Hazards

- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking unnecessary risks and driving in an unprofessional manner and harming the company's reputation.

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement
<p>It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising him to drive it. It is also an offence for a person to cause or permit another person to drive it.</p> <p>Failure to do so is a criminal offence punishable by a fine of up to £1,000.</p> <p>Fitness to drive comes in three forms:</p> <ul style="list-style-type: none"> • Relevant Licence entitlement C1, C or CE, qualifications DQC Card and Digital Tachograph card. • Not driving under the influence of drugs, illegal or prescribed, or alcohol, and driving whilst tired. • Being fit to drive, conforming to the vision requirements to drive, reading a Vehicle Registration Number at 20 metres, and declaring any medical conditions that may affect entitlement to drive to the DVLA. <p>Driving Licences</p> <ul style="list-style-type: none"> • 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 <u>immediately</u> reported to the Plant & Fleet Team. Our insurers impose certain limitations upon drivers. Failure to notify any change of licence could mean that individual drivers are not insured.

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<ul style="list-style-type: none"> All drivers of company vehicles are required to complete a driving licence mandate at the start of their employment which the Company 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 the Company 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 (Drivers Handbook 8.3) and Driver Qualification Card (see below) and have them with them at all times. 	
<p>Drivers CPC (where applicable to vehicle driven)</p> <ul style="list-style-type: none"> 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. The company will schedule and finance a programme of JAUPT 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 the company 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. 	
<p>Drug & Alcohol and Driving</p> <ul style="list-style-type: none"> The company 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. The Company 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. 	

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Eyesight

Drivers are made aware of the importance of ensuring their eyesight is satisfactory and meets the requirements for driving.

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 or, 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.

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.

Where glasses or contact lenses have been prescribed it is mandatory for the driver to ensure these are worn at all times. Failure to do so is treated a disciplinary issue and shall result in written warnings and possible dismissal for persistent offenders.

Drivers shall be required to demonstrate to the Plant & Fleet Team that they can read a vehicle registration plate from a distance required by DFT Regulations of 20 metres for a new style number plate on a six monthly basis, starting from the beginning of their employment. Evidence of the check shall be recorded. Eyesight checks will be completed every 6 months and if a driver fails an in-house eyesight check 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.

Where a driver is required to wear glasses it shall be confirmed that these have been prescribed within the last 3 years. Where this is not the case the driver shall be required to attend an eye test to determine if their current glasses are still suitable.

Drivers not requiring glasses shall be required to demonstrate to the Plant & Fleet Team that they can read a vehicle registration plate from the minimum distance required by DFT Regulations. (20 Metres).

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The company will use either a Highway Code style distance check at 20 metres or an on-screen check using thertc.co.uk eye test simulator.

Health Review

The Company recognises the importance of ensuring staff have no undisclosed health concerns, to verify this the Transport Manager shall conduct a 6-monthly review with each member of staff and details shall be recorded on the Health Declaration.

Any changes to health that may affect an employee's entitlement to drive as shown on the Health declaration can be checked as part of the driver licence check. If a driver has not declared the notifiable changes to the DVLA will be suspended from driving duties until such time that the driving licence check confirms that entitlement has been re-instated.

Conditions that need to be notified to the DVLA are:

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

Also, for vocational licences:

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- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

Notification to the DVLA:

Drivers must inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from www.direct.gov.uk/driverhealth).

Digital Tachograph Card (where applicable)

- Driver cards will not be supplied by the company. 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 Transport 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.

Lost, Stolen or Defective Digital Tachograph Cards:

- 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.)
 - Drivers 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:

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

Issue of Cards:

- 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 on the .gov website 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.

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- 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 drivers receive their new card(s) you will also be sent a confirmation of receipt letter which must be filled in and returned to DVLA. The tachograph driver card will be sent to the driver's 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 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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Significant Hazards

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary White, SHE Manager
Telephone number:	07565 011126

Method Statement
<p>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).</p> <p>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.</p> <p>Incident reporting procedure</p> <p>In the event of an impact or injury</p> <ul style="list-style-type: none"> • 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. 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'. <p>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.</p> <p>Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately</p>

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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 Hercules 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, the Company is involved in additional costs, the employee responsible will be subject to disciplinary action.

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Safe Systems of Work

SSW11	The task being undertaken: Drivers Hours and Driver Fatigue
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Significant Hazards

- Drivers causing injuries to themselves and others as a result of a traffic collision due to fatigue.
- Drivers committing an Tacho Infringement (where applicable)

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement
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.
<p><u>Road Transport (Working Time) Regulation 2005</u></p> <p>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.</p> <p>Under the Regulations, "working time" for mobile workers must not exceed:</p> <ul style="list-style-type: none"> • 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.
<p><u>British Domestic Rules (Van Drivers)</u></p> <p>The general rule is that drivers of goods vehicles over 3.5t in the UK will need to comply with the EU rules on drivers' hours. There are, however, a number of exemptions from this general rule. If such an exemption applies, then the domestic hours' rules will usually need to be followed instead.</p> <p>This topic looks at when the British domestic hours' rules apply and the requirements of these rules.</p>

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Employers' Duties

Employers must:

- organise the employees' work to ensure the rules on British Domestic Hours Rules are not broken
- make regular checks of drivers' hours records to ensure the rules have not been broken
- take action to prevent infringements of the rules being repeated by drivers
- ensure drivers fully understand their responsibilities within the Rules.

Employees' Duties

Employees have a responsibility to:

- ensure that they do not breach the limits of British Domestic Hours Rules
- keep adequate work records that prove the rules have not been broken
- inform employers of any work carried out for other employers
- understand that they, along with the employer, may be potentially liable for prosecution if the rules are broken.

In Practice

When are Drivers In Scope of the Domestic Hours' Rules?

Generally speaking, there are two main circumstances in which a driver of a goods vehicle will be in scope of the British domestic rules. These are the following.

1. If the vehicle or vehicle combination they are driving has a maximum permissible mass of 3.5t or less.
2. If the vehicle has a maximum permissible mass in excess of 3.5t, but an exemption or derogation from the EU drivers' hours regulations applies.

For details on circumstance 2, see [Vehicles in Scope of Domestic Hours' Rules](#) in the [Worked Examples](#).

Exemptions from the British Domestic Hours' Rules

Some groups are exempt not only from the British domestic hours' rules, but from the EU rules as well. These are:

- drivers of vehicles used by the Armed Forces, the police and fire brigade
- drivers who always drive off the public road system
- private driving, ie not in connection with a job or in any way to earn a living.

Domestic Hours — the Rules

The British domestic hours' rules differ in a number of crucial ways from the EU rules. The key provisions of the domestic rules are set out below.

Definitions

Driving

Under the British domestic hours' rules, "driving" is defined as being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time.

Duty

Duty is the whole period, whether driving or otherwise, during which the employee is at work but excluding breaks or rest. For owner drivers, duty means the time spent driving a vehicle connected with their business or doing any other work connected with the vehicle and its load.

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The week

A week is defined in the same way under domestic rules as the EU week, ie the fixed period between 0000 Monday to 2400 Sunday.

The day

A **day** is not the same fixed period as it is for the EU rules but for the purposes of the domestic rules is defined in the Drivers' Hours (Goods Vehicles) (Modifications) Order 1986 (SI 1986 No. 1459) as:

- any working period (that is to say, any period during which a driver is on duty) which does not fall to be aggregated with the whole or part of any other such period or periods by virtue of paragraph (b) of this definition
- where a working period is followed by one or more other such periods beginning within the 24 hours next after the beginning of that working period, the aggregate of that working period and so much of the other such period or periods as fall within those 24 hours.

In plain language, this is the 24-hour period beginning when the driver starts work.

The limits:**The maximum daily driving limit**

The maximum daily driving limit is 10 hours per day. The daily driving limit applies to driving on and off the public road, unless the driver never drives on the public road system, in which case he is exempt from the domestic rules. For the purposes of agriculture, quarrying, forestry, building work or civil engineering, off-road driving counts as duty time rather than driving time.

Daily duty

In any working day the maximum daily duty permitted is 11 hours. A driver is exempt from the daily duty limit on any working day when he or she does not drive.

A driver who does not drive for more than 4 hours on each day of the week is exempt from the daily duty limit.

Drivers of goods vehicles, including dual purpose vehicles, not exceeding a maximum permitted gross weight of 3.5 tonnes are exempt from the duty limit but not the driving limit when used:

- by doctors, dentists, nurses, midwives or vets
- for any service of inspection, cleaning, maintenance, repair, installation or fitting
- by commercial travellers when carrying goods (other than personal effects) only for the purpose of soliciting orders
- by the AA, RAC or RSAC
- for cinematography or radio and television broadcasting.

Breaks and rest

The domestic rules themselves contain no specific requirements for breaks or rest (although a daily rest period is implicit in the 11-hour maximum daily duty time) but drivers who are subject to them are affected by certain provisions of the Working Time Regulations 1998, as amended:

- weekly working time must not exceed an average of 48 hours over the (usually 17-week) reference period, although individuals can opt-out completely and the reference period may be extended by a workforce or collective agreement

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- workers should have adequate rest, defined as “regular rest periods that are sufficiently long and continuous 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”.

Emergencies

Where events cause, or are likely to cause:

- danger to life or health of people or animals
- serious interruption in the maintenance of public services for the supply of water, gas, electricity or drainage or of telecommunication or postal services or in the use of roads, railways, ports or airports
- serious damage to property,

then driving and duty limits are suspended for the duration of the emergency. The driver should enter details of the event on his or her record sheet.

Mixed driving

Some drivers spend some of the time on EU-regulated operations and some on work that comes under British domestic rules. Where this occurs, the driver may elect to follow the EU rules all the time, even on work when domestic hours would normally apply, or follow the relevant rules for the type of work. If the latter option is chosen, the EU rules always take precedence over the domestic ones and the following points must be observed.

- Time spent working under EU rules cannot count as a break or rest under domestic rules but as driving or other duty, as appropriate and should be entered in the record book as such.
- Time spent operating under domestic rules counts as “other work” under community rules and must be entered manually into the tachograph as such and not treated as a break or rest under EU rules.
- When driving under both domestic and EU rules take place in the same day, the combined total driving hours must not exceed the domestic limit of 10 hours and the combined total duty time must not exceed 11 hours.
- On days when any time is spent under EU rules, the driver must take breaks and a daily rest period in accordance with the EU rules.
- At the end of a week when any time is spent under EU rules, the driver must also take an EU weekly rest period.

EU Drivers Hours Regulations:

	BASIC	PERMITTED VARIATION
DAILY DRIVING (between 2 periods of rest)	9hrs	May be extended up to 10hrs not more than twice during the week
DAILY REST	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.

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WEEKLY REST	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.
CONTINUOUS DRIVING	4.5hrs	No variation permitted
WEEKLY DRIVING	56hrs	No variation permitted
FORTNIGHTLY DRIVING	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.		

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
- 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

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

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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.

Night Working, Rests and Breaks

Night Working

- Night time 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 night time 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.
- 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).

Driver Fatigue

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

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Managing Driver Fatigue

At all times the company 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:

Temperature:	Cool dry air, especially on you face, help keep you alert.
Sound:	Irregular or vairable sounds e.g. conversation can stimulate alertness.
Environmental Light:	Bright light tends to increase alertness while a dim light leads to drowsiness.
Aroma:	Studies hae found that some smells, e.g. peppermint, make people more alert.
Sleep:	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.

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 OSA. (Obstructive Sleep Apnoea)

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).
- 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.

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This condition is notifiable to the DVLA

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Recording Working Time



Working Time is to be recorded on a daily basis and communicated to the Plant & Fleet Office weekly.

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.

Tachograph-applicable vehicles:

The company uses data from tachograph records, where applicable, 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".

	Crossed-hammers mode for other work (any activity other than driving
	Periods of availability known about in advance

The following table defines **mode use** in any fleet Tachograph-applicable vehicles:

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 Working Time Directive 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: Doing the Daily Vehicle Defect Check / Walk around Un-loading the vehicle Completing paperwork all periods not covered by Rest, Periods of Availability and Driving 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.

Monitoring & Measurement:

Data from our working time recordings along with, where applicable, both Analogue and Digital tachographs will be analysed, where applicable, by the company and details of any infringements will be communicated to the driver, as will any instructions on improving performance.

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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.

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Safe Systems of Work

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Significant Hazards

- Drivers causing injuries to themselves and others as a result of a traffic collision with a bridge.

PPE requirements
Standard: Protective metatarsal footwear, Class 3 high visibility clothing, hard hats, protective goggles
Additional: Vehicle Warning Lights (Flashing Beacons or Hazard Lights)

This task is being supervised by:	Plant & Fleet Team
The person to contact in an emergency is:	Gary Davidge, Plant & Fleet Manager
Telephone number:	07955 081553

Method Statement
<p>Avoid Bridge Strikes</p> <p>There is a particular need for drivers to take care when their vehicles are pulling high loads or trailers especially when negotiating low bridges.</p> <p style="color: red; text-align: center;">The safest rule is always: if in doubt – get out and have a look – don't take a chance.</p> <p>Striking bridges is potentially dangerous and expensive.</p> <ul style="list-style-type: none"> • Dangerous because: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> • Your company will be liable for costs due to the bridge strike including: <ul style="list-style-type: none"> ▪ 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

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- Your company may also be liable to prosecution
- The good repute of your company 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.

4.11.2 Bridge Height signage

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

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

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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



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

The Road Traffic Act 1988 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 your company 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 your company may learn lessons to avoid a repeat incident.



Example identification plate at a Network Rail bridge

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4.11.4 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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How this toolbox talk will help you:

This toolbox talk covers:

- The different forms of threats that exist in terms of security and terrorism
- Current trends in freight crime and where hotspots exist
- Ways to identify / report suspicious behaviours or activity
- Measures you can take to reduce putting yourself and the vehicle at risk of hijack, theft or physical attack
- What to do if you are involved in a security or terrorism related incident.

Crimes such as theft, vandalism and assault could occur at any time. You need to be aware that both you and your vehicle are a potential target for criminals who want to steal your cargo; stowaways who want to cross borders hiding in your truck; and possibly terrorists who may want to exploit your vehicle and/or load for acts of terror.

As a professional driver it is your responsibility to look after your load and ensure the safety and security of your vehicle. Any attempted, actual or suspected criminal activity must be reported to your manager and any other relevant parties such as the police and counter terrorism hotlines.

It is essential that you understand what procedure to follow if you are involved in a security or terrorist related incident.

Threats and trends in freight crime and where hotspots exist

As a driver you need to be aware of terrorism and the potential for vehicles to be used as weapons. As long as you are carrying a load, you are vulnerable and can be a target of crime whether it is fuel theft, load theft, hijacking or fraudulent theft.

These types of crimes pose a serious threat to the safety of the general public and can be frightening and stressful for the driver. They can also cause major disruption and economic loss and have a far-reaching impact beyond those who are tasked with simply transporting the goods.

Freight Watch International (FWI) estimates that freight crime costs European Union (EU) Member States €11.6 billion in the loss of goods each year. In reality, the figure could be much higher as other factors such as repair costs, replacement goods, contractual penalties, hire vehicle / equipment costs, insurance premium increases and administration/investigative costs are difficult to assess.

At present, the UK is ranked third in the EU for cargo thefts. Only Germany and the Netherlands have higher rates of such crimes.

A high proportion of commercial vehicle crimes are committed by organised gangs, as they steal to order. They often target particular vehicles or loads with high-value consumer goods being the preferred cargo as they can be quickly and easily sold on.

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The most common security and terrorism incidents include:

- Fuel theft through siphoning
- Load theft while vehicles are parked or resting at unsecured parking locations
- Curtainsiders having their curtains slashed
- Use of vehicles as a mobile weapon
- Unknowingly carrying stowaways across borders
- Hijacking
- Diversion and fraudulent theft
- Physical attacks on drivers
- The consequences of freight crime and terrorism attacks can include:
 - Fatalities and serious physical injuries
 - Psychological damage to persons affected
 - Adverse impact on the finances and reputation of the haulier involved

Ways to identify and report suspicious behaviours or activity.

There are a number of things that could alert you to suspicious behaviours or potential terrorism and theft. These are as follows:

- Broken CCTV camera(s): someone may not want the street to be watched
- Unfamiliar individual at site: it is important to be cautious if the person welcoming you to a site does not look familiar, even if they are wearing the requisite HSE equipment (e.g. hardhat, hi- vis jacket)
- Broken street lighting: making it difficult to see what's happening clearly
- Correct paperwork/identification: it is vital to check if there is any doubt that the person holding it is a genuine security officer
- Suspicious vehicles: ensure there are no vehicles that are out of place for the environment around e.g. unmarked truck on side street ready to load with doors open.
- Suspicious people: loitering near or wandering around a possible target

Measures you can take to reduce putting yourself and the vehicle at risk

As a knowledgeable professional driver, you are the best theft prevention tool available! While there are physical ways to protect a trailer or cargo from getting stolen, as a driver, avoiding putting yourself and your equipment in situations where theft is most likely to occur is the best way to avoid becoming a victim.

As a driver, you can reduce the likelihood of security and terrorism related incidents whilst on the road by considering the following:

- Daily Checks: Conduct visual checks around your vehicle before departure and upon arrival.

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- When you leave your vehicle, always lock it and always take your keys with you. Never leave them in the cab.
- Plan Ahead: Plan your route, stopovers and overnight parking. Avoid high-risk routes or routes where you need to drive slowly or make many stops.
- Look out for suspicious behaviour and vehicles - be the eyes and ears of the road.
- Stick to pre-defined routes and ensure that you report any diversions.
- Keep a mobile phone with you with sufficient charge to contact your Plant & Fleet Manager or the police if you need to.
- Loading and Unloading: When loading or unloading, lock the cab.
- When driving, where appropriate, lock the load compartment.
- Check that all security devices are working.
- Be alert when leaving your loading point. Criminal surveillance often begins at, or within a mile of, your origin.
- Never unload into another vehicle or at a different location than specified in your delivery instructions.
- Check that your navigation system has the correct delivery address.
- Parking safely: Whenever possible decide where you are to park overnight before starting your journey and stop only at secure locations. Park your vehicle within sight and where you can return to it quickly for short breaks. When returning, check all round for signs of interference, including any load security seals.

When you deliver:

- ✓ Make sure you are delivering to the right place (check collection and delivery against the notes)
- ✓ If the delivery instructions are changed, get written confirmation of the changes from senior staff at the delivery address or from your employer
- ✓ Make sure that there is a clear signature and printed name on the POD note (proof of delivery)
- ✓ Check that quantities and weights match the collection and delivery notes
- ✓ Monitor unloading operations personally if possible
- ✓ Check the load seal is intact and the number is the same as on the delivery note

What to do if you are involved in a security or terrorism related incident?

As an experienced driver you have a feel for what is and isn't quite right. If you have any concerns over suspicious activity or potential crime you should contact the police or other authorities:

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Information you may need:

The more information you can give will help the authorities to look into your concerns, as always do not put yourself or others in danger,

Date / Time Location / Train / Airport / On route / Office / Factory / Warehouse

Registration number / type of vehicle, if relevant

Description / Race / Clothing / Hair colour / any other relevant info, for example rucksack

‘Remember stay safe, do not put yourself or others in Danger! Report any of the above by calling if Urgent 999, less urgent 101, or Crime stoppers on 0800 555 111. HGV Related Crime 02380 478311, Anti-Terrorist Hotline 0800 789 321.

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Documents and information you can refer to in the toolbox talk – look at these before you begin!

- FORS Fuel Tracker: <https://www.fors-online.org.uk/cms/fuel-tracker/>
- Freight Best Practice Fuel saving tips: <http://webarchive.nationalarchives.gov.uk/20090208195916/http://www.freightbestpractice.org.uk/saving-fuel>
- FORS Performance Management System: <https://www.fors-online.org.uk/cms/performance-management/>
- FORS Fuel management guide: <https://www.fors-online.org.uk/cms/>
- Eco-driving for HGVs: DfT: <https://www.fors-online.org.uk/cms/wp-content/uploads/2017/02/Eco-driving-for-HGVs.pdf>

1. Aim of toolbox talk

The aim of this toolbox talk is to communicate to drivers (including sub-contracted and agency drivers), the importance of monitoring and minimising fuel use and vehicle emissions.

2. How this toolbox talk will help you

This toolbox talk will teach you about the different methods of reducing fuel use, including anti-idling, driver training, fuel efficient driving techniques, changing the vehicles used and operating best practices. By following some or all of these measures you can improve the efficiency of your company's operations as well as become more fuel efficient. This will help you to become a safer driver and also enable you to do your bit for the environment.

In addition you should make sure that you are following company policy to record your fuel usage.

The talk will end with some questions, so listen up!

3. Importance of fuel management

Our company goal is to ensure fuel and tyre usage is recorded, monitored and managed.

- Road transport makes up about 17 per cent of the UK's CO₂ emissions. HGVs account for around 20 per cent of the overall transport sectors emissions
- Fuel represents 35 per cent of a transport operator's running costs
- The UK government is committed to reducing Green House Gas (GHG) emission levels by 80% from 1990 levels, by 2050

4. Why does the talk need to be given? (points to emphasise)

- Apart from the obvious reasons of safety, drivers face stiff penalties for dangerous driving and could even lose their licence. If found guilty you could be hit with an unlimited fine, a driving ban and up to 14 years in prison
- Penalty points remain on the driving record for four years from the date of the offence
- It's essential that you understand the importance of monitoring and minimising fuel use so that the environmental impacts can be reduced
- Fuel efficiency is important for the company and it shows you are acting as a professional driver. By being more fuel efficient you have the potential to reduce fuel usage by up to 22 per cent thus saving money for the company
- As a driver you need to understand the importance of planning your journey as this will aid in saving fuel

5. How can you reduce your fuel usage?

- Record your mileage and fuel use for every journey you do. This will help to pinpoint areas for improvement
- Minimise engine-idling – Today's vehicles are designed to warm up fast. Avoid idling when you can; idling is 0 miles per gallon. If your vehicle is likely to be stationary for more than two minutes switch the engine off
- Don't drive aggressively and do drive at a safe speed. Avoid aggressive driving and aggressive starts. All vehicles lose fuel economy at speeds above 55 mph. A 20 per cent reduction in fuel consumption can be achieved simply by reducing your speed from 56 mph to 50 mph
- Road type and traffic conditions play a part in the amount of fuel used on a journey. If you have to change gear, brake or accelerate more often, this will increase fuel usage. Think about the route you are taking to site (see O1 – Routing). Is this likely to be the most efficient?
- Try to plan ahead and use your visibility advantage provided by the high seating position in a truck to regulate your speed, keep the vehicle moving and avoid having to brake harshly. Keeping a vehicle moving, even at walking pace, requires considerably less fuel use than moving a vehicle from a standstill
- Ensure loads and empty tipper bodies are correctly sheeted as this will reduce aerodynamic drag and save fuel. Tests show that by correctly sheeting an empty tipper body at 56mph you could see improvements of over eight per cent
- Use the momentum of the vehicle on undulating roads to climb and descend hills. On modern, electronically controlled vehicles, when the foot is taken off the accelerator, fuel stops entering the combustion chamber and so the vehicle uses no fuel

Toolbox Talk – O2 Fuel, emissions and air quality

- ⦿ If you have cruise control, use it when it's safe and appropriate to do so as this will maximise fuel economy
- ⦿ Use the exhaust brake instead of the footbrake as this will contribute to smoother decreases in speed, increase the lifespan of brake linings and save fuel
- ⦿ Avoid over-revving the engine – Lower revs give higher levels of fuel economy. Try and keep the engine revs within the green band
- ⦿ Make sure the air deflectors are correctly adjusted for the type of trailer or load you are pulling
- ⦿ Park up in a way that will avoid early-morning manoeuvring with a cold engine - this wastes fuel
- ⦿ Know your average MPG for the vehicle you drive
- ⦿ Take care when refuelling the vehicle. Fuel spillages need to be minimised and managed

6. Incentive

Adopting best practice in fuel efficient driving leads to:

- ⦿ Reduced fuel spend - a rise in profits could improve your job security. Your contribution counts!
- ⦿ Improved road safety
- ⦿ Increased productivity and vehicle utilisation
- ⦿ Reduced vehicle operating costs
- ⦿ Reduced likelihood of receiving fines and penalty points
- ⦿ Increased confidence in vehicle control and driving performance

7. Questions to ask to ensure that the talk has been understood

1. Why do you need to think about fuel management?
2. What are the benefits of adopting best practice in fuel efficient driving?
3. Why is it important to record your fuel usage for every journey?
4. How long should your vehicle be stationary before you switch off the engine?
5. Name some of the other things you can do to reduce fuel usage?
6. What level of fine and how many points does dangerous driving carry?
7. How long do points stay on the driving record for?
8. Why is it important to plan your journey before you set out?

8. Final summary

To sum up, we need to make sure that fuel usage is minimised and recorded after every journey as this will help to pinpoint areas for improvement.

It is important to understand that this can help to reduce fuel spend, improve road safety, increase productivity and vehicle utilisation, reduce vehicle operating costs and reduce the likelihood of receiving fines and penalty points. It can also help to improve your job security and reduce environmental impacts.

Thank you for your time – and now I would like your feedback.



Documents and information you can refer to in the toolbox talk – look at these before you begin!

- Road traffic act 1988: www.legislation.gov.uk/ukpga/1988/52/contents
- Health and Safety at Work act 1974: www.hse.gov.uk/legislation/hswa.htm
- CLOCS Managing collision reporting and analysis: https://www.clocs.org.uk/wp-content/uploads/2015/05/CLOCS-Toolkit-managing-collision-and-incident-reporting_APRIL_15.pdf
- CLOCS Manager <https://www.fors-collision-manager.org.uk/>
- FORS collision management toolkit <https://www.fors-online.org.uk/cms/wp-content/uploads/2016/09/Collision-Management-Toolkit.pdf>

1. Aim of toolbox talk

The aim of this toolbox talk is to make drivers (including sub-contracted and agency drivers) aware that incidents, traffic collisions and near-misses shall be recorded, investigated and analysed and that insurance claims will be monitored, reviewed and acted upon.

The talk should demonstrate to drivers that staff and vehicles will be subject to thorough assessments before being deemed roadworthy after an incident.

2. How this toolbox talk will help you

This toolbox talk will help you meet the road traffic collisions requirement of the FORS Standard by providing guidance on what to do following an incident, traffic collision or near-miss and what actions you should take at the scene and after.

The talk will end with some questions, so listen up!

3. Reason why

Incidents, traffic collisions and reported near-misses shall be recorded, investigated and analysed to ensure the root causes of all incidents and collisions are fully understood. It is also necessary to determine what actions are required to minimise future re-occurrence.

- By law if you are involved in an incident or collision you must stop. Failing to stop after an incident and failing to report an incident can each result in five to ten penalty points, a large fine, disqualification from driving and possible imprisonment

[Refer to the UK Highway Code (Rule 286), which is relevant for parties involved in collisions]

- By law if you are involved in an incident or collision you must stop in a safe place. Section 170 Road Traffic Act 1988 makes it an offence to fail to stop at the scene of a collision

[Refer to the Health and Safety at Work Act 1974]

4. How do you determine if an incident or traffic collision has occurred?

An incident or traffic collision is said to occur when any of the following happens:

- Any person other than the driver is injured
- Damage is caused to another vehicle
- Damage is caused to property on or next to the road
- Injury is caused to a domestic animal (mule, ass, dog, horse, cattle, goat, sheep and pig)

5. What must you do in the event of an incident or collision?

You should be sufficiently trained and know the procedures to follow in case you are involved in an incident or traffic collision. As a professional driver, you should know what actions to take at the scene. These actions are as follows:

- Switch off engine
- Attend to anyone who may be in danger or in need of medical attention if you feel able to do so without causing further injury to any casualty
- Call the emergency services and provide them with information about the incident, traffic collision and any special circumstances. Be sure to take note of the name of the emergency services person(s) attending the scene
- Avoid any admission (or partial admission) of liability which may help avoid any later allegations of careless driving or negligence
- Capture as much information as possible relating to the incident or collision at the scene using a suitable form to record the information. This information should include:
 - The names and addresses of the other parties involved along with their telephone number, vehicle information including registration, model, make and colour
 - Details of any witnesses
- Take photographs or make sketches (where safe to do so) of the incident scene from a number of different positions. Be sure to capture:
 - The vehicles involved
 - The approximate dimensions of the scene itself
 - Any damage to vehicles and property (including old damage that might already be present)
 - Any relevant factors or features relating to the incident or traffic collision such as weather conditions, speed at the time, speed of the other vehicle, signs or signals given or not given, state of the road surface, traffic volume etc.

Toolbox Talk – 03 Road traffic collisions

- Stay at the scene until you are allowed to leave by the emergency services and your presence is no longer required
- You should also comply with any requests made by the police
- Report to your supervisor/manager as soon as it is appropriate to do so (within 24 hours), and also complete a post collision/incident reporting form to describe the incident from your own point of view

6. Who is responsible for collecting the required information?

Following a collision there is likely to be a great deal of information that can be collected at the scene to inform post collision actions and analysis. It is your responsibility to collect this information and make sure your supervisor receives it.

7. Incentive

The prompt reporting of an incident, traffic collision or near-miss can help to ensure:

- The safety of drivers and the public is improved
- You and your vehicles can get back on the road in a safe and timely manner
- Lessons are learned and trends are identified
- Insurance costs are lowered in the long run - A rise in profits could improve your job security
- You understand how to avoid similar incidents from occurring in the future
- You don't accept liability for an incident or traffic collision unnecessarily
- The overall business performance in terms of record keeping is improved

8. Questions to ask to ensure that the talk has been understood

1. Why should incidents, traffic collisions and near-misses be recorded, investigated and analysed?
2. Who should you report to in the event of an incident, traffic collision or near miss?
3. What benefits can be achieved through the prompt reporting of an incident, traffic collision or near-miss?
4. An incident or traffic collision is said to occur when?
5. What is the first thing you must do in the event of an incident or traffic collision?
6. Should you admit liability at the scene of the incident or traffic collision?
7. What information do you need to gather from the other parties involved in the incident or traffic collision?
8. How long should you stay at the scene for?
9. When should you complete the accident report form?
10. What are the penalties for failing to stop or reporting an incident or traffic collision?

9. Final summary

To sum up, we need to make sure that incidents, traffic collisions and near-misses are recorded, investigated and analysed and that all staff and vehicles are properly assessed before they return to the road.

This is done to ensure the root causes of all incidents and collisions are fully understood. It is also necessary to determine what actions are required to minimise future re-occurrence.

Recording, investigating and analysing incidents, traffic collisions and near misses can help to improve safety for both yourself and the public and ensure you and your vehicles get back on the road in a safe and timely manner. It can also prevent similar incidents from happening in the future and reduce insurance costs.

It is important to understand what procedure to follow in the event of an incident or traffic collision as it can not only save lives but it's also the law.

Thank you for your time – and now I would like your feedback.