

INSERT COMPANY NAME HERE



Employees Name

Driver Induction

&

Ongoing Training Record

Insert company logo here

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Staff Member: _____

Post: _____

Induction Manager: _____

Location: _____

	Tick Done	Initialled Line Manager	Initialled Staff member
Welcome and Personnel matters.			
CHECK information received re:			
Confirm Transport Manager/Supervisors name			
Transport Office contact number/out of hours			
Health and Safety Policy			
Health and Safety Officer/Committee			
Fire precautions, drill and alarm testing			
First Aid			
Accident Book: (who to report to etc)			
COSHH			
Outstanding matters:	DATE COMPLETED: ____/____/____		
Notes:			

Driving Licence Checks: (See Appendix 1 & 2 for further advice)			
Note Driving Licence Number Below:			
- - Issue n^o			
Licence Issue Date - -			
Licence Expiry Date - -			
Main licence categories			
Provisional categories			
Driver's photograph issue date		Driver's photo Renewal Date	
Total endorsement points		Recorded endorsement codes	
Current full entitlement held for type of vehicle to be driven (tick)		Yes ☐	No ☐
Note Digital Tachograph Card Number Below:			
- -			
Driver Tachograph Card Issue Date - -			
Driver Tachograph Card Expiry Date - -			
I hereby declare that I will inform my Employer of any driving convictions that will affect my licence status and or, of any Graduated Fixed Penalty Notices (GPFN) issued by any Enforcement Officer.			
Date Completed		Initialled Line Manager	Signature Staff member

	Tick Done	Initialled Line Manager	Initialled Staff Member
Training			
Describe current induction training			
Further Training and Development plan			
CPC Driver training/development opportunities			

Completed Driver CPC Hours to Date: Hours

Driver CPC Expiry Date: ____/____/____

Other Relevant Training Renewal Dates:

Title _____/____/____

Title _____/____/____

Notes:

DATE COMPLETED:

____/____/____

247 Logistics Ltd Induction	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 1. SAFETY ON SITE			
PERSONNEL TRAINING			
PERSONAL PROTECTIVE EQUIPMENT (PPE)			
PERSONAL APPEARANCE			
SAFETY FIRST - ON-SITE PEDESTRIAN SAFETY			
DRIVING STANDARDS IN DEPOTS			
REVERSING VEHICLES			
BANKSMAN			
PARKING IN DEPOTS			
TRAILER PARKING IN CUSTOMER AND DEPOT			
DEPOT SIGNAGE			
MANUAL HANDLING			

Outstanding matters:

DATE COMPLETED:

Notes:

____/____/____

Part 2. COMPANY LEGAL & SAFETY POLICIES	Tick Done	Initialled Line Manager	Initialled Staff Member
SEAT BELTS			
SMOKING IN COMPANY VEHICLES			
MOBILE PHONE USE			
SATALLITE NAVIGATION & OTHER DEVICE USE			
UNAUTHORISED VEHICLE USE			
ALCOHOL AND DRUG RULINGS			
PREVENTING VEHICLE OVERLOADING			
DRIVER FATIGUE			

Outstanding matters:	DATE COMPLETED: _/_/
Notes:	

Part 3. DRIVING LICENCE REQUIREMENTS			
GENERAL DRIVING LICENCE REQUIREMENTS			
EYESIGHT REQUIREMENTS			
DRIVING LICENCE CHECKS & POINTS			
DRIVER QUALIFICATION CARDS (DQC)			
DRIVER DIGITAL TACHOGRAPH CARD			
COMPANY DIGITAL TACHOGRAPH CARD			
Outstanding matters:	DATE COMPLETED: _/_/		
Notes:			

Part 4. DRIVER CONDUCT & RESPONSIBILITIES	Tick Done	Initialled Line Manager	Initialled Staff Member
OPERATOR LICENCE COMPLIANCE			
ROAD TRAFFIC ACTS			
SPEEDING			
AGGRESSIVE DRIVING			
UNAUTHORISED PASSENGERS			
FITTED ATTACHMENTS			
CONDITIONS AFFECTING THE ABILITY TO DRIVE			
PARKING FINES			
ROUTING			
VEHICLE ENTRY AND EXIT			
REFUELLING PROCEDURE			
BREAKDOWN PROCEDURE			
VEHICLE ACCIDENT PROCEDURE			
VULNERABLE ROAD USERS POLICY			
Outstanding matters:	DATE COMPLETED: _/_/		
Notes:			

Part 5. DRIVER & VEHICLE LOAD SECURITY	Tick Done	Initialled Line Manager	Initialled Staff Member
LOAD RESTRAINT			
PRINCIPLES OF LOADING			
HIGH VALUE LOADS			
CLIPBOARD FRAUD			
DRIVER & LOAD SECURITY			
Outstanding matters:	DATE COMPLETED: _/_/		
Notes:			

	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 6. VEHICLE TYRE & WHEEL MANAGEMENT			
TREAD DEPTHS AND TYRE CONDITION			
WHEEL DAMAGE & MISSING OR LOOSE NUTS			
ON ROAD TYRE REPLACEMENT			
WHEEL REPLACEMENT & RE-TOURQUE			
Outstanding matters:	DATE COMPLETED: ____/____/____		
Notes:			

	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 7. DRIVERS FIRST USE VEHICLE CHECKS			
VEHICLE CLEANING & OTHER MAINTENANCE			
NIL DEFECT VEHICLE FIRST USE CHECKS			
EU. DRIVERS' HOURS REQUIREMENTS			
COMPLETING FIRST USE NIL DEFECT REPORTS			
OUTSTANDING MATTERS:	DATE COMPLETED: ____/____/____		
Notes:			

	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 8. DRIVERS HOURS & TACHOGRAPH POLICY			
JOINT ANALOGUE & DIGITAL TACHOGRAPH			
PRINT ROLL REQUIREMENTS			
LOST, STOLEN OR MALFUNCTIONING CARDS			
MAKING MANUAL ENTRIES			
TACHOGRAPH CHART & DOWNLOAD RETURNS			
DOWNLOAD DRIVER CARD AFTER EACH SHIFT			
OUTSTANDING MATTERS:	DATE COMPLETED: ____/____/____		
Notes:			

	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 9. CUSTOMER CARE			
CONDUCT AT CUSTOMER PREMISES			
THE 3 P's			
SIGNATURES GIVEN & RECEIVED			
DAMAGED GOODS			
OUTSTANDING MATTERS:	DATE COMPLETED: ____/____/____		

Notes:

	Tick Done	Initialled Line Manager	Initialled Staff Member
Part 10. DROPPING AND COLLECTING TRAILERS			
THE COUPLING PROCESS			
THE UN-COUPLING PROCESS			
OUTSTANDING MATTERS:	DATE COMPLETED: ____/____/____		
Notes:			

H & S Protective Equipment Issue

	Date	Staff member's initials
H&S Policy statement information pack received	No	Yes
Protective gloves rubber/cloth	No	Yes
Hi Viz jacket	No	Yes
Hi Viz Vest	No	Yes
Hard hat – Bumper Cap	No	Yes
Protective footwear Size ☐ Boots ☐ Shoes ☐	No	Yes
Overalls	No	Yes
OUTSTANDING MATTERS:	DATE COMPLETED: ____/____/____	
Notes:		

ONGOING TRAINING SHEET

		Date completed	Initialled Line Manager	Initialled Staff member
Vehicle Defect Reporting	VOSA Check it Out Video shown during Induction Video Appendix			
	Daily Walk - Round Check monitored by inductor			
	Vehicle Defect Reporting Company procedure explained			
	Vehicle Defect Report Completed (Inspection audited)			
	On Road Defect Reporting Procedure Explained			
	Reporting Defect Rectifications			
Drivers' Hours & Tachograph Requirements	Drivers' Hours Video watched			
	Drivers' Hours Test			
	Tachograph Chart Issue Procedure Explained			
	Tachograph Chart Return Procedure Explained			
	Digital Print Roll Issue & Return Procedure Explained			
	Digital Tachograph Driver Card Policy issue Appendix			
	Digital Tachograph Driver Card Download Procedure Explained			
	Digital Tachograph Company Card Download Procedure Explained			

Fitness to Drive Declaration (See Appendix 1 & 2 for further advice)		
Driver Name:		
Declaration Date - -		
Do you ever take drugs? (prescribed or otherwise)	Yes/No	Details
Are you taking any other medication that can affect your ability to drive?	Yes/No	Details
How much alcohol do you consume in an average week?	Units:	
Are you a smoker?	Average Cigarettes smoked a day	
Do you object to taking a breath test or drugs test?	Yes/No	Comments
Do you suffer from any allergies or seasonal problems, e.g. Hay Fever?	Yes/No	Details
Can you read a number plate at 20.5 metres (new type plate) in good light?	Yes/No	Comments

Have you suffered from any of the following during the last 12 months? Tick box

Epilepsy	No	Yes
Fit(s) or blackouts	No	Yes
Severe and recurrent disabling giddiness	No	Yes
Diabetes controlled by insulin	No	Yes
Diabetes controlled by tablets	No	Yes
An implanted pacemaker or defibrillator	No	Yes
Angina (heart pain) which is easily provoked by driving	No	Yes
Persistent alcohol misuse or dependency	No	Yes
Persistent drug misuse or dependency	No	Yes
Parkinson's disease	No	Yes
Narcolepsy or sleep apnoea	No	Yes
Stroke, with any symptoms lasting longer than one month, recurrent "mini strokes" or TIAs	No	Yes
Any type of brain surgery, severe head injury involving in-patient treatment, or brain tumour	No	Yes
Any other chronic neurological condition	No	Yes
A serious problem with memory or episodes of confusion	No	Yes
Serious psychiatric illness or mental ill health for example diagnosis of	No	Yes

anxiety/depression which required treatment from your GP/Specialist		
Any visual condition affecting BOTH eyes or affecting your peripheral vision (visual field) (excluding short/long sight or colour blindness)	No	Yes

Any persisting limb problems which requires your driving to be restricted to certain types of vehicle or those with adapted controls	No	Yes
Sight in one eye only	No	Yes
Visual problems affecting either eye	No	Yes
Angina, other heart condition or heart operation	No	Yes
Any form of stroke, including minor or TIA	No	Yes

I acknowledge that as a professional driver it is my responsibility to ensure that I'm always fit to carry out driving duties and that I will:

- ☐ **Report to work having had sufficient rest to enable me to drive safely Not report for work having consumed alcohol in such quantities that I am still over**
- ☐ **the legal driving limit all that my driving ability is impaired**
- ☐ **Report any deterioration in my eyesight in writing to management and DVSA Advise my doctor or pharmacist that I am a professional driver when prescribed or**
- ☐ **purchasing medicines**
- ☐ **Inform the Company if I am prescribed any medication that may affect my ability to drive safely**
- ☐ **Be prepared to accept any alternate work (if available and within my capabilities) during the period of the prescribed medication**

I hereby declare that I am fit to drive and that the information provided above is correct. I hereby further declare that I will inform my Employer of any changes to this signed fitness to drive declaration, affecting my ability to drive legally.

DATE COMPLETED: ____/____/____

SIGNATURE STAFF MEMBER	
SIGNATURE LINE MANAGER	

VEHICLE FAMILIERISATION INDUCTION SHEET

		Date completed	Initialled Line Manager	Initialled Staff member
Access & In/Cab	3 point of contact explained & demonstrated for both entry & exit			
	General controls highlighted			
	Tachograph type & position			
	Handbrake function highlighted			
	Seating & seat belt adjustment			
	All round vision			
	Mirrors			
	Technical safety features cameras – audible devices if fitted			
	Transmission/Gearbox usage			
	Vehicle running height marker highlighted			
	No Smoking signs highlighted			
Exterior Cab Items & Other Fitted Equipment	Fifth Wheel – (where fitted)			
	Trailer coupling – (where required)			
	Trailer uncoupling – (where required)			
	Vehicle refueling			
	Ad-Blue usage – (where required)			
	Curtain usage – (where required)			
	Rear door usage – (where required)			
Load Security & Restraint	Tail lift usage – (where required)			
	Fitted lifting equipment Cranes etc – (where required)			
	Vehicle loading/unloading			
	Internal restraint system usage			
	Additional restraint system usage			
	Safe entry/exit to vehicle load compartment			

I have reviewed this record and I certify that induction training has been completed satisfactorily:

Date ____/____/____

Signed (Transport Manager)

Date ____/____/____

Signed (Staff member)

Note: Any section of this record not relevant to the post should be marked N/A in the date box and Initialled.

Employee Driving Licence Declaration

Employee Name: _____

Employee Start Date: ____/____/____

Driving Licence Number:

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I declare that the above-mentioned driving licence which I presented to **(INSERT COMPANY NAME HERE)** is my current driving licence and that I have no (further) pending or outstanding court proceeding including fixed penalty convictions that may affect my eligibility to legally drive Company vehicles.

I further declare that I will advise the Company in writing of the details of any future convictions of any nature pertaining to my driving licence or indeed any changes in circumstances pertaining to my entitlement to drive any category of vehicle.

Furthermore, I hereby agree to present the Company with my original driving licence for inspection periodically, when requested to do so.

I also authorise the **(INSERT COMPANY NAME HERE)** to issue and request me to sign a DVLA or equivalent

driver's mandate to authorise periodic checks made directly by DVLA or another third party.

I will also advise **(INSERT COMPANY NAME HERE)** in writing of any health issues which may affect the validity of my driving licence any entitlement contained therein.

I have received a written copy of (INSERT COMPANY NAME HERE) Employee Driving Licence

Declaration

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Company Policies

It is the policy of (INSERT COMPANY NAME HERE) to ensure a safe, healthy workplace for all its employees.

Injury and illness losses from incidents are costly and preventable. This Company will employ an effective Health and Safety programme that involves all its employees in the effort to eliminate workplace hazards.

All employees are expected and encouraged to adhere to the Company Health and Safety programme and this includes the following: reporting hazards, unsafe work practices and accidents immediately to their supervisors or a safety committee representative; wearing required personal protective equipment and participating in and supporting safety committee activities.

(INSERT COMPANY NAME HERE) has introduced various Driver's Policies with the objective of identifying and minimizing work related risks and encouraging safe driving in order to reduce the number of accidents and to comply with our legal obligations.

The overall aim of these Driver's Policies is to provide guidance on 247 Logistics Ltd's Company rules and ensure that all our drivers are aware of their Health and Safety obligations and the requirements expected from each driver on the use, servicing and many other aspects of Company vehicle operations and safety.

If you have any questions on any aspect of these Driver's Policies, please contact your designated representative at (INSERT COMPANY NAME HERE).

Aggressive Driver Policy

(INSERT COMPANY NAME HERE) Aggressive Driver Policy is to ensure the safety of those individuals who drive Company vehicles and portray a good Company image.

As traffic congestion continues to grow, motorists commuting to and from work and traveling for business purposes often find themselves caught up in bottlenecks and significant traffic delays, wasting time and reducing their productivity.

These situations create a high level of frustration and can spark aggressive driving. As an employed Driver of (INSERT COMPANY NAME HERE) it is your primary responsibility to drive safely and

courteously at times, regardless of intimidating actions from other road users.

When driving Company vehicles, you must not:

- ☐ Use your vehicles size to intimidate others
- ☐ Tailgate other vehicles
- ☐ Travel in close convoy
- ☐ Create rolling roadblocks when overtaking

Drive Focused. Stay Safe. Avoid Aggressive Driving.

Correct personal unsafe driving habits that are likely to en- danger, antagonize or provoke other drivers. Remain calm in traffic; be patient and courteous to other drivers and don't take their actions personally.

(INSERT COMPANY NAME HERE) will not tolerate any behaviour that can be deemed as being of a

discriminatory, harassing or bullying nature towards any other employee, customers or members of the public. This can include but is not limited to:

- ☒ Road rag
- ☐ Threatening behaviour towards staff/public/customers at task points
- ☐ Remarks delivered by text message, by e-mail, social media, verbally, in writing or by any other means (meant offensively or not) pertaining to
 - ☐ Race
 - ☐ Sex
 - ☐ Sexual orientation
 - ☐ Religious belief
 - ☐ Ethnic background
 - ☐ Colour
 - ☐ Nationality

- ☐ Age
- ☐ Disability

Any employee found to be in breach of this will be subject to the appropriate disciplinary procedures and may be found liable for dismissal for an act of gross misconduct. Likewise, any employee found to be subject to such behaviour is encouraged to approach their line manager and raise a grievance.

If you think you have a problem, seek help. Look for anger or stress management classes or self-help books. Reduce your stress on the road by allowing plenty of time to reach your destination, plan your route in advance and alter your schedule or route to avoid busy roads. If despite all your planning, you're going to arrive late, accept it and avoid aggressive driving.

Make every attempt to safely move out of an aggressive driver's way. If a hostile road user tries to pick a fight, do not make eye contact and do not respond. Ignore gestures and refuse to return them.

Please ensure that you read and understand the policy. Should you experience any Aggressive Behaviour throughout your employ with (INSERT COMPANY NAME HERE) then you must contact the Company immediately.

Remain Calm and Drive Calm

I have received a written copy of (INSERT COMPANY NAME HERE) Aggressive Driver Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Alcohol and Drug Policy

(INSERT COMPANY NAME HERE) has adopted this positive Policy designed to encourage early identification of alcohol and drug related problems and so provide (INSERT COMPANY NAME HERE) with a constructive and preventative strategy regarding alcohol and drug problems amongst its employees. (INSERT COMPANY NAME HERE) values its employees and recognises the need for a safe and healthy working environment. Furthermore, employees abusing drugs and alcohol are less productive and are often a risk to the safety and productivity of our Company.

Alcohol and drug problems can affect an individual's health and well-being and cause a wide range of social problems. This Policy is concerned primarily with the effects of alcohol and drug problems on the job performance and career prospects of (INSERT COMPANY NAME HERE) employees.

The Alcohol & Drug Policy has four main objectives:

- ☒ To **retain** employees
- ☒ To **encourage** employees with alcohol and/or drug problems to seek help
- ☒ To **refer** employees for help
- ☒ To **restore** health and productivity

The Policy is intended to:

- ☒ Reduce and help prevent the incidence of alcohol and/or drug related work impairment
Reduce the personal suffering of employees with alcohol and/or drug related problems and also the consequential effects on colleagues.

Alcohol and drug related problems in the context of this policy are defined as any misuse of these substances, either intermittent or continual, which interferes with an employee's work performance in the areas of efficiency, productivity, safety or attendance at work. When it becomes evident that an employee has an alcohol and/or drug problem affecting conduct at work or work performance, that employee will be asked to discuss the matter with the person designated by the Company. The employee concerned will have the right to be accompanied by a Trade Union representative or colleague.

When discussing these problems with employees the desire of (INSERT COMPANY NAME

HERE) to assist the

employee will at all times be uppermost in the mind of the designated person. As a result of this discussion, the designated person will offer the employee the opportunity to seek an outside assessment of the problem and, if necessary, treatment from an appropriate agency. The designated person will make clear to the employee that during any period of treatment all benefits and rights laid down in the Contract of Employment will be safe-guarded. When the employee is judged fit to resume working it will normally be in that person's original post. If for some reason that is not possible, every effort will be made to find that employee suitable alternative employment in the Company. Should the employee⁷ not be satisfied with the arrangements being offered, the matter will be referred to the Grievance Procedure.

The procedure established by this agreement for assisting an employee with alcohol and/or drug related problems is quite distinct from the Disciplinary Procedure.

An employee with an identified problem, which affects conduct at work or which prevents the achievement of a satisfactory level of work performance and who refuses the opportunity to receive help, may have the matter referred to the Disciplinary Procedure. Equally, if an employee denies the existence of an alcohol and/or drug related problem or discontinues a course of treatment and then reverts to the previous unsatisfactory levels of conduct or performance, the matter may be referred to the Disciplinary Procedure.

An employee who accepts the opportunity to receive help, but whose conduct or work performance afterwards reverts to the problem level, will have the new situation considered on its merits. If appropriate a further opportunity to accept and co-operate with help and treatment will be offered.

The application of this Policy is limited to those instances of alcohol and/or drug related problems which affect the health and/or work performance or conduct of the employee. The Policy does not apply to employees who, because of indulgence in alcohol and/or drugs on random occasions, behave in a manner contrary to the standard of safety and conduct required by (INSERT COMPANY NAME HERE). Such instances will be dealt with in accordance with the normal recognised Disciplinary Procedures.

Certain legal and prescription drugs can produce changes in persons that might indicate intoxication or illegal drug use and could result in a “positive” result on a substance abuse screening test. Employees may continue to work for the Company whilst taking prescription drugs at the direction of a doctor for the treatment of an illness or non - prescription drugs used for the purposes and in the manner intended, provided the medication does not adversely affect the employee’s ability to perform his or her work in a safe and efficient manner. Each employee is responsible for being aware of and following all cautions associated with the use of prescription or non-prescription drugs. If any prescription or non-prescription drugs being taken by an employee could have side effects which could affect the employee's job performance, the employee must advise his or her supervisor of the drug being taken and the potential side effects.

(INSERT COMPANY NAME HERE) has the right to determine whether an employee who was receiving legal medication should be allowed to continue working during his or her treatment due to possibly safety and/or performance problems that can arise from certain legal drug use.

Where possible, alternative work will be sourced throughout the duration of the medication period.

1 Confidentiality

All discussions with an employee in connection with this Policy will be strictly confidential. This will equally be the case with any counselling or other treatment undertaken by the employee. Whilst appropriate personnel records will be kept it is accepted that any record of treatment will be the property of the person administering that treatment. No discussion about the employee will take place with another party without the permission of that employee.

2 Training

All employees will be given a copy of the agreed Drugs and Alcohol Policy.

Specific training will be given to those with special responsibility for implementing the Policy. Depending on the level of responsibility and the knowledge and skills considered necessary, training programmes will cover, as appropriate, the following:

- ☒ Understanding of alcohol and drugs and the rationale and procedures of the Policy
- ☐ The nature of problem alcohol and/or drug misuse, its possible causes and effects
- ☐ The relationship between alcohol and/or drugs misuse, problems, occupation, behaviour, efficiency, safety and general work performance
- ☐ The kind of help available, such as counselling, available from local agencies

I have received a written copy of (INSERT COMPANY NAME HERE) Drugs and Alcohol Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Distracted Driver Policy

(INSERT COMPANY NAME HERE) Distracted Driver Policy is to ensure the safety of those individuals who drive Company vehicles.

Distracted driving is a serious safety and health risk, not only to you but to others. Some examples of actions which may divert your attention from driving are - reading while driving; use of remote internet equipment such as personal digital assistants or wireless e-mail; personal grooming; using cell phones, pagers or beepers and looking at maps for directions. Employees may not engage in these activities while driving. Employees may not use mobile phones (including hand-free) or any mobile electronic devices while operating a motor vehicle. This includes, but is not limited to: answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages, adjusting a Global Positioning System (GPS) and accessing the Internet. These restrictions do not apply to calls made to report an emergency. In all cases, all cautionary measures should be practiced.

Furthermore, **(INSERT COMPANY NAME HERE)** employees are required to:

- ☒ Pull over to a safe place and put the vehicle in 'parked condition' if a call must be made or received while on the road.
Pull over to a safe place and put the vehicle in 'parked condition' to make adjustments to a Global Positioning System (GPS) or other navigation devices.
- ☒ Consider modifying your voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.

In conclusion: **(INSERT COMPANY NAME HERE)** is concerned about the safety and well-being of its employees. This is so important that violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination of employment.

I have received a written copy of (INSERT COMPANY NAME HERE) Distracted Driver Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Manual Handling Policy

(INSERT COMPANY NAME HERE) values its employees and recognises the need for a safe and healthy working environment. The Health and Safety (Manual Handling Operations) Regulations 1992 are concerned with the manual handling of loads, defined as 'the transporting, including the lifting, putting down, pushing, pulling, carrying, of a load'.

It is the cause of a large number of injuries each year and these activities are associated with about 25% of reportable accidents. Manual Handling injuries can also result in long term absence from work and possible limited ability to return to normal work after the incident.

Problems may be encountered at any time during a Duty Period involving a broad spectrum of scenarios associated with a wide variety of workplace situations (e.g. loading/offloading vehicles, offices, the yard area, customers premises and industrial areas) can be involved.

Since any employee may at some time need to move a heavy object, this policy code of practice gives general guidance on the best way to avoid injury whilst handling a load. However, for those employees whose work involves a significant proportion of routine or repetitive manual handling, more detailed attention needs to be given to potential risks and the ways in which such risks can be minimised. If required, more detailed guidance and information can be obtained from the Company.

Definitions

Manual Handling means any activity requiring the use of force exerted by the person to lower, lift, pull, push, carry or otherwise move, hold or restrain any animate or inanimate object

Hazard is the potential for causing injury, loss or danger

Risk is the likelihood of suffering injury, loss or danger depending on the frequency that a task is performed and the consequences that may ensue.

Staff

All staff, including drivers, must comply with all manual handling safety instructions and follow appropriate systems at work as laid down for their safety. Employees must make proper use of equipment provided for lifting heavy objects and report damaged or malfunctioning equipment. Staff must co-operate with (INSERT COMPANY NAME HERE)

on health and

safety matters and they must inform (INSERT COMPANY NAME HERE) if they identify hazardous handling activities, as well as taking care to ensure that their activities do not put others at risk.

Before attempting to lift any object it is a good idea to warm-up your muscles. Perform some simple stretches beforehand to reduce the risk of injury.

How to Lift Heavy Objects Safely:

1. Make sure you are standing directly in front of the item you wish to lift
2. Check if the item has handles which you could use
3. Know where you are taking the object before you begin
4. Position your feet evenly (shoulder width apart)
5. Keep your back straight and stand up tall
6. Tighten your stomach muscles
7. Squat to the floor by bending your knees- DO NOT move your upper body
8. Take hold of the object firmly with both hands
9. Distribute the weight evenly - make sure you are not unbalanced
10. Keeping the object close to your body, begin to stand up by straightening your legs
(This will use your leg muscles and shouldn't put strain on other areas)
11. Stand up slowly. Do not move quickly or jerk when doing this
12. You can now walk with the object (but be careful not to twist your body unnecessarily). Take small steps if possible.
13. If you are carrying a large object which restricts your view, ask if someone can guide you. This will prevent you from tripping or bumping into objects
14. When placing the item down, bend your legs
15. Remember to keep your back straight as you bend down again
16. Be careful to lower each side of the object to the floor separately- this will avoid trapping your fingers under the weight

General Guidelines for Lifting

There are general guidelines - or maximum weights - for men

and women. If applying these,

no man should attempt to lift anything heavier than 25kg and a woman's maximum limit is 16kg but it's important to take into account other factors which can change the maximum safe weight - such as how high an object will need to be lifted.

If lifting above shoulder height (stocking high shelves for example) men should not lift items heavier than 10kg and women, 7kg – but this maximum weight drops yet again for objects that need to be held away from the body – 5kg for men and 3kg for women.

(INSERT COMPANY NAME HERE) will carry out risk assessments for all lifting since the safe

limit depends on

so many variables such as the individual involved, the height that you will be lifting and the distance you will be required to carry the object.

Never assume that because a larger workmate can lift an object without injury that it is a safe weight for you to attempt. Everyone is a different size and we all differ in body strength.

When You Should Take Extra Care:

- ☒ Stacking items above shoulder height
- ☒ Carrying items up or down stairs
- ☒ Carrying items for long distances
- ☒ Lifting in a small work space – this could mean you have to twist or stoop
- ☒ Working on vehicle Tail Lifts

Things to Check:

- ☒ Is the weight of the item within your physical capability?
- ☒ Have you had a reasonable rest period between manual lifting tasks?
- ☒ Is there adequate space to lift safely?

If you believe you are risking injury through manual lifting, inform (INSERT COMPANY NAME HERE) HSE Representative and we shall ensure that a Risk Assessment is undertaken. This usually only takes a few minutes but it can reduce the chances of injury.

I have received a written copy of (INSERT COMPANY NAME HERE) Manual Handling Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Mobile Phone Policy

(INSERT COMPANY NAME HERE) Mobile Phone Policy is to ensure the safety of those individuals who drive Company vehicles.

Distracted driving is a major cause of vehicle crashes and incidents and distractions caused by Mobile Devices take both the driver's eyes and concentration off the road. Therefore, it is a criminal offence to use a hand held mobile phone or similar electronic device whilst driving, or even whilst sitting in a car with the engine running. Failure to comply with the law can result in significant fines and points on your driving licence and in the worst cases could lead to imprisonment.

Where mobile phones are provided, mobile phone use while driving should be kept to a minimum and only where it is safe and legal to do so.

You need to be aware when the use of the mobile phone is creating a distraction from safe driving and adjust your usage accordingly, including pulling off the road to continue the conversation. Whenever possible, you should complete calls while the vehicle is parked or use the phone in a 'hands free' mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business on the phone.

The Company recommends that employees do **NOT** use a mobile phone whilst driving on business, even if a hands free device is fitted. Research has shown that involvement in a conversation on a telephone represents a major distraction to the driver. The Company, therefore, recommend diverting your mobile phone to voicemail whilst driving and reading and responding to voicemail messages at the end of a journey, or during rest stops.

If your vehicle is fitted with a hands free device the Company recommends you only answer a mobile phone call **IF** you deem it safe to do so and **IF** the conversation is kept brief and simple. Advise the caller you are driving and you can call them back later.

Whilst the use of a mobile phone fitted with a hands-free kit is legal; it is still a distraction and can therefore increase the risk of an accident. You should also be aware that should you be involved in an accident whilst using a hands free device you can still be prosecuted for not having proper control of your vehicle.

I have received a written copy of (INSERT COMPANY NAME HERE) Mobile Phone Policy. I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Vehicle Overloading Policy

The purpose of this (INSERT COMPANY NAME HERE) Vehicle Overloading Policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper actions to ensure that vehicles remain within their Maximum Authorised Mass (MAM).

The Road Traffic Act 1988 requires “vehicle users” to ensure that vehicles are not overloaded. All commercial vehicles are designed to operate within strict weight limits. The main limit is the overall vehicle weight, which includes its load, the weight of a ‘typical’ driver, and a full fuel tank. However, the overall vehicle weight is divided between front and rear and or Trailer axle weight limits denoting the maximum weight each is designed to carry. None of the three ‘permitted’ weights must ever be exceeded.

Voluntary Check Weigh

If you are concerned over the weight of your vehicle, then you must inform the office who will arrange to send you to the nearest available weighbridges and advise you accordingly. You are allowed to drive to the nearest available weighbridge to check your load and then go to a place where they can take off some of the load if the vehicle is overloaded.

Drivers Responsibilities

Know the weights of your vehicle and load. If possible, weigh the vehicle to establish individual axle weights

Re-Distribute your load appropriately after any drop-offs to avoid overloading axles

Check the Gross Vehicle Weight before setting out, either using your own weighbridge, or one nearby after contacting the office.

Do not automatically trust declared weights, invoices or delivery notes given to you by customers. Remember that you hold the responsibility for not overloading, not the customer

Remember that the GVW and GTW include the weight of the vehicle, load, trailer (for GTW) driver and any passengers. Also allow for the weights of any pallets or packing cases

Check weigh sample loads once loaded and individual boxes during the loading process.

This is particularly important with regular loads which customers may change without informing (INSERT COMPANY NAME HERE).

Why prevent overloading?

1. It makes the vehicle less stable, difficult to steer and takes longer to stop
2. It increases the wear rate of the brake components and puts additional strain on suspension and steering components reducing service life
3. It puts massive strain on the tyres causing them to overheat and increases the risk of premature, dangerous and expensive failure
4. It can mean (INSERT COMPANY NAME HERE) insurance cover is void. Overloading a vehicle is illegal and therefore insurance cover can be voided if the vehicle is involved in a crash.
5. It increases fuel consumption

To ensure your vehicles are never overloaded you should:

1. Know the unladen weights of your vehicles and the carrying capacity of each axle
2. Know what you are carrying and the weight of the load
3. Know how to distribute the load appropriately
4. If towing a trailer, ensure that the maximum GTW is not exceeded, and ensure any load carried on the trailer is kept low and evenly distributed over the axle.
5. Remember to redistribute the load weight as and when goods are removed. This will prevent the diminishing load syndrome and the remaining weight transferring forward to the front axle of a rigid and the rear axle of an articulated vehicle.

Find the maximum permitted axle weight and Gross Vehicle Weight (GVW). This could be on a manufacturer's plate or a Department for Transport plate which is usually located in the vehicle cabin, under the bonnet or on the chassis of trailers. If your vehicle has manufacturer and Department for Transport plated weights, the Depart for Transport limits should be used as these are the legal limits in.

Be careful not to mix up the Gross Vehicle Weight (GVW) with the Gross Train Weight (GTW). The GVW is the maximum permitted weight of the vehicle (plus any load it is carrying), while the GTW is the maximum permitted weight of the vehicle plus any trailer being towed.

Legislation imposes Fixed Penalty Notices of up to £200 per offence or fines of up to £5,000 for each serious offence. That means a fine for each overloaded axle plus any overloading of the total weight. Drivers may also face a charge of Dangerous Driving, with a maximum penalty of two years in prison. If overloading results in someone being killed, the driver and operator may face imprisonment for Manslaughter or Death by Dangerous Driving.

YOU MUST NOTIFY YOUR LINE MANAGER OF ANY SUSPICION THAT YOUR VEHICLE MAY BE OVERLOADED AS SOON AS POSSIBLE AFTER LOADING

I have received a written copy of INSERT COMPANY NAME HERE) Overloading Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Refuelling Policy

The purpose of this (INSERT COMPANY NAME HERE) Vehicle Refuelling Policy is to ensure that the correct and safest method of refuelling of company vehicles is maintained and recorded.

You should ensure your vehicle has an adequate supply of the correct fuel before commencing your journey. Always ensure that you stop the engine, turn off mobile/radio telephones and avoid overfilling/spillage. Avoid naked lights and refit the cap correctly. The gloves provided must be worn. In the event of spillage try to ensure no fuel enters the drainage system. Contact a manager immediately and follow the local spillage drainage containment procedure.

When refueling your vehicle, always ensure you use the correct speedometer reading. This applies at both bulk fuel sites on (INSERT COMPANY NAME HERE) premises or where refueling takes place at a garage or other site.

Smoking while refuelling a vehicle is extremely dangerous and must never occur, as fuel (including diesel) is extremely flammable under certain conditions and a resulting fire is very hard to extinguish without the right equipment and training.

Speedometer readings are used to trigger vehicle maintenance, as well as track fuel consumption on individual vehicles and across the fleet. Accurate and consistent speedometer readings are, therefore, important from a vehicle safety point of view (especially to the driver and other road users), and important to (INSERT COMPANY NAME HERE) to help ensure costs are controlled properly.

Refueling some larger vehicles

Some vehicles have a small additional 'AdBlue' (Automotive Grade Urea), storage tank fitted. Accurately measured quantities of 'AdBlue' are injected into the vehicle exhaust. 'AdBlue' breaks down the unwanted emissions into water and carbon dioxide, which are less harmful to the environment. This means both the fuel and 'AdBlue' tanks will need to be monitored and refilled. In the same way as it is illegal to run out of windscreen washer fluid, it is also illegal to run out of 'AdBlue'. A gauge mounted on the dashboard will indicate the 'AdBlue' level in your vehicle and a warning light will illuminate if the solution falls below 10 per cent of the tank capacity.

In normal circumstances, Vehicle Services will carry out necessary refilling of the storage tank, but drivers need to be aware that it is fitted, and ensure the tank has sufficient content to complete the entire journey, before starting out. 'AdBlue' is a colourless and odourless clear liquid and occasionally a slight smell of ammonia may be noticed. It is not considered hazardous and is only class as a mild irritant on skin.

I have received a written copy of (INSERT COMPANY NAME HERE) Refuelling Policy. I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Seatbelt Policy

(INSERT COMPANY NAME HERE) Seatbelt Policy is to ensure the safety of those individuals who drive Company vehicles and to provide guidance on the proper actions to take. We value the lives and safety of our employees. It is estimated that seatbelts reduce the risk of dying in a motor vehicle crash by 45 percent, so because of this statistic, our Company has adopted the following policy concerning employee seatbelt usage.

Seatbelt Requirements

In addition to following all Road Traffic Acts and legal requirements, all employees and their passengers are required to use a seatbelt when travelling in any vehicle while in the course of conducting Company business. The requirement applies to business travel in a vehicle owned by the Company, in a rental vehicle and in a vehicle owned by an individual employee, regardless of whether or not the employee is engaged in Company business.

Removal, cutting, or to any other way render the seatbelt systems inoperable is strictly prohibited.

If an employee is provided a Company-owned vehicle that is used in the course of his/her employment and is also available for that employee's personal use, that employee, together with all passengers who occupy the vehicle at any time and for any purpose, whether business-related or personal, are required to use seat belts at all times the vehicle is in motion.

The use of seatbelts is to be considered a condition of employment with this Company. Failure to abide by this stated Policy will be considered a breach of that condition of employment and subject the person in violation to disciplinary action, including suspension and possible termination.

I have received a written copy of (INSERT COMPANY NAME HERE) Seatbelt Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Smoking Policy

The purpose of this (INSERT COMPANY NAME HERE) Smoking Policy is to ensure that Employees are aware to the safety and legal obligations of Smoking in the Workplace

It is against the law throughout the UK to smoke in public places and any enclosed space wherever other people work.

(INSERT COMPANY NAME HERE) does not therefore allow smoking on any official premises and this extends to vehicles. Drivers are responsible for the vehicle/s they drive and must ensure an appropriate 'No Smoking' sign is fitted in the correct place inside their vehicle. This should be included as one of your regular driver checks.

(INSERT COMPANY NAME HERE) smoking policy has been developed to take into account the health of those others that may be affected by passive smoking (ie the effects from other people's smoking), as well as considering workplace legislation and a general duty of care owed to all our employees.

Contravention of the smoking policy is a serious offence, so never smoke in a vehicle, whether driving or as a passenger. The penalty for smoking in a vehicle could be an on the spot fine, payable by the driver. Smoking could be dangerous in itself, as it could result in a serious fire if the cigarette or hot ash was dropped. Smoking while driving could cause an accident, as it detracts from concentration.

Smoking while refuelling a vehicle is extremely dangerous and must never occur, as fuel (including diesel) is extremely flammable under certain conditions and a resulting fire is very hard to extinguish without the right equipment and training. Above all, smoking is dangerous to your health and the health of those around you.

Never smoke while on duty, other than in designated smoking areas.

You will be personally liable if caught breaking the law and you will be responsible for any resulting fine imposed.

I have received a written copy of (INSERT COMPANY NAME HERE) Smoking Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Speeding Policy

The purpose of this (INSERT COMPANY NAME HERE) Speeding Policy is to ensure that Employees are aware of the safety and legal obligations of keeping within relevant speed limits and reporting defective vehicle speed limiting devices.

As a responsible vehicle operator, (INSERT COMPANY NAME HERE) must take action to ensure that Drivers do not exceed speed limits. The Driver's licence is at risk if speeding is detected.

(INSERT COMPANY NAME HERE) does not, therefore, allow speeding or inappropriate driving of any of its vehicles. Drivers are responsible for the vehicle/s they drive and must ensure that speed limiting devices are operational and have not been tampered with. This should be included as one of your regular Driver Checks. A faulty speed limiting device must be reported to the Company IMMEDIATELY it is discovered.

We will –

- ☒ Check telematics system records (if fitted) that show exceeding the highest speed limit of the type of vehicle driven for the class off road driven on.
- ☒ Investigate all instances of recorded Tachograph over-speed
- ☒ Check the installation and operation of speed limiters at each vehicle service or inspection.
- ☒ Interview any Driver who either receives a speeding ticket or is identified through checks on tachograph or telematics systems (if fitted) as regularly exceeding limits.

Disciplinary action may be taken against offenders.

You will be personally liable if caught breaking the law and you will be responsible for any resulting SPEEDING fine imposed.

I have received a written copy of (INSERT COMPANY NAME HERE) Speeding Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Unauthorised Passenger Policy

The purpose of this (INSERT COMPANY NAME HERE) Unauthorised Passenger Policy is to highlight the safety, security and legal implications of carrying unauthorised passengers.

UNAUTHORISED PASSENGERS

No unauthorised person is permitted to travel in a 247 Logistics Ltd vehicle. The Company's Fleet insurance covers 'Authorised use only', therefore if you carry an unauthorised passenger the insurance cover may be affected. This means you may be driving while uninsured. Current maximum penalties are a £5,000 fine, possible disqualification and up to three points on your licence.

To help the control of possible third party injury claims against our fleet policy, the carrying of non-authorised passengers in any company vehicle is forbidden. Only those qualified and authorised in writing by (INSERT COMPANY NAME HERE) will be allowed to be a passenger or enter any company vehicle. No animals are allowed in vehicles or trailers. Non-compliance of this ruling will result in disciplinary action.

The rules for carrying passengers are: -

1. No person other than Company employees is to ride as passengers in Company owned vehicles.
2. All authorised passengers are to occupy a factory fitted seat. Passengers are not to be carried in the back of cargo vans/trucks.
3. No kerbside passengers e.g. hitchhikers, are to be carried in any Company Vehicle.
4. All persons carried in Company Vehicles will use the seat belts where they are fitted (both front and rear seats if applicable).
5. Under no circumstances should children be carried in the cabs of commercial vehicles, on plant items, or any other mechanical equipment

I have received a written copy of (INSERT COMPANY NAME HERE) Unauthorised Passenger Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Vehicle Accident Policy

The purpose of this (INSERT COMPANY NAME HERE) Vehicle Accident Policy is to ensure the safety of those individuals who drive Company vehicles and to provide guidance on the proper actions to take in the event of an accident whilst in charge of a Company fleet vehicle. Vehicle accidents are costly to our Company, but more importantly, they may result in injury to you or others. It is your responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

In the event of an incident:

By law any driver involved in a crash must always STOP. Failure to stop after an incident or failure to report an incident carries a maximum penalty of:

- 6 months imprisonment
- a £5,000 fine
- possible disqualification
- 5-10 penalty points

Keep calm and be polite. Even if provoked by other parties, do not argue or show aggression and do not, under any circumstances, admit liability. The circumstances and the nature of the cargo carried will dictate the sequence of action.

Accident Procedures

In an attempt to minimise the results of an accident you, the driver, must first protect your own safety and prevent further damages or injuries occurring. You must start gathering all pertinent information and be prepared to report it accurately later.

- Stop and switch off the engine (anti-fire)
- Check for damage
- Contain any spillage
- Control traffic where necessary
- Attend to injured - Apply basic first aid only (unless qualified) if required and only move injured people if there is a further risk to life.
- Take fire precautions – no smoking
- Send for any of the following if required: Fire Brigade, Ambulance and the Police
- Contact and inform the Company

Third parties are obliged under section 170 of the Road Traffic Act 1988 to give their name, address, and registration number and to give insurance details under section 154. For full laws on producing documentation at the scene of a crash, please refer to Rules 260 – 261 of the Highway Code, at www.highwaycode.gov.uk.

Recording Details

All accidents in (INSERT COMPANY NAME HERE) vehicles, regardless of severity, must be reported to the Police and the Company. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Using the supplied Accident Report Form, record names and addresses of driver, witnesses, and occupants of the other vehicles and any Police/Medical personnel who may arrive at the scene.

On the Accident Report Form record the following:

- **Licence number of other drivers**
- **Insurance company names and policy numbers of other vehicles**
- **Make, model, and year of other vehicles**
- **Date and time of accident**
- **Overall road and weather conditions**
- **Details of damage to other vehicles**
- **Details of any third party injuries**
- **Direction of travel of vehicles involved**

Make a note of the circumstances leading up to the event. Do not discuss the accident with anyone at the scene except the police and do not accept any responsibility for the accident. If requested by a Police Officer to make a statement, you should politely reply that the Company has instructed you to consult their solicitor before making any statement. However, **this does not apply to a WITNESS STATEMENT.**

Don't argue with anyone. Do not move the vehicle unless you have to and if you do, place a marking on road where the vehicle was. Upon request, provide the other party with your name, address, drivers licence number and insurance information.

Immediately report the accident to the Company and provide a copy of the accident report and/or your written description of the accident to the Company ASAP. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

All accidents must be reported regardless of the extent of damage to the vehicle. This includes incidents where no third party has been involved. At the time of any accident and afterwards you are expected to co-operate fully with the company, police, insurers and any other authority or body investigating the accident.

I have received a written copy of (INSERT COMPANY NAME HERE) Vehicle Accident Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____

Vulnerable Road Users Policy

(INSERT COMPANY NAME HERE) recognise that our vehicles share the roads with many other road users and therefore, has established a Vulnerable Road Users Policy to demonstrate commitment to minimise the risk not only to our drivers but to the most vulnerable road users. Everyone has the right to travel on the road safely, whether by car, motorcycle, pedal cycle, horse or on foot. (INSERT COMPANY NAME HERE) has identified the significant risks from our operations involving transport activities. Drivers should take extra care to recognise and avoid collisions with vulnerable road users because a pedestrian, cyclist, motorcyclist or horse rider will always come off worse.

Vulnerable Road Users include:

Pedestrians including

- ☒ People with young children
- ☒ People carrying heavy shopping
- ☒ Older people
- ☒ Children
- ☐ Disabled people with a range of impairments, both temporary and permanent
- ☒ Cyclists
- ☒ Powered two wheelers
- ☐ Wheelchair users – manual and power chairs, and mobility scooters
- ☒ Equestrian

How you can help pedestrians:

- ☐ Give them time and room to cross, especially the elderly or disabled.
- ☐ Remember pedestrians may be hard to see, especially children.
- ☐ Don't park on pavements, it is illegal and may necessitate people walking on the road to get past, particularly those with wheelchairs and pushchairs.
- ☐ Stop at zebra crossings if someone is waiting to cross.
- ☐ You must stop for School Crossing Patrols.
- ☐ Never wave a pedestrian across the road as there may be other traffic overtaking from behind you.

Cyclists

Cyclists can be difficult to see, especially at junctions. They are also particularly vulnerable at roundabouts and are unable to move off quickly.

Be aware that cyclists may wobble and are easily affected by side wind when being overtaken. They may often ride away from the kerb to avoid drains, pot holes and debris and therefore adequate clearance between them and the vehicle is essential.

How you can help cyclists

- ☐ Always look out for cyclists and check your mirrors for them (especially your blind spot)
- ☐ mirrors and aids).
- ☐ Give them the time and room they need.
- ☐ Be especially careful that your nearside is clear when turning left.
- ☐ Make sure you've given them plenty of room when overtaking them.
- ☐ Respect cycle lanes and advance stop signs.
- ☐ Slow down when approaching cyclists.
- ☐ Never overtake a cyclist and then turn left shortly afterwards, stay behind.

Motorcyclists

Motorcyclists can be difficult to see, especially at junctions where they are often injured when cars haven't noticed them and pull out.

Drivers should be aware that motorbikes are often travelling faster than you might think. They can also be affected by side wind and buffeting when being overtaken.

How you can help motorcyclists

- ☐ Anticipate for motorcyclists and give them time and room.
- ☐ Keep checking your mirrors for motorcyclists and take special care to ensure that your nearside is clear when turning left, and at roundabouts.
- ☐ Give motorcyclists plenty of room when overtaking them.
- ☐ Think Bike, take extra care when pulling out of junctions – always recheck for motorcyclists before pulling out.
- ☐ Spilt fuel is hazardous for motorcyclists. Make sure your fuel cap is secure.

Horse Riders

Horse riders prefer not to use the roads but still need to reach bridleways and other off-road facilities and so you may encounter them on the road on their way to these places.

How you can help horse riders

- ☐ Drive slowly past horses.
- ☐ Give them plenty of room and be prepared to stop.
- ☐ Be patient and avoid excessive use of your air brakes.
- ☐ Keep engine noise as low as possible and avoid sounding the horn.
- ☐ Look out for horse rider's signals as they are often able to see and hear further ahead than a motorist.
- ☐ Be aware that they may not move to the centre of the road before turning right.

I have received a written copy of (INSERT COMPANY NAME HERE) Vulnerable Road Users Policy.

I fully understand the terms of the Policy and agree to abide by them.

Signed (Employee) _____

Name (please print) _____

Date Received: ____/____/____