



Road Transport Management System

Road Transport Safety Policy

1st February 2021

Road Transport Procedures

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Review & Authorisation

Date	Occasion	Reviewers Name		Accepted By	
		Name	Position	Name	Position

Amendment Schedule

Revision No	Date	Amended By	Details of Amendment

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Foreword

The contents of this manual are applicable to all companies under the banner of Admiral Scaffolding Group Limited

These companies are:-

- Admiral Scaffolding Group Limited
- Admiral Scaffolding Solutions Limited
- Admiral Access Solutions Limited

All other transport related documents are also applicable to any subsidiary companies and the employees that work within them.

This Policy document is to be read by all relevant members of staff and each individual must sign to say they have read, understood and will comply with it.

If for any reason you cannot read written English and need to have this, or any other documents translated to an alternative language then please notify your Line Manager, in the first instance, and a translated document or a translator will be made available to you.

If there are any sections which you cannot understand then please contact your Line Manager who will explain them to you, using a translator/interpreter, if required.

This document outlines our arrangements for driving at work safety used in the business, so it is vital that it is completely understood.

Rhodri Harris
Director of Operations

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Document Availability

All transport and safety documents will be developed/reviewed by Admiral Scaffolding Group and will be disseminated out:-

- a. Via email
- b. Be available on the company intranet system
- c. In hardcopy format

All revisions will be issued in the same way with an email informing all relevant staff of a new issue.

All employees will be required to respond to the email issue confirming that they have read, understood and will comply with the contents of the documents.

Any non-compliance could result in disciplinary action.

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Road Transport Safety Policy

1. Introduction

- 1.1 Road transport accounts for a large percentage of our undertakings. A roadworthy fleet and fit and able drivers assist in the smooth running of our business, it enables materials and staff to be placed in strategically important positions. Its legal compliance and appropriate actions of our drivers is of paramount importance.
- 1.2 It is estimate that 1 in 3 road traffic incidents involve work vehicles, so it is of paramount importance to our company that this policy is adhered to at all times
- 1.3 This policy aims to give responsibilities to key staff and all employees who drive as part of their role.
- 1.4 This policy applies to all employees who drive in connection with their employment whether it is in their own vehicle, a fleet vehicle or a vehicle hired by the company.
- 1.5 This policy supports other key documents that govern aspects of our undertakings, and should be read in conjunction with our; i.e.
- a) Health, Safety & Environmental Policy
 - b) FORS Manual
 - c) Drivers Handbook

2. Purpose

- 2.1 Workplace transport is defined activity involving vehicles used in a workplace. The purpose of this policy is to ensure all company staff operate safely and to their duties under health and safety law, that vehicles used in the workplace are suitable for the purpose for which they are used and that any hazards and risks this companies transport operation presents are minimised, controlled and managed

3. Scope

- 3.1 This policy applies to all senior management, line management and company staff who work in or near the transport operation

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Legislation

4. The Health & Safety at Work etc. Act 1974

- 4.1 Employers have a duty of care to their employees and others who may be affected by their work activities. This means that employees who drive whilst on Company Business should be fit and competent to operate the vehicle, they are using in any environment in which they are expected or likely to use it.
- 4.2 Whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees and other road users.
- 4.3 Employees have a duty to cooperate with their employer, to undertake training provided and to not do anything which may put themselves or others at risk. This means that they should ensure that they are fit to drive when on Company Business or when driving on Company Business premises.

5. The Management of Health and Safety at Work Regulations 1999

- 5.1 Employers must assess the risks to their employees and others who may be affected by the use of any work equipment or by any activity undertaken for the business. This includes drivers, operators, road users and pedestrians.
- 5.2 Risk assessments must be recorded if the organisation employs five or more people.
- 5.3 Arrange for training, when people start work, where there are new or increased risks and where existing skills have faded or need updating

6. Provision and Use of Work Equipment Regulations 1998

- 6.1 PUWER places responsibilities on organisations whose employees use work equipment, whether owned by them or not. This includes making sure that the equipment is suitable for the intended use, is safe to use, is maintained in a safe condition, and is used only by people who have received adequate training and instruction.

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- 6.2 Work equipment is any machinery, appliance, apparatus, tool, or installation for use at work (whether exclusively or not). This includes equipment used for transporting, repairing, modifying, maintaining, servicing and cleaning.
- 6.3 Work transport under PUWER means any vehicle used at work and can include cars and vans. It can include vehicles being used on the public highway if involved in a work based activity such as loading or unloading. It also includes an employee's own vehicle while being used on their employer's business but excludes the normal daily journey to and from work.

7. RIDDOR

- 7.1 RIDDOR is a compulsory reporting system for all work-related personal injuries and should be adopted by companies as best practice whenever drivers have been injured in a motoring incident.

8. Road Traffic Act 1988

- 8.1 The RTA preserves law's concerning driver responsibilities and liabilities on UK roads.
- 8.2 If an employee has committed an offence under the Act, employers are vulnerable to prosecution of offences ranging from corporate manslaughter to aiding and abetting in the event of a serious incident.
- 8.3 It is an offence for an organisation to set driver schedules which may cause them to break speed limits and / or have payment reward schemes which in any way give them incentives to do so.

9. Corporate Manslaughter and Corporate Homicide Act 2007

- 9.1 The new act came into force on 6th April 2008 and means that both large and small companies can be held liable for manslaughter where there has been gross negligence in the management of health and safety causing death and not just for violations of health and safety.
- 9.2 It is concerned with the corporate liability of the organisation and does not apply to individual directors, senior managers or other individuals; however, if there is enough supporting evidence, individuals can be prosecuted for gross negligence

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manslaughter and any offences under health and safety legalisation.

- 9.3 If an organisation is found guilty of the offence, then they will be liable to an unlimited fine.

10. The Workplace (Health, Safety & Welfare) Regulations 1992

- 10.1 These Regulations cover a wide range of basic health, safety and welfare issues including traffic routes for vehicles within the workplace.

11. Working Time Regulations 1998

- 11.1 Working time regulations aim to improve health and safety by controlling the hour's employee's work. A mobile worker is entitled to adequate rest.
- 11.2 Adequate rest means that a worker has regular rest periods, the duration of which are expressed in units of time and which are sufficiently long and continuous to ensure that, as a result of fatigue or other irregular working patterns, he does not cause injury to himself, to fellow workers or to others and that he does not damage his health, either in the short term or in the longer term.
- 11.3 Employers could be guilty of a criminal offence and will face a fine should they be found guilty of failing to take reasonable steps to ensure compliance within the working time regulations.

12. Drivers Hours

- 12.1 It is the driver's and employer's responsibility to ensure compliance with drivers' hours and Tachograph Regulations¹. They are applicable to goods vehicles in excess of 3.5 tonnes. Tachographs must be used to record hours of driving, other work, breaks and rest periods.

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13. The Road Vehicles (Construction and Use) Regulations 1996

- 13.1 This regulation provides substantial guidance regarding the design and safety of vehicles on the road.
- 13.2 Information is also available for the safety of loads on a vehicle.

14. Transport Safety Policy Statement

- 14.1 Transport safety is not about statistics and is not separate from the business, it is central to everything in this company and there is absolutely no room for compromise. One accident is one too many so if it is not safe, don't do it. This Transport Safety Policy Statement establishes this company's culture and attitude to transport safety and provides a formal corporate statement on the approach to safety management across the transport operation.
- 14.2 Each member of staff has a duty to report and share information. It's not just accidents, emergencies, injuries and damage that need to be recorded; the near misses are just as important. This feedback means learning, understanding what went wrong, why it went wrong and how improvements can be made.
- 14.3 As such this company's Transport Safety Policy is in place to ensure that:
- Safe vehicles, equipment and working environment are provided and maintained to ensure the safety and welfare of all company staff, contractors and visitors
 - Risks are assessed that record findings, implement control measures and monitor safety arrangements to continually develop a safety culture that removes or reduces the possibility of accidents
 - A control of health and safety risks arising from any transport related activity is maintained and ensuring safe handling, storage, control and use of any substance that is hazardous to health
 - Staff are suitably trained and competent to do their work safely, by providing information, instruction and supervision for all company staff, contractors and visitors
 - Any relevant policies and procedures are reviewed and revised periodically and when circumstances require a review of any existing arrangements

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15. Our Interpretations

- 15.1 Vehicles for the purpose of this policy includes all means of transport owned or leased by the Company Business; privately owned vehicles used on Company Business; other vehicles being used for Company Business.
- 15.2 All vehicles used for Company Business are subject to the contents of this policy. This includes site work, site meetings, transportation of goods and other events e.g. travel to conferences and training programmes.
- 15.3 Work transport for the purposes of this policy includes the use of any vehicle on Company Business.
- 15.4 Regular inspection checks should be made of all company owned vehicles to ensure they remain fit for the purpose for which they are intended. All such checks should be recorded, and records maintained for as long as the vehicle is owned.
- 15.5 Any vehicle used for Company Business regardless of whether it is privately owned or not should be legally compliant and fit for the use intended.
- 15.6 Every traffic route at the Company Business must have a suitable driving surface which is fit for its intended purpose and therefore must not be in any condition which is likely to present a significant risk to the safety of users.
- 15.7 All drivers or users of transport must be capable of using said transport and must be legally entitled to do so.
- 15.8 Anyone using Company property must comply with any controls which have been implemented for their safety. This includes signage, road markings, training, pedestrian footpaths and crossings.
- 15.9 Deliveries to the Company must use the loading and unloading areas allocated. These should have clear separation between vehicles and pedestrians. They should be well lit and signed. Reversing should be avoided if possible.
- 15.10 All heavy and tall machinery including plant and lifting equipment should access areas only after the route has been planned and a suitable method statement provided to the manager in charge of the activity. Large cranes and some plant may also need a banksman to help them to manoeuvre.
- 15.11 Vehicles should be separated from pedestrians wherever possible. Where this is not possible, drivers and operators are strongly encouraged to afford high consideration to the safety of pedestrians.

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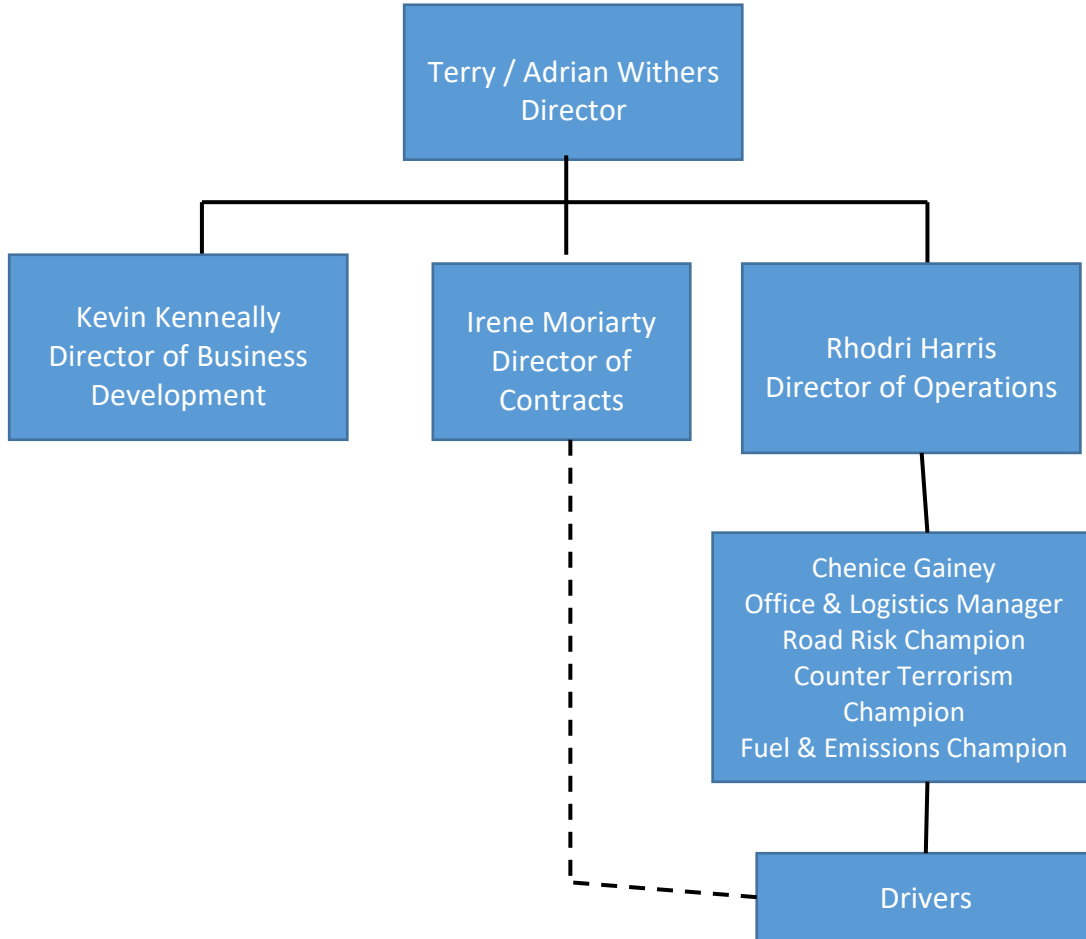
16. Responsibilities

- 16.1 It is the responsibility of managers, supervisors and transport staff at all levels, to ensure that vehicles and equipment are used and operated safely and that all vehicles and equipment available for use are in a safe condition.
- 16.2 Procedures are in place for the reporting of defects, maintenance and repair and where necessary the quarantining of non-roadworthy vehicles. Managers and supervisors must implement the safe system of work within their area of responsibility to minimise the risk to transport staff, contractors and visitors.
- 16.3 Our safe system of work comprises of the following:
- a) Safe people
 - b) Safe place
 - c) Safe equipment
 - d) Safe practice
- 16.4 Specific Responsibilities are covered in sections 15 – 25 noted below:

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17. Transport Organisational Chart



18. Managing Director

- 18.1 Will remain ultimately accountable for all transport related matters.
- 18.2 Will lead by example, by displaying good practice.
- 18.3 Will arrange for sufficient company funds to be apportioned to the provision of a roadworthy fleet of vehicles.
- 18.4 Will conduct an annual review of transport safety performance.
- 18.5 Will facilitate good lines of communication throughout the company for the purposes of maintaining a fully compliant fleet.

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- 18.6 Will arrange for robust driver background checks to be undertaken prior to employing new drivers.
- 18.7 Will ensure the company's 'intent' with regard to workplace transport safety is consistent with this policy.
- 18.8 Will ensure that this policy is
- a) Published and effectively communicated
 - b) Staff are resourced, trained and empowered
 - c) All line management and other staff are fully aware of their duties
 - d) Organisational demands do not exceed an individual's ability to conduct their duties
 - e) That all organisational policies are consistent with each other

19. Finance Director

- 19.1 Will liaise with insurance companies to ensure suitable continuous cover for company fleet
- 19.2 Will arrange for timely payment of levies to maintain registrations to both FORS Bronze standard.
- 19.3 Bring to the attention of the Logistics Manager any transport related fine, PCN or similar for recording and where appropriate investigation, and take the necessary action to recover any charges levied on the company from the driver at fault.

20. Logistics Manager

- 20.1 Will ensure that suitable health and safety policies, procedures and guidelines are in place, are legally compliant and meet the requirement for FORS Bronze Standard.
- 20.2 Will review and revise this Policy annually or upon significant change of business practice or for legal reasons whichever is the sooner.
- 20.3 The Logistics Manager does not require to obtain FORS practitioner status and maintain this qualification by undertaking during to Admiral Scaffolding Group restricted license

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- 20.4 Will investigate and record all incidents and accidents reported to them which occur on company premises or as a consequence of company business, as follows
- a) The Managing Director
 - b) Keep record for FORS submission – Accident & Incident Report Matrix
 - c) Our insurance company
- 20.5 Will investigate collisions and accidents involving a company owned vehicles or which take place on Company premises which result in serious injury or loss of asset.
- 20.6 Will ensure compliance with the Good Vehicle Operators License requirements and ensure that relevant application are made in ample time.
- 20.7 Will liaise with the Transport Consultant regarding any further requirements for FORS.
- 20.8 Will maintain records to ensure ongoing FORS Bronze registrations.
- 20.9 Will monitor and record monthly Fuel usage (by vehicle) to identify malpractice, theft which will provide useable data when considering replacement vehicles.
- 20.10 Will conduct or arrange to be conducted 6 monthly eye checks of drivers, where the driver must be able to read a “new style” number plate at a distance of 20 metres. Failures will be advised to visit an optician to undertake an eyesight test to define whether corrective lenses are required within one week.
- 20.11 Will arrange for on the spot D&A testing where appropriate.
- 20.12 Will conduct 6 monthly, or less, license checks.
- 20.13 Will maintain records of Penalty Charge notices and Moving Traffic Offences to identify trends and recommend any required remedial training as a result.
- 20.14 Will conduct investigations on any complaints received reporting the results to the Managing Director for consideration, records of the same are to be maintained.
- 20.15 Receive, distribute, and retain within his email account newsletters and bulletins appropriate to the function of company transport.
- 20.16 Download and hold on record regular:
- a) Speed Reports from trackers

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- b) OCRS scores
- 20.17 Will allow sufficient time for all journeys and advise employees on client route requirements and wider aspects of route planning, and advice his staff on the same.
- 20.18 Will conduct regular checks and give instruction regarding safe loading, load security and load restraining
- 20.18 Will conduct regular and adhoc tyre condition and tread depth checks along with wheel security checks to ensure legal compliance across the fleet.
- 20.19 Will as required by statutory requirements regularly download, maintain and conduct analysis on tachograph records.
- 20.20 Will investigate all tachographs infringements², provide written reports to the SQE and Operations Director as these occur and where necessary conduct or arrange for remedial training to ensure reoccurrences do not occur.
- 20.21 Will report to the Managing Director any driver that has regular infringements, for appropriate disciplinary action.
- 20.22 Will ensure Drivers CPC training for those drivers that require it is carried out.
- 20.23 Will liaise with DART for sufficient and continuous DART Tag registrations of the company fleet
- 20.24 Will liaise with TfL for sufficient and continuous Congestion Charge registrations of the company fleet

21. Drivers

- 21.1 Will have the following responsibilities which must be adhered to in order to comply with the law and with the requirements of this company policy. These responsibilities are applicable to all employees who drive on company business – whether using a company vehicle or private vehicle or whether they operate in the around transport in the workplace
- 21.2 Will ensure they are fit to drive or operate other machinery. This means that they will report to their line manager anything which may impede their ability which includes the effects of ill-health, drugs, alcohol or of disability including eyesight or hearing

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difficulties or other medical condition or mental impairment that would prevent them from driving company vehicles and or machinery, if in doubt refer to the DVLA medical condition webpage³. It should be noted that individuals can be fined up to £1,000 if don't inform DVLA about a medical condition that affects their driving. Individuals may be prosecuted if you're involved in an accident as a result.

- 21.3 Will ensure that they carry out a documented inspection of any company owned vehicle/means of transport before they use it at work to ensure that it is fit for use. If they find fault, they should not use the vehicle/means of transport but report this to their line manager where appropriate.
- 21.4 Will ensure that any privately-owned vehicle or means of transport used for company business is compliant with legislation and fit for use.
- 21.5 Will ensure that they are competent and trained to use the vehicle, machinery or other means of transport. This means, where applicable, that they must have a valid driving license suitable for the vehicle they are using.
- 21.6 Will regularly refresh and maintain a good understanding of the Highway Code. A copy will be provided / be available for reference.
- 21.7 Where appropriate for the reasons of Work Time Regulations and GB & EU driving hours requirements, will keep appropriate records of work and driving activities.
- 21.8 Will grant the Company permission to conduct driving license checks with the DVLA on a periodic basis and provide a DVLA check code to the company upon request. Drivers should note that this will ordinarily be 6 monthly, but where point are at or above 6 then check will be more frequent.
- 21.9 Will inform the Company of any restrictions or codes⁴ or endorsements and penalty points⁵ or loss of license that would affect their legal driving status.
- 21.10 Will report all incidents and accidents which occur on Company Business premises or as a consequence of Company Business, to the Logistics Manager via their line manager where appropriate.
- 21.11 Will ensure that they comply with any control measure introduced for their health & safety. This includes, but is not limited to, road traffic signage, markings and speed limits and ensure vehicle load restraints are suitable and fitted appropriately for all loads carried.

³ <https://www.gov.uk/health-conditions-and-driving>

⁴ The codes printed on the back of your driving license tell you what conditions you must meet to drive.

<https://www.gov.uk/driving-licence-codes>

⁵ <https://www.gov.uk/penalty-points-endorsements/endorsement-codes-and-penalty-points>

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- 21.12 Will enter and alight any vehicle in a safe means, using where fitted all available hand hold and steps provided.
- 21.13 Will ensure that they comply with the bans on smoking and the use of mobile phones when driving in Company Business owned vehicles. Employees calling colleagues on a mobile number should avoid making the call when they suspect that their colleague may be driving.
- 21.14 Will ensure that they remain mindful of their own safety and that of others whilst driving, riding or otherwise operating any means of transportation.
- 21.15 Ensure that any complaints are reported to your line manager who will report any occurrences to the SQE and Operations Director for investigation.
- 21.16 Will complete in a timely and honest manner all medical questionnaire and attend and follow up medical examination that may be required as a result of such questionnaire.
- 21.17 Attend an eye test and provide the Logistics Manager the written result post a Road Traffic Incident.
- 21.18 Inform your Line Manager should you become pregnant.
- 21.19 Comply with Drivers Hours Rules and where appropriate tachograph requirements⁶
- 21.20 Will refrain from driving if they are tired or fatigued in any other way including being under the affects in anyway by Drugs⁷ or Alcohol.
- 21.21 Will present themselves for and permit on the spot D&A testing
- 21.22 Will follow these anti-idling rules:
- a) Don't leave an unattended vehicle's engine running
 - b) Do not leave the engine running during loading and unloading (except where specific machinery requires it)
 - c) Don't leave the engine running in the depot
 - d) Don't leave the engine running when you are parked up, or when you are on a break

⁶ Drivers' hours and tachographs rules: goods vehicles (GV262) <https://www.gov.uk/guidance/drivers-hours-goods-vehicles>

⁷ The term drugs include, not just illegal substances, but also legal highs, and both prescription and purchased medicines; also refer the paragraph 'Drink and Drugs Policy including medicines'

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- e) Do not leave the engine running during loading and unloading
- f) If you anticipate being stationary for more than one minute in traffic, consider turning your engine off

22. Fuel & Emissions Champion - Chenice Gainey

- 22.1 Ensure environmental regulations and standards are complied with,
- 22.2 Ensure fuel data is collected and monitored by vehicle, including the use of AdBlue where applicable,
- 22.3 Ensure all drivers understand the requirements of the company on minimising fuel use inclusive of anti-idling,
- 22.4 Ensure the vehicles bought and fuel type selected are suitable for the tasks to be undertaken,
- 22.5 Ensure fuel spillages are minimised and managed.

23. Road Risk Champion – Chenice Gainey

- 23.1 Ensure road risk is managed
- 23.2 Incidents are managed safely, legally and reported to the relevant authorities promptly,
- 23.3 Incidents are recorded accurately and correctly and reported to the insurer,
- 23.4 Incidents are investigated fully to determine both the direct and indirect causes of the incident,
- 23.5 The Incident report is used to determine if any policy changes are required or if other requirements need to be implemented,
- 23.6 Any damage to vehicles is repaired to a safe and legal state prior to being returned to the road.
- 23.7 Any driver involved in an incident is assessed for wellbeing and competency to ensure that they are fit to return to driving a vehicle.

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24. Counter Terrorism Champion – Chenice Gainey

- 24.1 Determine what forms of threat exist to the company,
- 24.2 Develop security and contingency plans that may be required,
- 24.3 Ensure all security measures implemented are complied with and reviewed on a regular basis,
- 24.4 Ensure all staff are aware of any security threats,
- 24.5 Ensure all drivers complete relevant counter terrorism training,
- 24.6 Develop and implement relevant procedures to ensure a threat, in whatever form, can be dealt with in a safe manner,
- 24.7 Have procedures to inform the relevant authorities of any threats received.

25. Recruitment and Selection

- 25.1 All recruitment and selection are to be completed by the Logistics Manager and any other relevant manager,
- 25.2 Initial recruitment will be from within and if that fails to produce a suitable candidate then an external advertisement shall be placed,
- 25.3 At no times will the company be prejudice in their selection of a new employee. The aim is to recruit the most suitable person possible.
- 25.4 A full interview will be undertaken inclusive of the following checks:-
 - a) Correct qualifications for the job
 - b) Correct and in date driving licence to drive the proposed vehicle – to be checked via DVLA portal
 - c) Correct and in date Driver Card – if required,
 - d) Correct and in date Driver Qualification Card – if required,
 - e) Driving assessment
 - f) Fitness to drive
 - g) Eligibility to work in the UK
- 25.5 Following the interview and prior to employment any references provided are to be checked along with the person’s eligibility to work within the UK.

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26. Induction

- 26.1 All new employees will receive a full Induction covering standard company health and safety requirements and any transport related requirements,
- 26.2 All Induction training will be delivered as per and recorded on the Driver Induction Checklist,
- 26.3 All new employees will be buddied for a minimum of a week to provide on the job training,
- 26.4 An appraisal will be completed to understand if any further training is required.
- 26.5 All qualification cards will be rechecked at Induction.

27. Training

- 27.1 Full training will be provided for the works that the operative / driver will be required to complete.
- 27.2 All drivers will be required to complete relevant FORS safety e-Learning training throughout the year,
- 27.3 All drivers will be required to complete relevant FORS classroom-based training,
- 27.4 All drivers will be required to complete relevant FORS Toolbox talks throughout the year,
- 27.5 All training will be recorded.

28. Driver Safety

- 28.1 The Company has provided a Driver's Handbook that includes road safety guidance and sets out individual driver responsibilities, in support of the company's policies and procedures, e.g. what to do in the event of an incident.
- 28.2 All employees must follow all procedures detailed in the Driver's Handbook.
- 28.3 All new employees driving on behalf of the company will have their driving

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documents checked to ensure they are properly licensed for the class of vehicle that they will be driving.

- 28.4 They will also complete a driving assessment to ensure that they are competent.
- 28.5 There will also be a requirement for a number of FORS e-Learning modules to be undertaken.
- 28.6 There will be a requirement for a number of FORS Toolbox Talks to be completed,
- 28.7 All employees will be required to present their driving documents every six months or sooner, if required, for inspection.
- 28.8 All employees must inform their line manager of any imposed or pending driving penalties or convictions within 2 working days. These will be dealt with on a case by case basis.
- 28.9 All Driver Cards and Driver Qualification Cards will be checked on a regular basis with copies held.
- 28.10 All employees must report all at work crashes and collisions promptly having followed the procedure detailed in the Driver's Handbook.
- 28.11 All employees are required to report any road safety concerns that they have within a reasonable period of time.
- 28.12 Any employee that is offered further training as a result of a high number incidents or concerns from other employees is required to accept this offer.
- 28.13 Seat belts must be worn at all times when fitted.
- 28.14 Drivers are to be mindful of their own personal security, they are to keep doors locked at all times, whether they are inside the vehicle or out, keys are to be removed from the vehicle when the vehicle is not in use. The vehicle should be fully locked and secure, and the keys are to be retained by the driver, so that no unauthorised person can gain control of the vehicle.
- 28.15 No unauthorised passengers are to be carried and no hitch hikers are to be given lifts.
- 28.16 No person under the age of 18 is to be carried in the vehicle unless between the ages of 16 and 18 if they have been given permission.

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29. Non-Conformance

- 29.1 The company regards any complaints made against as profoundly serious and would deal with them appropriately.
- 29.2 All non-conformance, complaints and transport infringements, will be investigated fully and appropriate measures taken / put into place.
- 29.3 All non-conformance will be dealt with as quickly as possible but certainly within 10 days.
- 29.4 Also reference our Non-Conformance Policy housed on the company intranet system.

30. Notification to FORS of Traffic offences

- 30.1 We will notify FORS in writing as soon as reasonably practicable, and in any event within 5 Business Days, if we or our employees have been found guilty and convicted of committing an offence under the Road Traffic Act 1988, Health and Safety at Work Act 1974 or are in serious breach of the Driver and Vehicle Standards Agency (DVSA) standards that impacts our Operating Licence and particularly if a PG9 Prohibition Notice has been served by the Police or DVSA.
- 30.2 Offences against an individual (eg speeding fines) do not need to be reported. However, we will maintain records of all complaints and offences against the company (eg PG9s) s to ensure that any legal and non-legal actions against us are reviewed and reacted to in order to prevent recurrence.

31. Serviceability and Roadworthiness

- 31.1 Service contracts are used to assist with maintenance scheduling for the lease fleet.
- 31.2 The Company will carry out or have carried out First-use Checks before a new vehicle is put on the road. As the vehicles are leased a report from the leasing company will be required upon delivery of the vehicle.
- 31.3 HGV vehicles are serviced / inspected on a 12-weekly basis.
- 31.4 Drivers of other vehicles are alerted to the requirement for service by the vehicles standard systems or by leasing company partners on a 12-month basis, services are conducted on whichever occurs first basis, ie system alert or the 12-month

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anniversary point.

- 31.5 Records associated with maintenance are held at head office in a file maintained by the Logistics Manager for owned vehicles, details appertaining to lease vehicles are held by the lease company.
- 31.6 Relevant contracts exist for service & maintenance; MOT, tachograph calibration and speed limiters calibration.
- 31.7 Such records are maintained and archived for a minimum period of 15 months and longer where the life of the certificate extends past this point.
- 31.8 All such service, maintenance, inspection and statutory checks are recorded and scheduled forward for a minimum of 12 months.
- 31.9 Records of maintenance and / or repair work conducted on all company owned vehicles are kept on record.

32. Daily Walkaround Checks

- 32.1 The daily checking and maintenance of fluid levels, tyre pressure and condition are the duty of the drivers.
- 32.2 The drivers record these checks on the Daily Check Sheets.
- 32.3 Nil defect sheets to be held for at least between safety inspections and defect sheets with a defect and rectification work noted on them to be held for the life of the vehicle plus 15 months digitally and/or hardcopy format.
- 32.4 Defects are recorded with rectification work entered for close out action.
- 32.5 Drivers will be inducted on any specific requirements of their vehicle upon employment or vehicle change, paying particular attention to safety-related issues and the importance of and process of defect reporting, these checks shall be recorded, and where driver related repairs e.g. light bulb replacement of oil top up etc occurs, annotations of such should be made on the vehicle check sheets for the purposes of trend identification.
- 32.6 Drivers who find their vehicle to be un-roadworthy are not under any circumstances to attempt to drive on the public highway, instead they are to make arrangements via the Logistic Manager for recovery or highway repair.

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- 32.7 The company are to ensure that vehicles are inspected for safety-related issues by drivers who have been trained in defect reporting, and that defects are rectified (where necessary) by competent persons prior to use to ensure the continuing safety of the operation of that vehicle.

33. Load Safety for All Vehicles

- 33.1 Suitable load restraint equipment will be provided for each vehicle.
- 33.2 Safe loading is part of the driver's induction. A written risk assessment for loading and unloading is in place giving clear instructions to all staff involved in this process. The process must be carried out in a safe place preferably away from pedestrians, cyclists, workmen of other vehicles not involved in the operation.
- 33.3 Drivers must ensure loads are evenly distributed over the length of the body and nothing is overhanging from the vehicle's sides.
- 33.4 Loads must be properly secured using straps before going on the public highway.
- 33.5 Load weight is to be calculated when deciding on the load to be placed on a vehicle. Item weights are known of the scaffolding equipment that they use. If in any doubt the driver should go to a local weigh bridge to check the vehicle weight.
- 33.6 Loads are restrained as appropriate to prevent damage in transit, and to ensure that doors can be opened safely without fear of anything falling out (refer to Risk Assessment-Transport Operations).
- 33.7 Safe Loading and unloading is considered as part of our Company Risk Assessment for Transport Operations.
- 33.8 Cab warning notices will be displayed where the vehicle height exceeds 3 metres.
- 33.9 Vehicle dimensions will be retained on a central data base and be displayed in the vehicles.

34. Tyre Management

- 34.1 The tyre company used will be required to dispose of used tyres appropriately. Records of such shall be retained by the finance team and the Logistics Manager for recording on the company server and kept for the purposes of trending and FORS

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compliance.

- 34.2 Drivers are to inspect their tyres for condition, wear, damage and pressure as part of their daily pre-start checks and record this in writing on the weekly return of daily checks.
- 34.3 Toolbox talks covering tyre condition are scheduled to occur annually and will form part of new driver induction.
- 34.4 Drivers are supplied with the following equipment to enable these to checks to occur:
 - a) Torque Wrench
 - b) Tyre Inflator with incorporated Tyre Pressure Gauge
 - c) Tyre Tread Depth Gauge
- 34.5 Drivers are to complete all FORS e-Learning packages on an annual basis in an attempt to educate them about efficient driving techniques for the purposes of minimising tyre wear.
- 34.6 Random checks will be completed on the vehicles by management.

35. Vehicle safety and security

- 35.1 The management will ensure that when choosing vehicles to be used on behalf of the company that they are entirely suitable for their intended purpose and that utmost importance is placed on safety features.
- 35.2 The management will ensure that all vehicles used on behalf of the company are regularly inspected and strictly maintained using at least the manufacturer's recommended service schedules in accordance with Operator Licence requirements.
- 35.3 The management will ensure that Transport Risk Assessments are undertaken and regularly refreshed to cover but not limited to in-cab technology, satellite navigation, mobile phone use, loading and unloading, lone working, working at height, manoeuvring and reversing.
- 35.4 Employees are required to complete the daily record checks / diary for each vehicle that they drive. Record sheets / diary must be dated and signed and kept available when in use, and archived with the Logistics manager when
- 35.5 Employees must complete a vehicle defect form as soon as the defect is found. The

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completed form must be handed to (the Logistics Manager immediately. Verbal reporting of a defect without completing a defect form is not acceptable.

- 35.6 All reported defects will be dealt with promptly. Any vehicle with a serious defect making it unsafe for employees and/or members of the public will be taken off the road immediately until a repair has been carried out.
- 35.7 Any employees driving their own vehicle on behalf of the company will be required to present their vehicle registration document (V5), insurance certificate and MOT certificate (if applicable) on an annual basis. Employees should ensure that their vehicle is insured for business use.
- 35.8 Any employee driving their own vehicle must ensure that it is kept in a safe and roadworthy condition at all times. The management accept that employees may be without their vehicle when repairs are necessary to keep the vehicle in a safe and roadworthy condition. However, employees must give as much notice as possible so that alternative arrangements can be made.
- 35.9 Vehicles when left unattended are to be secured with the handbrake applied, it being the driver's responsibility to ensure that all access points are secure to prevent the theft or damage of contents, any unauthorized use, or unintended movement.

36. Fuel, Emissions and Air Quality

- 36.1 Office & Logistics Manager is the champion for this topic
- 36.2 Fuel usage is monitored and analysed along with emissions.
- 36.3 Alternative fuels will be looked at especially when new vehicles are to be acquired,
- 36.4 As a company we are aiming to be carbon neutral in our activities or as low as is achievable,
- 36.5 Toolbox talks will be completed on a regular basis,
- 36.6 FORS e-Learning LoCITY and/or Van Smart will be undertaken on a regular basis,
- 36.7 Where possible the Transport Manager is to be mindful and make all attempts to minimise empty running, maximising vehicle fill and minimise wasted mileage, encouraging drivers to utilise the shortest possible route (avoiding hot spots such as timed zones, schools etc). Where possible routes are to be prearranged and adhered to, these should pay particular attention to any Client related in instruction,

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- 36.8 If multiple deliveries are to be completed then they should be grouped together geographically as far as is possible to avoid excessive mileage and fuel use,
- 36.9 In order to minimise vehicle emissions that negatively impact on the environment and health, we are committed to reducing vehicle idling times at depots, in stationary traffic queues and at any other times unnecessary idling takes place. The company actively encourages drivers to reduce levels of idling,
- 36.10 The Highway Code states that 'you must not leave a parked vehicle unattended with the engine running or leave a vehicle engine running unnecessarily while the vehicle is stationary on a public road',
- 36.11 Drivers are responsible for ensuring their vehicle does not idle unnecessarily and any fines incurred for unnecessary idling will be paid by the driver,
- 36.12 Our vehicle tracking equipment provides us reports of excessive idling and acceleration which are monitored and dealt with appropriately.

37. Routing and Journey planning

- 37.1 It is a requirement to aim to avoid travelling on high density vulnerable road user traffic routes,
- 37.2 When selecting a route, it is also required that passing schools at the start and finish of a school day is avoided where possible,
- 37.3 Routes should also be planned to be mindful of the weight, length, width and height of the vehicle to avoid any restrictions,
- 37.4 If multiple deliveries are to be completed then they should be grouped together geographically as far as is possible to avoid excessive mileage,
- 37.5 The management encourages use of alternative modes of communication or transport where this is practical. Road journeys will only be carried out when they are really necessary. The management also encourages vehicle sharing when practical.
- 37.6 The management will ensure that necessary journeys are scheduled to a realistic timetable and are planned to take into account the essential need for adequate rest periods. Any employee who feels that their timetables / schedules are unrealistic, and they need to take risks/ break speed limits to complete them must voice their concerns with their line manager as soon as possible.

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- 37.7 The management will monitor weather conditions and will reschedule deliveries and/or appointments etc. if conditions become too dangerous for the drivers.
- 37.8 We will also communicate our Client routing requirements to all drivers.

38. Road Traffic Incident Investigation

- 38.1 Where RTIs occur the Logistics Manager will conduct a timely investigation and provide a written report to identify the causes. Each incident should be thoroughly investigated by a competent person. A record of investigation outcomes shall be reported at management meetings and maintained accordingly.
- 38.2 This record shall include recommendations and remedial actions for both drivers and the fleet operator. Drivers and vehicles should be accurately assessed before returning to the road. Any training provided to drivers shall also be recorded as part of their professional development.
- 38.3 The findings will be kept on a log which shall include all evidence required to investigate and conclude the cause and effect of incidents.
- 38.4 The contents of this record shall be reviewed and reacted to as part of company procedure and annual review.
- 38.5 Review frequencies should be increased if incident numbers (or their effect) is high.
- 38.6 Periodic review of the fleet management policy should be undertaken and will consider:
- a) Driver behaviour training,
 - b) Risk assessments,
 - c) selected routes,
 - d) management of drivers,
 - e) Post-incident procedures.
- 38.7 We shall manage incidents to ensure that drivers and vehicles can get back on the road in a safe and timely manner, and that services can be restored while dealing with passenger and vehicle safety.
- 38.8 The Logistics Manager shall attain and maintain FORS Practitioner status to ensure he has the current competencies required to investigate incidents and collisions.

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38.9 Drivers are to be vigilant and mindful to never admit liability.

39. Discipline and Insurance Excess

39.1 The following insurance excess repayment policy reflects the importance and seriousness we place on driving with full due care and attention, and where applicable, charges will be recouped from drivers wages:

- a) 1st incident – the company will cover all excess charges of the incident
- b) 2nd incident – the driver will cover 25% of excess charges incurred by the company and will receive a formal verbal warning
- c) 3rd incident – the driver will cover 50% of excess charges incurred by the company and will receive a formal written warning that may also result in disciplinary action
- d) 4th incident – the driver will cover 100% of excess charges incurred by the company and will be liable to further disciplinary action.

40. Drivers when driving own vehicles (grey fleet)

40.1 Management must ensure that employees who drive their own vehicle for work purposes:

- a) Have insurance for business use
- b) Have current VED and MOT certificate if applicable
- c) Ensure their vehicle is maintained in a safe and roadworthy condition at all times
- d) Do not drive their vehicle until any identified defects have been rectified.

41. In-Vehicle Communications

41.1 In-vehicle communication covers the following items:-

- a) Handheld mobile phones

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- b) Bluetooth connected phones
- c) Satellite Navigation Equipment
- d) PDA's
- e) Two-way radios
- f) Laptop computers
- g) Tablet computers
- h) iPod, MP3 devices
- i) Any other electronic device

41.2 Drivers should be aware of the consequences should they be stopped for using a hand-held mobile phone:

- a) You are a danger to yourself and everyone else in your vicinity
- b) 6 penalty points and a £200 fixed penalty fine
- c) If driving a HGV that fine could increase to £2500

42. Mobile Phones

42.1 The mobile phone is now seen as an essential means of communication however, it is illegal to use a handheld mobile phone while driving. All drivers will be provided with a hands-free kit; however a mobile phone should only be used when it is absolutely necessary i.e. emergency services calls when unsafe to stop. Drivers may still be prosecuted for using a 'hands-free' mobile phone while driving.

42.2 Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so i.e. parked safely with engine switched off and keys removed from the ignition.

42.3 Drivers must not dial out while in motion. (This includes hands-free kits.) They should find a safe place to stop before making any calls.

42.4 Where there is a passenger or 'driver's mate' in the vehicle they should be responsible for all communication however, all driver distractions must be kept to an absolute minimum.

42.5 Drivers must report faulty 'hands-free' sets immediately. These will then be repaired

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or replaced as soon as possible. Drivers will not be permitted or encouraged to use a handheld mobile phone while they have no hands-free kit.

- 42.6 Any driver failing to adhere to the mobile phone policy will be subject to disciplinary proceedings.

43. Satellite Navigation / in cab technology (if fitted)

- 43.1 Satellite Navigation Systems and similar in-cab technology (if fitted) can be a useful tool for drivers; however, they can also be a dangerous distraction, they should not reduce your concentration levels. These systems shall be subject to a separate Risk Assessment⁸ and control measure specific to vehicle make and model types.
- 43.2 All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes. They should not impair vision when positioned inside the vehicle i.e. within the whole windscreen area. They should not be positioned where they are likely to cause injuries in the event of a collision.
- 43.3 Staff driving for work must never make or receive calls, send or read texts or emails or otherwise use a device, whether hand-held or hands-free, while driving. The driver may turn off the phone and should do so if and whenever he/she feels it would be safer so to do. Other distracting in vehicle technology should not be used while driving. Any such equipment must be secured while driving.
- 43.4 In vehicle technology is considered in the Company Document "Risk Assessment-Transport Operations", and within Driver's Handbooks, on which all drivers receive an appropriate recorded briefing.

44. Driving Licences, Driver Card and Driver Qualification Card

- 44.1 Licences are checked by the Logistics Manager at Induction and thereafter at least once in every 6 months for all drivers using the DVLA website and by requesting drivers to provide a code. The latest record of these checks is maintained on the Company server and maintained for 2 years.
- 44.2 Drivers are to either provide a code to the Logistics Manager to check their licence via the DVLA licence check website or sign FORM D796 which would allow the checks

⁸ Refer to Rules 149 and 150 of the 2016 Highway Code

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45.2 General Health

- a) The Company operates an occupational health surveillance programme, managed by All Health Matters Ltd.
- b) The Company are proactive in ensuring that mental health problems such as stress, depression and anxiety are dealt with in a suitable and compassionate way.
- c) All drivers are to be given suitable information on correct posture whilst driving and the setting up of the driver's seat.
- d) All drivers will be required to complete a Driver Fitness Declaration at Induction and then every 6 months with their eyesight check.
- e) All drivers are required to inform their Line Manager or the SQE and Operations Director of any illnesses that might affect their driving licence immediately.
- f) All drivers are required to inform DVLA of any illnesses that might affect their driving licence immediately.

45.3 Drink and Drugs Policy including medicines

- a) We operate a zero tolerance Drink and Drug Driving Policy.
- b) All drivers must report any pending prosecutions and/or cautions immediately, regardless of whose vehicle they were driving at the time. Failure to do so will result in disciplinary action.
- c) Any driver prosecuted for such offences will be subject to a serious disciplinary which may result in dismissal.
- d) All employees are encouraged to report concerns about colleagues with regards to drink and drugs as soon as possible. This can be done anonymously if necessary.
- e) Any driver who believes that they may be over the drink drive limit must inform their line manager. They must not drive. They may be given alternative duties if available or required to take annual leave. Should this become a regular occurrence disciplinary action may take place.
- f) Any driver taking prescription or over the counter medicines must check that they are still fit to drive.

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- g) Any driver who may be unfit to drive must inform their line manager immediately. They must not drive.
- h) If a driver informs us that they may have issues with drink and drugs we will provide suitable support to help them.

45.4 Fatigue

- a) This is a major cause of accidents whilst driving. It is your responsibility as a professional driver to have had suitable rest prior to driving.
- b) Fatigue can be worse when the weather is very hot or very cold or when working at times when you would normally be asleep.
- c) All work is planned to minimise the risk of fatigue but if you are feeling tired then you need to stop and take a break. Ideal 'power nap' breaks are around 15 minutes because if you sleep for longer your body will start shutting down and you will feel worse when you wake up.
- d) It is also a good idea to regularly eat and hydrate to ensure your body has a suitable flow of nourishment to sustain it whilst at work.
- e) If you are feeling really tired you could slip into microsleeps which can last a few seconds or even a few minutes. You will not be aware that you are effectively asleep so therefore not in control of the vehicle. As an example, a 4 second microsleep whilst travelling at 56 mph will see you travel a distance of 100 metres.

45.5 Sleeping Disorders

- a) Sleep apnoea is a major health issue that needs to be treated and controlled.
- b) Sleeping disorders are notifiable to the DVLA and usually result in loss of entitlement to drive until such times that it is deemed by a medical professional that the condition has been successfully treated and the DVLA have reinstated the driving licence entitlement. Failure to comply will result in disciplinary actions.

45.6 Mental Impairment

- a) The company treats this with the same importance as any other illness and are willing to assist anyone that comes forward requesting help.

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46. Vulnerable Road Users

- 46.1 Our vehicles share the road with many other road users; some of whom are at greater risk than others. These groups include but are not limited to:
- a) Pedestrians.
 - b) Children.
 - c) Older drivers.
 - d) Disabled drivers.
 - e) Cyclists.
 - f) Motorcyclists.
 - g) Horse Rider
 - h) Animals.
 - i) New drivers.
- 46.2 We recognise that some of these road users may warrant special consideration and greater vigilance in order to protect their safety and wellbeing.
- 46.3 We aim to avoid all incidents and collisions involving other road users by adhering to this Policy and relevant Company Transport Procedures in place.
- 46.4 We have identified the significant risks from its operations involving its transport activities (including the safety of vulnerable road users) and has put in place a number of procedures to reduce these risks.
- 46.5 Because of the variable factors involved, no single measure is enough to completely ensure safety. However, by considering a wide-range of factors, e.g. driving conditions, safe driver training and safe vehicle issues, the Company has taken all reasonable steps to prevent a serious incident.
- 46.6 A number of controls, procedures and work instructions have been identified through the risk assessment process and these are routinely brought to the attention of our drivers via a programme of regular briefings and toolbox talks.
- 46.7 Drivers will; undertake the full package of FORS e-Learning modules on an annual basis, in addition all drivers are to undergoing the FORS e-Learning Cycle Safety module during induction.
- 46.8 The Company expects these measures to be adhered to and will take appropriate action against those who fail to do so. From time to time, the risks and measures to

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reduce them with be monitored and reviewed to ensure maximum effectiveness.

47. Driver's Hours and Working Time

47.1 Driver's Hours

- a) Management of driver's hours is described in the Company Health & Safety Policy and our Road Transport Policy and referral of this is made in our Drivers Handbook.
- b) In brief drivers of over 3.5 tonne vehicles are governed by EU Driver Hours Rules 561/2006
- c) Those using vehicles below 3.5 tonne vehicles are governed by GB Domestic Driver Hours Rules, these are not subject to the requirements of recording.
- d) Both the Driver Cards and the Vehicle Unit (VU) are downloaded at least once in every 28 days.
- e) When driving vehicles in excess of 3.5 tonne gross laden weight, drivers are governed by the "EU rules" as defined in statute. All driving hours shall be recorded on the tachograph. Tachograph records are transferred to software on the company Server using the driver's data card. At intervals of about 14 days (and no more than 28 days), a report of driving infringements shall be printed using the software. The report shall be signed by the driver and stored in a file at head office.
- f) All Driver Cards will be copied with expiry dates recorded.
- g) If an HGV driver forgets his Driver Card, he will need to go home to retrieve it before he can drive.
- h) If a Driver Card is lost, damaged or stolen, then the driver must report it to the DVLA within 5 days with a crime number if they think it has been stolen. The driver can then drive for a maximum of 15 days without his card but must do a vehicle printout at the start of his shift and then again at the end of his shift. He will need to put his name on the printout and sign them.
- i) The Company Card will be kept safe by the Logistics Manager and if lost, damaged or stolen it must be reported within 5 days to DVLA with a crime number if thought to have been stolen.

47.2 Working Time

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- a) Working time shall be recorded and maintained to ensure all limits are not exceeded.
- b) Due to the fixed hours for the drivers there is a very low chance that any working time rules will be infringed.
- c) Records are to be kept for a minimum of 2 years even after an employee leaves.
- d) See appendix 1

48. Passenger Safety

- 48.1 Only authorised persons are allowed to travel as passengers in a company vehicle.
- 48.2 All passengers are required to wear a seatbelt.
- 48.3 The vehicles are only allowed to carry passengers for the number of passenger seats they have and under no circumstances are passengers to be carried in the rear of the vehicle.

49. Operational Security

- 49.1 Vans are vulnerable as long as they are carrying a load. Drivers should therefore be aware of some simple steps to help reduce the chance of becoming a victim.
 - a) Drivers must never to leave the vehicle with the key in the ignition and the engine running
 - b) Drivers are to not give lifts, or to have any unauthorised people in the cab
 - c) Drivers need to be alert to criminal traps. Thieves will try and stop drivers while they are driving or delivering by using a number of various tricks. These include staged accidents, impersonating police officers or officials and pretending that the trailer doors are open
 - d) Only stop for marked police vehicles with uniformed occupants. If in doubt, ask for identification
- 49.2 All vehicles are to be kept locked when the driver is not in attendance,
- 49.3 The cab is to be locked when the driver is working from the rear of the vehicle.

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- 49.4 Whilst travelling at least the passenger door is to be kept locked if not all the doors.
- 49.5 All valuables are to be kept undercover when travelling or parked.
- 49.6 Vehicles are to be parked in well-lit frequented areas.
- 49.7 All the vehicles are fitted with trackers and an alarm system with immobilisers.
- 49.8 No unauthorised passengers are to be taken in any vehicle. No hitch hikers are to be picked up at any time.
- 49.9 All visitors are to register in when on the premise and are to be escorted by the person they are visiting at all times.
- 49.10 Those drivers that are permitted to take their vehicle home must park it close to their house in a well-lit area. Keys are to be kept safe within the house.
- 49.11 Those vehicles parked at base overnight are to be locked with the keys kept safe within the premise.

50. Lone Working

- 50.1 When driving alone keep the cab doors locked and windows closed,
- 50.2 If threatened do not fight back but call the police as soon as possible.
- 50.3 If threatened where your life is at risk, gun or knife, do not fight back. Walk away and allow the perpetrator to take the vehicle but call the police immediately and then the office.
- 50.4 Keep your Line Manager informed of your whereabouts at all times.

51. Counter Terrorism

- 51.1 A Champion will be appointed for Counter Terrorism.
- 51.2 A relevant risk assessment will be undertaken not only for the vehicles but for the premises that the company operates from.
- 51.3 Relevant systems and procedures are to be put into place.
- 51.4 All drivers are to complete the FORS e-Learning Counter Terrorism package at Induction and then once in every 2 years. The FORS Toolbox Talk will be completed

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annually.

- 51.5 Terrorism is a major threat in today's society, so all drivers are required to be vigilant at all times. All drivers are required to check their vehicle for anything unusual upon return if they have left it for a while or it was parked out of their line of sight.
- 51.6 All terrorist threats will be dealt with appropriately and relevant authorities are to be notified with immediate effect.
- 51.7 No employee shall be asked to deal with any terrorist threat no matter how small.
- 51.8 Information from item 49 Operation Security should be taken on board.
- 51.9 If you feel you are being followed make some deliberate movements with the vehicle such as travelling around a roundabout a couple of times or pulling off a motorway and then going back on it. If the vehicle is still following you try to get a registration number and drive to a local police station or park in a well populated safe place and contact the office.
- 51.10 Any driver contacting the office with a possible threat this is to be recorded and the police contacted straight away via 999 or contact the anti-terrorism hotline on 0800 789321.
- 51.11 Always be vigilant and if you feel that there is something wrong contact the office immediately.

52. Summary

- 52.1 This policy sets out our approach to ensuring our employees and other who may be affected by our actions while using the public highway and our own premises remain safe at all times.
- 52.2 We consider compliance to all road related legislation to be of the highest priority and therefore commit to ensuring that we not only meet these minimum requirements but exceed these to achieve best practice wherever possible.

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Appendices:

1. A Summary of Working Time Regulations
2. Accident Procedure

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Appendix 1 – A Summary of Working Time Regulations⁹

Who these rules apply to:

- These rules apply to mobile workers – drivers and crew of heavy goods vehicles or public service vehicles subject to EC Regulation 561/2006. The rules limit the amount of time that can be worked and there is no opt-out available. They do not replace EC drivers' hours rules, guidance to which is available via the DVSA¹⁰
- Self-employed drivers have been covered by these regulations since 1st May 2012.

What are the limits?

- An average of 48 hours works per week calculated over a specified reference period.
- In any single week up to 60 hours can be worked so long as the 48-hour average limit is maintained.
- Night work is limited to 10 hours per night unless there is a workforce agreement to work longer.
- Statutory annual leave and any sick leave and/or maternity/paternity leave counts as working time.
- Working between 6 and 9 hours per day requires breaks totalling 30 minutes. If more than 9 hours is worked then breaks must total 45 minutes. Breaks must be of at least 15 minutes duration. Break requirements under the Regulations, are in addition to those under the EU drivers' hours rules.
- But where mainly driving work is undertaken it is possible that working time breaks may be satisfied by breaks from driving taken under the EU drivers' hours' rules. The EU drivers' hours rules break requirements take precedence when driving.

What counts as work?

⁹ Full guidance on the Working Time Regulations can be found at:

<http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm>

¹⁰ Drivers' hours and tachographs rules: goods vehicles (GV262) <https://www.gov.uk/guidance/drivers-hours-goods-vehicles>

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- In general, any activities carried out in connection with the transport operation count as work, for example, driving, loading/ unloading, walk round checks etc. count as work. There are a number of periods of time that do not count as work, for example, travelling between home and your normal place of work, lunch or other breaks and periods of availability.
- Periods of availability (PoA) are periods of time during which the mobile worker is not required to remain at their workstation but is required to be available for work, the foreseeable duration of which are known about in advance for example:-
- Delays at distribution centres
- Time spent travelling in the vehicle (only if no work is carried out such as navigating).
- Reporting for work then being informed that no duties are to be undertaken for a specified period.
- Accompanying a vehicle being transported by boat or train.

A PoA can be taken at the workstation. Providing the worker has a reasonable amount of freedom (e.g. they can read and relax) for a known duration, this could satisfy the requirements of a PoA.

Situations when a period of time should not be recorded as a PoA:-

- Delays due to congestion (i.e. stuck in a traffic jam), because the driver would be stopping and starting the vehicle.
- Frequently moving up within a queue (e.g. waiting within a queue to load or unload) every other minute.

If you are unsure what activities count as work and whether a period of time qualifies as a POA please seek further advice from VOSA.

Record keeping:

Your employer is required to keep a record of your working time. Tachograph records may also be used as record working time records and it is always important that you select the correct mode to record activities accurately. In some circumstances it may be necessary to keep other types of records in addition to the tachograph for example working in a warehouse etc. If tachographs are not used as working time records, then another type of accurate record must be kept by your

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employer.

Enforcement:

DVSA is responsible for the enforcement of the Road Transport (Working Time) Regulations.

If you suspect or know that a transport operation or any of its drivers are not complying with the rules you can report this anonymously to DVSA on: 03001239000

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Appendix 2 – Accident Procedure

In the event of a collision all employees must:

- Stop
- Keep calm
- Be courteous and present a positive image.
- Do not accept liability.
- Complete the Motor Vehicle Claim Form using the claim instruction as guidance to gather as much info regarding the incident

Employees must prioritise:

- Their own safety
- The safety of anyone else involved
- The safety of other road users

Employees must follow the steps below

