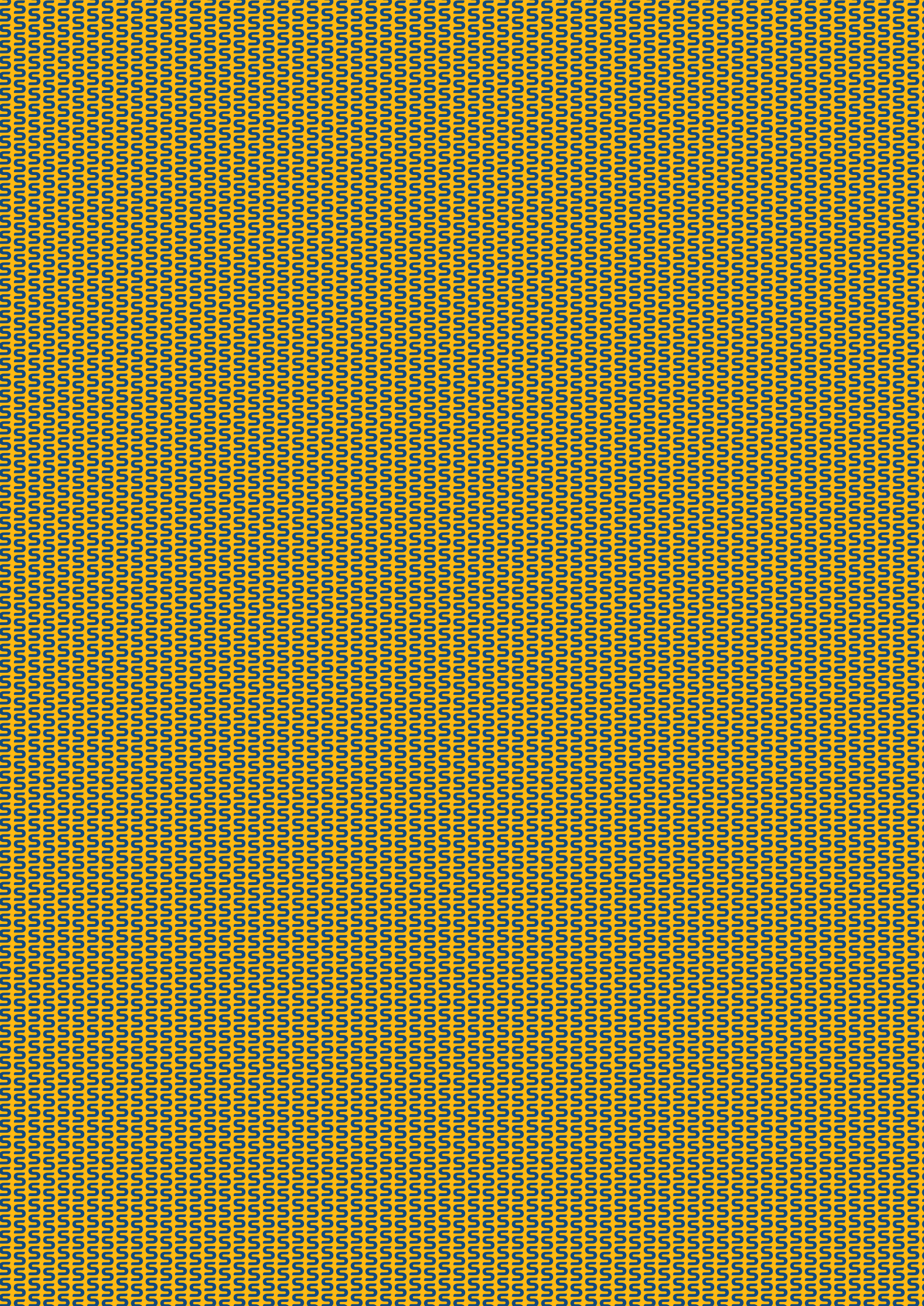


# Commercial vehicle drivers' manual



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The Freight Transport Association is committed to raising standards and improvements in levels of compliance within all aspects of road transport and the Association welcomes the development and introduction of this Driver Handbook. The Handbook has been prepared not only to ensure compliance with all the relevant road transport and Operator Licensing regulatory requirements but also with the safety of individual employees with Skanska in mind. The handbook contains important information that all drivers need to be aware of, understand and comply with when driving on Company business, even those who use their own vehicle or do limited mileage.

*Chris Puntan*

Managing Director – Business Services  
Freight Transport Association



## Policy Introduction

The risk associated with work-related vehicle use is often referred to as Occupational Road Risk and is defined as:

### **‘Driving activities undertaken by an ‘employee in the course of their work.’**

The company has a duty of care towards its employees and their safety. Safe driving is vital to those of us who drive to and from work or drive on company business. The company is committed to providing a safe place and safe systems of work and to eliminate or minimise risk wherever possible.

The company requires all drivers to drive in accordance with the highway code, to obey traffic laws, maintain the vehicles and drive in a courteous manner in order to ensure the safety of themselves and others. The vehicles should also be kept clean so as to portray a professional image.

The company has a legal responsibility to ensure that all drivers are authorised to drive the vehicle provided, are familiar with the vehicle controls and are fully aware of their legal responsibilities and duties.

The importance of safe driving can be outlined using a few simple facts from the Health and Safety Executive:

- 95% of all road incidents involve some form of human error
- In 76% of road incidents, the human is solely to blame
- Most road incidents occur in built-up areas and often within 2 miles of the start and finish point.
- The most dangerous times on the road are weekdays during the rush hours between 7 and 9am. and between 3 and 6pm
- Traffic incidents account for the largest single cause of death and injury for young adults
- Over 30% of all collisions, deaths or incidents are drivers at work

Most road incidents can be prevented with care and simple common sense actions.

All employees driving a vehicle supplied by the company must follow the company’s occupational road risk procedures. The company will manage occupational road risk through individual risk assessments to ascertain the inherent hazards of driving for work, including journeys to and from the place of work. From the results, the company will work with individuals or groups to increase safety whilst driving and to reduce the environmental impact of driving.

All drivers will be subject to driver’s licence checks prior to being issued with a company vehicle. Please refer to ‘How the driving licence verification service works’.

## Driver accountability

All drivers of company vehicles and other vehicles used for business purposes are responsible for adhering to the company’s fleet policy together with all applicable standards and legislation.

All drivers must:

- Observe all rules and company procedures
- Take responsibility for their personal health and safety and that of fellow employees or other persons that may be affected either directly or indirectly by their driving related actions
- Not interfere with or misuse anything provided to protect the health, safety or welfare of persons
- Use all equipment, devices and protection equipment provided to protect the health, safety or welfare of persons
- Use correct manual handling techniques when lifting and carrying any article
- Report promptly to the appropriate Manager potential or actual hazards and defects
- Partake of any specific training that the company provides
- Have the correct driving licence and other required qualifications for the specific driving duties

- Know what to do in the event of an accident, fire or other emergency
- Understand and adhere to driving related legislation
- Co-operate with company management in relation to all statutory requirements
- Carry out first use vehicle checks prior to driving any vehicle
- Report all vehicle defects using the agreed defect reporting system

#### Specific actions

The following are some of the specific actions that drivers of company vehicles must carry out:

- Complete a first use inspection and defect sheet prior to using any vehicle
- Report all accidents and incidents in line with company policy
- Notify your line manager of any fixed penalty received in relation to any driving or vehicle condition offences
- Inform your line manager/HR if there have been any changes to the driving licence such as the imposition of penalty points, changes to entitlement or other restrictions
- Comply with the driver's hours, working time and tachograph regulations
- Comply with the Company's policy in respect of the use of mobile phones and other in-cab devices
- Comply with the Company's drugs and alcohol policy
- Not to smoke in any company vehicle
- Familiarise themselves with all vehicle equipment and safe systems of work

#### Authorised drivers of company vehicles

The company is committed to employing safe and courteous drivers, and in order to become an authorised company driver, employees must adhere to the following criteria:

- Hold a full, valid driver's licence applicable to the company vehicle allocated
- Must have a minimum of 12 months driving experience
- Submit their driving licence for validation (please refer to 'Scheduled driving licence checks')
- Be medically fit to drive in accordance with DVLA licensing laws
- Complete a driver's risk assessment prior to receiving a company vehicle

All of the above are applicable to commercial vehicle and occasional drivers.

#### New starters/newly eligible existing employees

A commercial vehicle will be supplied to an employee for **commercial use only unless otherwise authorised**. The vehicle will be suitable for the activities in which the employee is engaged.

**Please note:** If a driver has been authorised to use a commercial vehicle for social, domestic and pleasure purposes in accordance with operating unit guidelines then it is the driver's responsibility to notify the Her Majesty's Revenue and Customs (HMRC) that they are in receipt of a company vehicle/fuel card benefit. The company strongly advises that employees carry out this notification without delay in order to avoid a heavy tax liability in later months.

#### Restrictions on use of vehicles

Commercial vehicles are solely for business use of the company unless otherwise authorised. Drivers of car derived vans are allowed to use the vehicle for social domestic and pleasure purposes as well as business, **ONLY** if the driver has agreed that the vehicle will be subject to P11D tax.

Under no circumstances should vehicles be used for:

- Competitions
- Rallies
- Trials
- Pacemaking
- Speed testing
- Learner driver tuition
- Carriage of passengers for hire and reward



- Carriage of unauthorised passengers
- Carriage of pets/animals
- Overseas travel

Where goods are carried in a company vehicle, they must be secured and the vehicle must not be overloaded.

Improper use of a vehicle will result in the employee being subject to company's disciplinary procedures.

## Control of vehicle

An employee allocated a commercial vehicle is the nominated driver until the vehicle is surrendered, and is responsible for the vehicle and for any driving offences and fines incurred.

The nominated driver must maintain a record of any person authorised by the company driving their vehicle. If any motoring offence occurs while the vehicle is being driven by an unidentified third party, then the nominated driver will, as far as the company is concerned, be liable for that offence.

## Deductions from salary

As an employee allocated a commercial vehicle for business, social and domestic use, the driver will be subject to P11D tax rules.

In the case that a charge is made by the contract hire company for damage during the hire or on the return of the vehicle as a consequence of neglect in the general care and maintenance of the commercial vehicle, the employee may be required to make a contribution of up to £500. Fair wear-and-tear will be allowed for as part of the general depreciation of the vehicle.

The company reserves the right to deduct monies owed due to vehicle neglect from a departing employee's final salary, or retain an amount subject to a vehicle being returned late.

## Fuel

The company has an agreement with Shell UK for the supply of fuel cards for commercial vehicle drivers. These cards are obtainable for commercial vehicles through your line manager.

The nominated vehicle driver will be issued with a fuel card for the vehicle. The card is mainly for use at Shell Service stations, but in exceptional circumstances will be accepted at Esso, Texaco and Total. It must only be used to obtain fuel and lubricants (top up only) unless otherwise authorised for their allocated commercial vehicle provided.

The card will show the vehicle registration number and must be signed by the holder on the reverse.

The driver must present the card to the cashier on obtaining the fuel or lubricants, and must always provide an accurate mileage reading. The card holder must sign the sales voucher and retain one copy as proof of transaction in case of discrepancies. In addition to signing the voucher the driver must check that the vehicle registration, mileage and charge made for the fuel are correct.

If a card is lost or stolen during the working day, contact Skanska Fleet as soon as possible, so they can place the old card on stop and apply for a replacement.

If a card is lost or stolen outside business hours, call Shell on 0800 731 3131.

If the old card is found after it has been stopped, do not attempt re-use as it will not work and will be flagged by Shell as an attempt at fraudulent use.

The fuel card remains the property of Shell and must be returned to Skanska Fleet immediately if any of the following circumstances arise:

- The employee's employment with the company is terminated
- The employee retires from the company's service
- The company vehicle is withdrawn

- The employee is legally disqualified from driving
- The employee is transferred overseas and surrenders the company vehicle

If the fuel card is damaged or has previously been reported lost and is retrieved, it should be returned to Skanska Fleet.

All fuel cards will be issued with an expiry date, and new cards will be issued automatically before that date. Expired cards should be destroyed and disposed of.

Improper use of a company fuel card will result in the employee being subject to the company's disciplinary procedures.

## Withdrawal of commercial vehicles

The commercial vehicle allocated to an employee may be withdrawn or substituted under circumstances which the company considers justifiable, including but not limited to the following:

- Change of role/business activity
- Where there is a change in commercial vehicle policy
- Where the driver is in breach of the rules, such as misuse or neglect of the vehicle, including failure to provide accurate mileage readings when drawing fuel with the provided fuel card.
- Where an employee allocated a vehicle on a business-need basis is unable to drive the vehicle through disqualification, incapacity or other long-term absence
- Where an employee develops a medical ailment that causes the DVLA to revoke their licence on medical grounds

## Fixed penalties

These guidelines set out the procedures to be followed should an employee who is allocated a commercial vehicle incur a fine as a result of any of the following driving offences:

- Parking tickets
- Driving in bus lanes or stopping in box junctions
- Congestion charges
- Speeding
- Vehicle condition
- Vehicle load security
- Vehicle overloading

An employee allocated a commercial vehicle is the nominated driver until the vehicle is surrendered, and is responsible for the vehicle and for any driving offences and fines incurred.

An employee who receives a fixed penalty notice must notify Skanska Fleet immediately as there is a legal obligation on the company as the Operator licence holder to notify the Traffic Commissioner of any fixed penalties and convictions. Failure to notify Skanska Fleet of any fixed penalty will be considered gross misconduct and will result in the employee being subject to the company's disciplinary procedures.

An employee who receives a ticket/fine for a driving related offence must act upon it immediately. Failure to do so could result in disciplinary action.

Where the employee accepts responsibility for a driving offence, or there is clear evidence that the employee is liable, the company shall be entitled to deduct from the employee's salary/wages the cost of any fines not paid by the employee, plus the cost of any administration fees charged to the company by a third party. HR will notify the employee in writing in advance of any deduction being made.

The employee will be able to contest any fine received.



The majority of the company's fleet of vehicles are provided by leasing companies, who are the registered owners of the vehicle. Therefore some penalty charges incurred, e.g. driving in bus lanes or unpaid parking tickets, are issued direct to the leasing company who must automatically pay the fine. The company is re-charged the cost of the fine, along with an administration fee. Once a fine has been paid, it cannot be contested with the issuing authority. Where this is the case, and the employee wishes to contest the fine, the company will review the circumstances surrounding the fine and a decision will be made on whether to reclaim the costs incurred from the employee.

Drivers who regularly incur charges for traffic offences will be subject to the company's disciplinary procedures.

#### **Parking tickets**

Employees must ensure that all parking ticket fines are paid promptly, or are properly contested to prevent any escalation in charges. Employees can do this by:

- 1) Immediately paying the fine directly to the charging authority
- 2) Pass the parking ticket to Skanska Fleet who will contest the fine with the issuing authority.

If the parking fine is not paid or acted upon, the following procedure will apply:

- 1) Skanska Fleet receives a fine that may have already escalated in cost
- 2) Skanska Fleet will contact authorised contract personnel to investigate
- 3) Authorised contract personnel will confirm whether the fine is business or personal use
- 4) If the fine is relating to business use, Skanska Fleet will arrange payment and recharge the employee's cost centre
- 5) If the fine is relating to personal use the driver will receive a letter from HR notifying them that a deduction will be taken for the fine amount direct from their salary
- 6) Payroll will be notified
- 7) Failure to take action will be subject to disciplinary procedures

#### **Driving in bus lanes or stopping in box junctions**

Driving in bus lanes within restricted hours or stopping in box junctions (unless you are turning right and your exit is clear) is prohibited and employees should ensure they comply with UK regulations.

Photographic evidence against a driver can be provided and therefore, in most cases, these offences cannot be contested. The following procedure will apply should Skanska Fleet receive any penalty charges for this driving offence:

- 1) Skanska Fleet receive an invoice from the leasing company for the offence
- 2) Skanska Fleet will arrange immediate payment of the invoice and the employee's cost centre will be charged
- 3) A copy of the invoice/fine is sent to HR
- 4) HR will confirm in writing that payment to cover the cost of the fine and administration charge will be deducted from their salary/wages

#### **Congestion charges**

Employees must comply with company's congestion charging procedure relevant to their business unit. Failure to do so will result in the company receiving a penalty charge for the vehicle. The following procedure will apply:

- 1) Skanska Fleet receive an invoice from the leasing company for the offence
- 2) Skanska Fleet will arrange immediate payment of the invoice and the employee's cost centre will be charged
- 3) Skanska Fleet will investigate all fines received. If it is found the driver has failed to follow the relevant procedures then a copy of the invoice/fine is sent to HR
- 4) HR will notify the employee that payment to cover the cost of the fine and administration charge will be deducted from their salary/wages

### Speeding
















Travelling in excess of the posted legal speed limit is strictly prohibited and drivers of company vehicles should ensure they comply with UK and EU road traffic regulations. Photographic evidence against a driver may be presented if the offence is recorded by a camera. Speeding incidents identified using the vehicle tracking system will be investigated and drivers will be held accountable. This information will also be used to support and verify any speeding notifications received.

The following procedure will apply should Skanska Fleet receive a speeding notification:

- Skanska Fleet receives notification of the offence and identifies the driver according to the number plate stated and records of authorised user
- Skanska Fleet completes and returns the documentation to the police notifying them of the alleged offending driver's name. The police will then make contact with the driver and the relevant process will be applied, e.g. the driver may receive a fine and points endorsed on their driving licence or may be required to attend a court hearing
- The employee must inform their line manager as soon as practicable of any convictions endorsed on their driving licence

### UK speed limits

All speed limits are in miles per hour and apply as stated unless road signs show otherwise

| Type of vehicle  | Speed limit (miles per hour)  |   |   |
|--|---|---|---|
|  | Single Carriageway  | Dual Carriageway  | Motorway  |
| <b>Cars, motorcycles, and car-derived Vans</b> , up to 2 tonnes maximum laden weight |  |  |  |
| <b>Cars (inc. car-derived vans and motorcycles)</b> towing caravans or trailers      |  |  |  |
| <b>Buses, coaches and mini-buses</b> (not exceeding 12 metres in length)             |  |  |  |
| <b>Goods vehicles</b> not exceeding 7.5 tonnes maximum laden weight                  |  |  |  |
| <b>Goods vehicles</b> exceeding 7.5 tonnes maximum laden weight                      |  |  |  |

Drive within legal speed limits but remember that this is a limit and not a target, always drive appropriately for the weather conditions and volume of traffic. Familiarise yourself with the Highway Code, there may have been several amendments since you last read it and follow the Rules of the Road guidance. Remember you are representing the Company whilst driving at work. Show consideration and avoid the temptation to respond aggressively in the face of other discourteous road users, so as to minimise possible 'road rage'.

\*60 mph (96 km/h) if articulated or towing a trailer

**Note** The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

## Insurance cover

### **Insurance policy**

Contact Skanska Fleet should you need a copy of the commercial vehicle insurance certificate.

### **Vehicles covered**

Vehicles covered under the commercial vehicle policy include commercial vehicles and road legal plant.

### **Demonstrator vehicles**

The company will occasionally have demonstrator vehicles. These vehicles are subject to the same policies and procedures which apply to commercial vehicles.

## Tax aspects of company vehicles

If the company provides a commercial vehicle and fuel to an employee for private use, HMRC regards these as taxable benefits in kind to the employee. They are called the 'vehicle benefit charge' and the 'fuel benefit charge' respectively.

## Driver

### Scheduled driving licence checks

The company has a legal obligation to check driving licences on a regular basis to ensure that employees driving on company business hold a current valid licence. Industry best practice recommends that they are checked every 12 months as a minimum standard. It is a condition of the provision of a company vehicle that a licence check is completed.

As part of the company's Occupational Road Risk policy (ORR), the company has entered into an agreement with the Licence Bureau for a driving licence verification service.

**Please note that UK photo card driving licences are only valid for a period of 10 years and therefore, need to be renewed after this period.**

### How the driving licence verification service works

The driving licence verification system is the most efficient way of checking licences, and is the company's preferred option of carrying out the checks. A consent form allows the company to check the employee's licence for a maximum of three years. After three years a new consent form is required. The service complies with the requirements of the DVLA and the Data Protection Act.

## Options

### **The company's preferred option - enrolment into the Licence Bureau Verification System**

Drivers will be enrolled into the driving licence verification system both initially and during the course of their employment.

In the event of a driver leaving the company or electing to change their licence verification option, the company is responsible for removing the employee from this verification process.

### **Reporting**

The reports generated by the verification service will confirm the existence or otherwise of current valid drivers' licence and will contain the following data:

- Driver's name and partial licence number
- Categories of licence held
- Current endorsements
- Renewal dates for any HGV/PCV licence holders
- Photocard expiry
- Licence expiry

The frequency for rechecking licences will be based upon the number of points currently endorsed on a licence. The following table shows the minimum frequency of licence checks:

| Number of points on licence | Frequency of checks |
|-----------------------------|---------------------|
| 0-3 points                  | 12 months           |
| 4-7 points                  | 6 months            |
| 8+ points                   | 3 months            |

## Alternative options

### **DVLA check using their hotline with driver permission (stand by me)**

Where a driver wishes to have their licence check completed by this alternative option, the driver will be required to attend the employing company's fleet department at a pre-booked date and time.

The driver will be required to bring with them their current driving licence and photocard where applicable. The respective Fleet department will then call the DVLA using their hotline facility and ask the driver to speak to the DVLA to provide permission for them to verify the licence details just provided to the company.

### Presentation of current driving licence and counterpart where applicable

Where a driver wishes to use this option, they will be required to present the employing company's Fleet department with their current licence and counterpart where applicable for copying, which then needs to be endorsed by the driver to confirm that this is their current licence and is a true copy.

Both of these alternative processes are clearly less efficient than the automated option for both drivers and the company and would need to be followed every time the licence is due for checking. Notwithstanding this, the final choice of which driver licence verification option you choose is entirely your decision.

### Driving licence entitlements

As you are no doubt aware, on the 1st January 1997 the driving licence category entitlements changed. The table below should be used to check your entitlement, paying particular notice to your towing capabilities. However, should you have any queries, you should contact Skanska Fleet.

| New category    | Description of vehicle   | Old group/class |
|-----------------|--|-----------------|
| A               | Motorcycles  | D               |
| B               | Vehicle with maximum authorised mass (mam) not exceeding 3.5 tonnes and not more than eight seats in addition to the driver's seat, not included in any other category and including such a vehicle drawing a trailer with mam not over 750 kg | A               |
| C               | Goods vehicle with mam exceeding 3.5 tonnes and including such a vehicle drawing a trailer with mam not over 750 kg  | HGV2 or 3       |
| C1              | Goods vehicle with mam exceeding 3.5 tonnes but not exceeding 7.5 tonnes and including such a vehicle drawing a trailer with mam not over 750 kg   | A               |
| B plus E        | Combination of a vehicle in category B and a trailer with mam over 750 kg  | A               |
| C plus E        | Combination of a vehicle in category C and a trailer with mam over 750 kg  | HGV1            |
| C plus E (102)  | As above but restricted to drawbar trailers only   | HGV 2 or 3      |
| C1 plus E       | Combination of a vehicle in sub-category C1 and a trailer with mam over 750 kg, having a total combination mam of not more 12 tonnes   | Not applicable  |
| C1 plus E (107) | As above but restricted to a total combination mam of not more than 8250 kgs   | A               |

### Heavy Goods Vehicle (HGV) (vocational) driving licences

Vocational driving licences are valid for five years or until your 45th birthday, whichever is the longer. From then onwards you must renew your licence every five years, which will involve undergoing a medical. It is a condition of employment that you renew this licence.

## Health and safety

**Employee responsibilities** The company requires all employees to comply with the company's health and safety policies and with the following in regard to occupational road risk.

All drivers must:

- Hold a full and valid driving licence

- Be qualified and competent to drive the vehicles that feature as part of their job
- Be aware of the guidance contained within these policies, and what to do in relation to incidents and emergencies
- Observe speed limits at all times, and all other road traffic laws
- Always drive in a courteous manner, with respect for other road users
- Adhere to the company's mobile phone and in-cab devices policy (please refer to 'Use of mobile phones and in-cab devices')
- Follow the stated incident reporting procedures
- Report ALL vehicle damage as soon as practicable to the company appointed accident management company
- Use all safety equipment provided, should the need arise (e.g. a warning triangle whilst broken down)
- Inform their line manager of any endorsements on their driving licence and inform the employing company's Fleet department immediately if their licence is revoked
- Ensure that the vehicle is only used in accordance with the limitations of use stated in this document (please refer to 'Restrictions on use of vehicles')
- Comply with the non-smoking policy and legislation in any company vehicles
- Inform the DVLA and the company of any medical ailment, infirmity or anything which affects their health, which may impair their ability to drive, or in the event that an existing condition deteriorates. Failure to notify the DVLA is a criminal offence and constitutes gross misconduct under the company's disciplinary procedures
- Wear corrective eyewear if prescribed (e.g. glasses, contact lenses) and undergo an eye test at least every three years
- The company will carry out an assessment of an employee's ability to read a number plate at induction and every six months thereafter

Any employee who suffers from a medical ailment or infirmity which may affect the type of vehicle that they drive should be referred to Skanska Fleet for approval before being authorised as a company driver.

In the event an employee has their licence revoked for whatever reason and loses the right to drive, and is therefore unable to carry out their contractual obligations, their employment with the company will be reviewed. In some circumstances the company will have no other choice but to terminate the contract of employment.

If for any reason hearing has deteriorated, the driver must contact a medical practitioner to have their hearing tested and inform Skanska Fleet immediately so that reasonable adjustments to the vehicle can be considered and put in place.

It is the responsibility of the employee to comply with all legal requirements relating to the use of the company vehicle or any private vehicle whilst being used for business purposes, and the company shall not be liable for any fines relating to any traffic or other offence.

#### **Drugs and alcohol policy**

As per the terms and conditions of employment, all employees must adhere to the company's Drugs and Alcohol policy. The following are specific requirements:

- Do not come to work under the influence of alcohol or drugs
- Do not cover up or collude with colleagues whose behaviour and performance are, or could be, affected by taking illicit or medical drugs or consumption of alcohol
- Do not bring alcohol onto the company's premises or operational premises for consumption
- Do not bring unlawful drugs onto the company's premises or operational premises

- Do not refuse to undertake a screening for alcohol and drugs
- Check with your doctor, the company's nurse or pharmacist about the side effects of prescribed or over the counter medication and inform your line manager if this is going to affect your work
- Never drive, or operate machinery if you are affected by or believe you are affected by alcohol, drugs, prescribed medication or over the counter medication
- Do not drive a vehicle whilst under the influence of alcohol, drugs or medication which will impair performance or could contravene the limits prescribed in this document
- Do not abuse substances that may be legally used in the workplace but can be the subject of abuse, such as glue and solvent

#### **Consumption of alcohol**

**DO NOT DRINK AND DRIVE, it will seriously affect your judgement and abilities. The company strongly advises you not to consume alcohol during your normal working day including rest breaks.**

**You MUST NOT drive with a breath alcohol level higher than the legal limit**

#### **Alcohol will:**

- Give a false sense of confidence
- Reduce co-ordination and slow down reactions
- Affect judgement of speed, distance and risk
- Reduce your driving ability, even if you are below the legal limit
- Take time to leave your body; you may be unfit to drive up to 24 hours after your last drink

#### **Smoking policy**

As per the terms and conditions of employment, all employees must adhere to the company's Smoking Policy and legislation, which states that **smoking is prohibited in any company provided vehicle**.

## **Reversing with a vehicle marshal**

Vehicle reversing operations cause a third of all fatal transport accidents in the construction industry, producing an average of five deaths and 20 major injuries per year, and are also the major contributing factor to plant and transport damage. If vehicular movements on site are not properly managed and controlled, persons will be put at risk.

The company is committed to reducing accidents, and therefore operate a policy of using a vehicle marshal (banksman) at all times when reversing vehicles unless a reversing camera is fitted.

#### **Do not reverse without a reversing camera and/or vehicle marshal.**

As the driver, it is your responsibility to adhere to the following:

- Ensure all reversing audible alarms/lights are working at all times (when both lights are on and off). Any defects must be reported through the Defect Reporting system
- That all mirrors and reversing cameras are kept clean and visually clear at all times
- Keep reversing to an absolute minimum
- Make yourself aware and fully understand the traffic management plan of your operating depot to ensure that one-way systems and designated turning areas are used to eliminate the need to reverse. If you are unsure, contact your line manager
- When entering other sites, always report to the site/project/area manager before travelling around



- When there is no alternative to reversing use a vehicle marshal where there is a risk of striking pedestrians
- Ensure that you fully understand the vehicle marshal's signals
- Ensure that you can see the vehicle marshal at all times – if you cannot stop immediately
- Ensure that there are no obstructions or other people behind
- Always reverse as slow as possible, but under no circumstances more than 2 mph

**For signal illustration see appendix 1.**

Failure to comply with the above will result in disciplinary action that could lead to dismissal.

## Driver behaviour

**Risk assessments.** The company has a duty of care to look after the welfare of all its employees whilst driving on behalf of the company.

Risk assessments are required for all employees who drive on company related business, in order to help identify the hazards associated with each employee whilst driving at work. The company has entered into an agreement with an external organisation which has developed a comprehensive risk assessment system.

All drivers will be required to complete a risk assessment every three years or sooner. The company will use the results to work with groups of drivers to increase safety and reduce the environmental impact of driving.

### Evaluating the risks

In order to ascertain which individuals are at greatest risk, the company needs to consider both existing and potential future risk factors. There are a number of elements that need to be considered as part of the risk analysis:

- Driving experience
- Licence details
- Incident record
- Age
- Mileage
- Medical history
- Behavioural types
- Attitude to driving

All approved drivers will complete a two-part risk assessment at least every three years, analysing both situational and behavioural risk. Once completed, the driver is given a risk rating of high, medium or low for each section. A copy of the results will be available for the driver.

If a driver's job role or personal circumstances change (including pregnancy), this may result in a new risk assessment being undertaken.

Driving behaviour will be monitored by several means including points on driving licences, accidents and incidents and information provided through vehicle tracking systems. This may result in a driver having to undertake specific targeted training.

## Incident prevention

### **Preventing inappropriate use of speed**

- Employees are required to drive at a speed appropriate to the road conditions. Repeated speeding offences will be regarded as a disciplinary matter
- Journeys should be planned with safety in mind, allowing sufficient time to enable compliance with speed limits, the weather and taking rest breaks
- Incidents will be subject to investigation. Repeated incidents for which the driver is responsible may result in disciplinary action

### **Preventing fatigue while driving**

Fatigue is a major cause of driving incidents due to loss of concentration and reduction in reaction speeds.

The HSE recommends that as a general rule when planning a journey, drivers should allow an extra 15 minutes for every hour the journey is estimated to take. **This is in addition to allowing a minimum of 20 minutes break in every two hours of driving.**

The following guidance shall be adhered to by all drivers:

- Fatigue is a major cause of incidents and drivers are reminded about the dangers of falling asleep at the wheel, the need for safe journey planning, the early signs of fatigue and times of day when the risk is greatest – i.e. early morning and mid afternoon
- Not driving regularly more than 350 miles in a day
- Drivers should be careful of the consequences of driving long distances before and after work – consideration should be given to the possibility of staying overnight if appropriate
- If feeling tired, drivers should stop in a safe place and take a break before continuing their journey

By following these guidelines it is possible to reduce the likelihood of being involved in a road collision or road rage incident, or suffering stress and fatigue.

### **Driver competence**

- Company vehicle drivers must be competent to drive the vehicles that feature as part of their job
- All drivers must be aware of the guidance contained within these policies, and what to do in relation to incidents and emergencies
- Drivers should ensure that vehicles are checked each day prior to use and serviced at the correct intervals as scheduled according to the company's commercial vehicle policies and procedures.

### **Personal safety**

Personal welfare should be maintained not only whilst actually driving, but also when not behind the wheel, by adopting a set of standard security procedures:

- Keep valuables out of sight, especially plant and equipment
- Ensure that doors are locked whilst in transit
- Park the vehicle in well-lit, busy or secure premises, to protect the driver, passengers and the vehicle
- Park in well lit roads or manned car parks by preference and, if possible, park in an open area near the entrance of your intended destination.
- Do not linger once out of the vehicle. When returning always have the keys easily available, preferably in your hand, ready for use.
- Take care when exiting the vehicle, particularly when parked on busy roads
- Should a breakdown occur on the motorway or high-speed road, get out of the vehicle and wait a safe distance away from the vehicle.
- Do not give lifts to strangers or hitchhikers

## Use of mobile phones and in-vehicle devices

### **Back care**

Drivers are different in terms of size, weight and shape. It should be ensured that the vehicle seat is adjusted to suit their own specific requirements. This section details how to achieve a posture which will allow a driver to achieve ergonomic control and safe usage of the vehicle.

The benefits of a good vehicle seat are removed if it is not used correctly. Slouching in the seat, for example, stresses the spine unnecessarily. Drivers should ensure that they utilise the whole of the seat, positioning their hindquarters right back into the corner of the seat squab and back rest, taking full advantage of the seat contours.

Excessive backrest rake angle will cause stress to the neck and upper chest/shoulder area, reducing the ability to turn the steering wheel easily. Conversely, if the seat back is too upright this places stress on the hips and neck and makes the angle of the elbow too narrow.

The angle of the backrest should be adjusted slightly backwards from vertical until it feels natural and the elbows are in a comfortable and relaxed position.

Excessive backward legroom adjustment will have the same effect as an excessive backrest rake angle, placing stress on the arms and neck. Slide the seat forwards until the pedals are comfortably reached with knees and elbows in a relaxed, flexed position.

Excessive seat height increases pressure on the thighs. Adjusting this in order to allow the knees to bend will reduce pressure on the lower back.

The lower back should rest against the seat without the spine sagging. Increase or decrease the lumbar support until this posture is achieved.

The active head restraint offers protection against whiplash neck injury in the event of an incident. The centre of a head restraint should be adjusted so that it is level with the back of the head.

Rotating in the seat places great pressure on the spine. Never turn around to reach something in the rear of the vehicle, however light it may be.

### **Background**

It is illegal to use hand-held telephones whilst driving, (driving includes times when the vehicle is not in motion but is not safely parked e.g. stationary in traffic). From December 2003, the use of a hand-held telephone whilst driving has been a specific road traffic offence.

### **Guidance**

The following guidance is given:

- Hands-free phones may be used but care should be taken, as there is evidence that their use can distract the driver
- Drivers are advised to switch off hand-held telephones whilst the vehicle is in motion to avoid distraction
- Use 'voicemail' or 'divert' to avoid the use of mobile phones whilst driving, so as to remain in full control of your vehicle
- Making calls from mobiles should be avoided. Where these are made it should be by the use of pre-programmed numbers only and hands free. Incoming calls should only be taken if conditions allow and callers should be told that you are driving, and that you may break off the conversation at short notice
- Drivers must not make notes or refer to documents whilst carrying out a conversation on the phone
- Conversations should be kept as short as practicable whilst driving.

- Always be willing to defer calls if driving conditions are difficult
- If you have a passenger in the vehicle ask them to answer the call and take a message if possible

**Definitions**

A hand-held device is something that “is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function”.

A device is “similar” to a mobile phone if it performs an interactive communication function by transmitting and receiving data. Examples of interactive communication functions are sending and receiving spoken or written messages, sending or receiving still or moving images and providing access to the internet.

**Driving distractions**

Other distractions such as eating or drinking whilst driving, programming satellite navigation devices, changing CDs or changing radio channels and listening to loud music should be avoided.

**Summary**

Driver behaviour is taken very seriously. Drivers should remember to drive and act courteously to all other road users at all times.

## Journeys

### Risk journey checklist

When planning your travel, safety can be optimised by considering the risks that may arise and taking the necessary steps to reduce those risks to an acceptable level. The Road Journey Checklist in Appendix 2 should be used ideally before each business trip. For regular trips where the vehicle/driver/route does not alter a generic Road Journey Checklist will suffice but this may need to be amended dependant on the road layout changing or in the presence of road works.

## Risk reduction

Managers are responsible for overseeing journey planning and must avoid increasing risk either directly by setting unreasonable workloads, or indirectly by failing to monitor and control employees driving activities whilst at work. Staggering travel to avoid stressful peak-hour traffic is a good example of risk reduction.

- Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular planned breaks before fatigue sets in.
- Unexpected events such as extended traffic delays, breakdowns and illness etc should be taken into account and extra stops and journey breaks may need to be made before reaching the final destination. Consider car sharing/alternate driver arrangements where appropriate for added safety and environmental benefits.
- If possible devise 'buddy' systems where it is possible to call in at a predetermined time.
- Plan your journey. Route finder software via the Internet or satellite navigation may also prove helpful in journey planning.

## Weather conditions

The weather affects visibility and how a vehicle performs. When weather conditions reduce visibility, speed should be reduced and actual speed checked regularly on the speedometer. The ability to stop within the distance you can see clearly on your side of the road is essential.

Examples of weather conditions which reduce visibility are:

- Fog and mist
- Heavy rain and bright sunshine
- Snow and sleet

## Driving at night

Night (the hours of darkness) is defined as the period between half an hour after sunset and half an hour before sunrise. Drivers should be aware of the following condition changes when driving at night:

- Reduced visibility – even with lights, visibility is lower than it is in the day
- Decreased colour contrast – colours, shapes and edges (kerbs and bends) become indistinct
- Vision adjustment problems – reflection, dazzle, changes from well-lit to dark areas meaning sometimes the driver cannot see at all until their eyes readjust
- Decreased perception – errors estimating speed and distance
- Increased fatigue due to raised levels of required concentration
- Worse eyesight in less light – drivers must have their eyesight checked regularly
- Side lights must be used between sunset and sunrise
- Dipped headlights should always be used, even on well-lit roads
- Full-beam headlights should be used with care so as not to dazzle other road users
- Noise-levels should be considered. Horns should not be sounded when driving in a built-up area between the hours of 11.30 pm and 7.00 am except when another road user poses a danger

## Seasonal driving

Certain conditions affect road users at different times of the year. Drivers are advised to be aware of differing seasonal conditions.

### **Winter**

- Windscreens and wing mirrors must be clear of snow and ice – the driver must have clear visibility before setting off.
- Reduced visibility and slippery surfaces make winter driving hazardous.
- Stopping distances on ice or snow can be ten times normal stopping distance.
- Speed should be adjusted according to conditions
- Driving in fog, snow or icy conditions should not be considered unless absolutely necessary
- Morning sun can create dazzle especially in winter.

### **Spring**

- At certain times of day, the sun is low and the glare can restrict vision
- Speed should be reduced and care taken in wet and windy conditions

### **Autumn**

- Fallen leaves can be wet and slippery
- Extra care should be taken around the end of daylight savings time; as the evenings draw in there tends to be an increase in the number of road incidents

## Vehicle Company vehicles

Vehicles provided by the company are either owned or obtained through various leasing companies.

The leasing company, the company and the employee all have duties and obligations to ensure that the vehicle and its ancillary equipment are operated safely, maintained to a high standard and that all legal and contractual requirements are upheld. Some commercial vehicles are supplied with a tracking device for monitoring fuel economy, CO<sub>2</sub> emissions, vehicle location, route and driver behaviour.

The company or the leasing company will deal with the following items in relation to the vehicle:

- Maintenance
- Breakdowns
- Servicing/MOTs/PMI's
- Vehicle excise licences (tax discs)
- Production of vehicle documents

For any additional information please contact Skanska Fleet.

## Operator's licence

An operator of vehicles over 3500 kgs maximum gross plated weight, are required by law to hold an operator's licence.

In order to hold an operator's licence, the company must prove that they have adequate arrangements in place to cover the following:

- Robust maintenance facilities for all vehicles
- Detailed defect reporting procedure
- Sufficient operating centres where to park all vehicles over 3.500kgs
- Procedures to ensure that drivers adhere to driver's hours and tachograph rules, and safe loading in order to prevent overloading of vehicle axles.
- Professionally competent persons to manage the operations
- Driver CPC

The traffic commissioner carries out regular reviews via Vehicle Operator Services Agency (VOSA) of companies who hold operator's licence s, and can revoke or suspend a licence if the conditions are not adhered to. All offences i.e. prohibitions issued for un-roadworthy vehicles, prosecutions for overloading, and maintenance failures when vehicles are presented for PMI/MOT's, are all reported to the traffic commissioner and held against our licence.

The following are some of the items that can jeopardise our operator's licence :

- Failure to carry out the defect reporting procedure
- Issue of prohibitions to vehicles with mechanical defects or significant failure in the maintenance process
- Failure to park vehicles overnight in the authorised operating centres
- Overloading offences
- Drivers hours, working time and tachograph offences (including LCVs)

Although a licence is not required for small vans not exceeding 3,500kg, any reduction in operating standards on a small van could still have serious implication towards our goods vehicle operation and operator's licence. Maintenance standards and driver conduct therefore need to remain to the same high standards as a vehicle in scope of operator's licensing.

Under no circumstances are vehicles over 3500 kgs to be parked at driver's home addresses or on a public highway – only at authorised company operating centres.



## Maintenance and defect reporting

It is therefore, imperative that we all work together to ensure that the operator's licence requirements are met. If our operator's licence is suspended or revoked, this will effect the whole business operation thereby compromising our ability to trade.

In accordance with their operator's licence the company must ensure that vehicles are maintained to Vehicle Operator Services Agency (VOSA) standards. In order to ensure this, PMI's (preventative maintenance inspections) are carried out every 6-13 weeks on vehicles above 3500kgs maximum authorised mass (the period is dependent upon the activity the vehicle is used for).

Vehicles under 3500kgs maximum authorised mass (i.e. transit type vehicles) follow the manufacturer's service levels as contained within the manufacturer's handbook or in line with company's maintenance procedures.

Under no circumstances will it be accepted that a vehicle over 3500kgs becomes overdue for a PMI. Defects must not be left until the service/PMI. The driver must report defects following the defect reporting system detailed below.

The driver is legally responsible for ensuring any vehicle they drive is in a roadworthy condition and that it is operated so that it poses no risk to others.

### **Driver's daily checks and defect reporting procedure**

1. Every vehicle will have a vehicle defect book for use with the vehicle, plant and towed equipment.
2. Each report has a generic number in the top right hand corner.
3. Every day prior to using the vehicle, the driver must walk around his vehicle and either tick or mark "x" in the box against each item to confirm that everything has been checked. If more than one vehicle is used during a day, a walk-around check must be completed for each of the vehicles driven.
4. If no defects found – mark report as "nil defects".
5. If a defect is found these should be communicated to your authorised contract personnel or designated transport office immediately for action, always providing your defect book sheet number. The signed sheet should then be passed to the authorised contract personnel or designated transport person at the start of the shift.
6. The authorised contract personnel or designated transport person will call the defect through to the vehicle maintenance provider who will arrange for the repair to be carried out.
7. If the defect renders the vehicle un-roadworthy, then the vehicle must not be driven and a replacement vehicle obtained.
8. If no defect is found, you must still hand in your defect sheet at the start of the shift to the authorised contract personnel or designated transport office

### **Additional information for LCV and LGV vehicles**

It is a legal requirement for LGV and best practice for LCV vehicles that all drivers follow the driver's daily checks and defect reporting procedure.

All drivers' daily check and defect report sheets must be kept by the authorised contract personnel or designated transport office for 15 months. This is a legal requirement (LGV).

During the course of the driver's working week, it is possible that VOSA or the police may stop you for a roadside inspection. Should this arise, whether you are issued with a prohibition or not, you must contact Skanska Fleet immediately. Any paperwork issued must be forwarded to Skanska Fleet immediately.

It is the responsibility of the driver to make the decision as to whether their vehicle is legal and roadworthy. **No** company employee may overrule this decision, until an authorised repairer has checked the vehicle and confirmed that it is roadworthy.

Failure to comply will be subject to disciplinary procedures.

## Servicing of commercial vehicles

Servicing of commercial vehicles is carried out by the vehicle supplier or approved maintenance providers. Frequency of inspections and services differ dependent on vehicle type. A service schedule is managed by your authorised contract personnel or designated transport office. You may be contacted when your vehicle is due for inspection and you will ensure that the vehicle is made available at the requested time.

In certain circumstances i.e. LCV or car derived vans, the driver is requested to book their vehicle service through the leasing company in accordance with the manufacturer's recommendations.

## Looking after the vehicle

The company is committed to ensuring that its fleet of vehicles is safe, clean and damage free in order to portray a professional image to the public. The condition of the vehicle is a reflection on how organised a driver is at work.

It is the drivers responsibility to ensure that:

- Rubbish and unnecessary items are not carried in the vehicle
- No paperwork or rubbish is to be kept on the dashboard – there should always be clear visibility to the full windscreen
- Modifications are not made to a company vehicle without approval from Skanska Fleet
- Lifts are not offered to strangers or hitchhikers
- The vehicle is kept locked when unattended and parked in a safe place
- The vehicle is locked whilst paying for fuel
- All safety and security devices fitted are used at all times
- The ignition keys are NEVER left in the vehicle when the driver is not sitting in the driving seat
- No goods are left visible in the vehicle. They should always be locked away out of sight
- The vehicle is kept clean, that all damage is reported
- All tools must be secure and tidy in the vehicle. Straps can be provided by the company as required
- Ensure that all maintenance/defects are reported in accordance with defect reporting procedures
- Ensure that the livery is intact. No unauthorised material displayed on the vehicle is permitted. If the livery becomes damaged, contact your authorised contract personnel or designated transport office
- Failure to take reasonable care of your vehicle will be subject to disciplinary procedures
- If a vehicle is stolen and the keys had been left in the vehicle, it will be treated as gross misconduct and will be subject to disciplinary procedures

## Breakdowns

In the event of a breakdown on a motorway or high-speed road, and having parked the vehicle on the hard shoulder or edge of the road, the driver should switch on the hazard warning lights, get out of the vehicle via the nearside if possible, lock it and wait in a safe place away from the carriageway.

In the event that individuals are approached by anybody other than the designated emergency/recovery service, they should get back into the vehicle, lock the doors and continue to wait for assistance from a recognised authority. In these circumstances it is recommended that the front passenger seat is used.

In the event of breakdowns elsewhere, drivers should remain in the vehicle with the doors locked and hazard warning lights on. If the vehicle breaks down on a motorway or an 'A' road and the driver is using a mobile phone to report a breakdown, the marker posts help to identify the location of the breakdown. Lifts should not be accepted.

All breakdowns are dealt with via either the vehicle leasing company or authorised company maintenance providers.

Please familiarise yourself with the breakdown procedure for your specific vehicles (details of contact numbers will be printed on the reverse of the tax disc in your vehicle).

It is important that as much information as possible is relayed. Always have to hand the following:

1. Registration number of vehicle
2. Nature of the problem i.e. symptoms – **do not try to diagnose**
3. Precise location (as precise as you can make it, with landmarks such as shops, road names etc.)
4. Your contact telephone number
5. Your defect report number

Should recovery or a relief vehicle be required, you must remain with your vehicle until it is secure and your tools/trailer have been transferred or made secure. You may have to travel with the recovery vehicle to a workshop to collect a relief vehicle.

In the event of recovery, ensure you inform the Breakdown Controller if you are towing, as recovery will have to be arranged for the trailer.

If a temporary relief vehicle is required, this will be arranged via Skanska Fleet.

In the event that the breakdown is out of normal working hours, the leasing company or authorised company maintenance provider will recover you and the vehicle back to a designated depot or your home address.

## Vehicle delivery and collection

In accordance with the EU 4<sup>th</sup> Motor Directive and in order to comply with Section 172(2) of the Road Traffic Act 1988, it is a requirement that the company keeps a central database of all vehicles utilised, indicating the authorised driver. This is maintained to ensure that all traffic violations and incidents can easily be attributed to the relevant person.

### **Delivery**

Upon delivery of any commercial vehicle, a check sheet is completed by the delivery driver, confirming the condition of the vehicle at the time of delivery. The driver must sign the check sheet to confirm the present condition of the vehicle. The delivery driver will demonstrate the controls, safety and security features of the vehicle. A vehicle should not be accepted or taken onto the public highway before complete familiarisation. It is the drivers' responsibility to inform their line manager if the vehicle is not familiar to them, and ask for familiarisation training to be provided.

### **Collection**

Upon collection of any commercial vehicle, a check sheet is completed. The collection driver carries out an inspection of the vehicle and notes its condition. The driver signs the check sheet confirming the vehicle's condition.

Any damage not noted on the delivery sheet subsequently picked up on the collection note will be charged to company, subject to fair wear-and-tear.

No vehicles shall be driven until a first use walk-around check has been completed.

## Thefts, incidents and damage

### **Additional information**

It is an employee's responsibility to agree the condition of the vehicle, as all damage thereafter will be attributable to that driver. Once signed for, the driver is responsible for the vehicle in terms of:

- Damage/defects
- Parking tickets
- Traffic violations
- Incidents

As the nominated driver, it is the employee's responsibility to keep a log of who drives the vehicle. If one of the penalties indicated above is incurred, the nominated driver must inform HR who was in charge of the vehicle at the time of the offence; otherwise the nominated driver will be liable. If the nominated driver is on leave, then he must arrange with his line manager for driver changes to be recorded.

### **Insurance cover for commercial vehicles**

All thefts, incidents and collisions are managed by an appointed accident management company. All such incidents must be reported regardless of who is involved or whether any damage is visible.

### **Stolen vehicles**

In the event of a vehicle being stolen or vandalised, the police should be contacted immediately to obtain an incident/crime reference number. They will need the following information:

- Registration number
- Time and date of incident
- Type of vehicle
- The driver's name and contact telephone number

The employee **must** obtain the police crime reference number during the call.

The keys to the stolen vehicle should be returned immediately to Skanska Fleet.

If the employee or authorised driver cannot produce the keys to the stolen vehicle because it was left unattended with the keys inside, this will be deemed gross misconduct and the employee will be subject to the company's disciplinary procedures.

### **Incidents**

Should there be an incident involving injury or damage to the vehicle or third party property, the driver must report the incident through to the appointed accident management company as soon as possible and in any case within 24 hours. They will record all the incident details, deal with the repairs to the vehicle and arrange a replacement vehicle whilst the vehicle is being repaired.

If anyone is injured in the incident, the police must be called immediately. Details of the officer(s) attending the incident should be obtained, including their name, number and the telephone number of the police station to which they are attached, along with an incident reference number. The vehicle should not be moved until the police arrive.

Under no circumstances should liability be accepted or any declaration signed. It is essential to obtain the names and addresses of any other parties involved, the registration number of other vehicles, contact details of any witnesses and details of the third parties insurance wherever possible. A note of how many people were in the third party vehicle at the time of the incident should be taken.

The employee should give their name and address together with the company name and head office address, specific company location and registration number of the vehicle to any person having reasonable grounds for requiring such information. If this information is not passed on, the incident must be reported to the police as soon as possible and within a maximum of 24 hours.

In the event of an incident occurring on a motorway it is best to use a roadside emergency telephone so that the emergency services know the driver's exact location. If using a mobile phone, the location can be noted from the numbers on the marker posts on the side of the hard shoulder.

The employee should report the incident to their line manager. All incidents in which injury occurs must be escalated according to the incident escalation process.

Any correspondence received from a third party involved in an incident should at once be forwarded, unanswered, to the appointed accident management company quoting the original reference number received when the incident was first reported.

**In order to meet legal requirements of the Ministry Of Justice Motor Claims Handling Reform, all incidents must be reported within 14 days. If they are unreported the company may be held liable for all costs regardless of blame.**

Incidents are analysed regularly and individuals repeatedly having or being involved in incidents will be interviewed and disciplinary action may be taken, or further training recommended.

If the vehicle being replaced is subject to the London congestion charge, the driver must contact Skanska Fleet to arrange for the new vehicle to be added to the congestion charge register. Failure to do this will result in the company receiving a fine. The company reserves the right to claim back the monies from the driver.

## Towing trailers

Employees should check their driving licence to make sure they can tow and how much they can tow, particularly if the driver passed their test after the 1st January 1997. For clarification, you should contact Skanska Fleet.

If the driver is not familiar with towing, then please seek advice from the Skanska Fleet.

As soon as a trailer is coupled to a vehicle, it is the responsibility of the driver.

When towing, the trailer becomes part of the vehicle combination.

### **Towing limits**

|               |   |
|---------------|---|
| 750kgs        | Un-braked trailer   |
| Up to 3500kgs | Overrun braked trailer  |
| Over 3500kgs  | Braked trailer (as part of the towing vehicle's braking system) |

Please follow this procedure when towing trailers:

- Check the trailer weight does not exceed the manufacturer's recommendations as confirmed in the handbook relevant to your vehicle and as shown on the vehicle manufacturer's plate
- Check the trailer braking mechanism for correct operation. Check the wheel nuts for security – check for wheel damage where nuts have been loose in the past, and the general condition of the trailer
- Reverse the vehicle up to the trailer to be attached, remembering to always use a vehicle marshal when reversing
- Switch off the vehicle engine and remove the keys from the vehicle
- Release the trailer handbrake mechanism (trailer must be on a level surface)

- Connect the towing eye/hitch of the trailer to the towing attachment of the vehicle
- Connect the electrical plug of the trailer or trailer board to the socket on the towing attachment of vehicle
- Raise and secure the jockey wheel of the trailer
- Check the condition of the breakaway cable and the coupling, then attach the breakaway cable on the trailer handbrake mechanism to the towing attachment of the vehicle (but not to the ball/pin) – always check which type of coupling is being used
- Secure the trailer board to the rear of the trailer or ensure that the number plate is visible if the trailer has integral lights fitted
- Check that the number plate is displayed showing the correct registration number of the towing vehicle
- Check all tail lights, brake lights, fog lights, reversing lights and indicators (individually) for damage and correct operation. This applies to the trailer board if the trailer electrics are not used
- Check that the plant weight is evenly distributed between the vehicle's axles and front to back to avoid an overload – check the manufacturer's plate for axle weights
- Drive off slowly – always engage first gear when moving off
- Continue to monitor trailer security during driving and be aware of any unusual feedback from the trailer and/or the towing vehicle
- Observe all speed limits - Do not use lane 3 of a motorway whilst towing
- Remember that a vehicle will require greater stopping distance when towing a trailer – keep a safe distance from the vehicle in front
- Great care should be taken when reversing not to jack-knife to such an extent that the trailer comes into contact with the towing vehicle thus causing damage
- Drive very slowly over speed humps – they cause major damage to both the vehicle and the trailer

Failure to comply with this procedure will result in disciplinary action.

## Vehicle equipment

### **Seat belts**

Seat belts are provided in all vehicles, and they must be used at all times by both the driver and all passengers. Under no circumstances should there be more people in a vehicle than the number of seat belts provided. Failure to comply could lead to a prosecution.

## Vehicle loading and overloading

### **Vehicle loading**

All vehicles should be loaded evenly so as to not affect the handling of the vehicle, and the load should be well secured.

All chains and straps should be checked for defects and should not be used if defects are found.

Hazardous loads must be carried in accordance with the Dangerous Goods Safety rules, any necessary signs be displayed and appropriate documents be available in the cab. For clarification please contact Skanska Fleet.

Only a trained driver can transport LPG cylinders governed by the Carriage of Dangerous Goods by Road Regulations 1996.

Get out of the cab of your vehicle when it is being loaded with loose materials (unless suitable means are provided to protect the cab).

Tipper drivers ensure that when you have tipped your load, you do not travel forward until the tipper body has returned to the travelling position. This is particularly important on sites with overhead services.

### **Vehicle overloading**

All vehicles have a manufacturer's plate and/or a VOSA plate (VTG6) affixed, usually on the passenger inside door. On trailers this is fixed on the front of the A frame near the coupling. This plate confirms the

maximum weight that can be transmitted through any individual axle, and on the vehicle it also shows the maximum combined weight of a vehicle and trailer combination (train weight). The combined axle weight may well exceed the maximum authorised mass.

You must not allow the maximum weight of the vehicle, combination, or individual axles to be exceeded. Remember a diminishing or shifting load can result in an axle being overloaded, even though the combination weight may be within the tolerances allowed.

If you are unsure whether you are overloaded, you should contact the authorised contract personnel or designated transport office who will arrange a booking for the vehicle to be weighed at the nearest weighbridge to check all axles. If you are unsure of the nearest location, please contact Skanska Fleet.

The overloading of vehicles is illegal and dangerous, this will cost the company and the driver considerable expense and will jeopardise our operator's licence. The driver will also receive points on his licence. It must be stressed the seriousness of overloading and that it is the responsibility of the driver to ensure that the load is correct. The company do not condone overloading under any circumstances, and no one is authorised to instruct you to drive an overloaded vehicle.

If as a driver you are stopped and issued with a prohibition notice for overloading, please contact Skanska Fleet immediately.

It must be stressed that the driver will be liable to pay his part of any fine imposed, which is generally half of that the company is fined. The offence of overloading will lead to disciplinary action.

Please remember, every overload is logged against our operator's licence, and is taken very seriously by VOSA. Any incident coming to light or any prosecutions can lead to suspension or revocation of the company's operator's licence.

#### **Abnormal and projecting loads**

Many indivisible loads are 'abnormal' only with regards to their dimensions and can, therefore, be carried on standard vehicles operating within the Construction and Use Regulations, subject to certain conditions. For these conditions and guidance, contact Skanska Fleet before carrying an abnormal load.

## **Bridge strikes**

Network Rail has published a good practice guide for professional drivers in relation to prevention of bridge strikes. The following details are taken from this document:

#### **Introduction**

The good practice guide is intended to provide advice to professional drivers on the risks and consequences of bridge strikes, and to give guidance so that bridge strikes may be prevented.

#### **What is a bridge strike?**

A bridge strike is an incident in which a vehicle, its load or equipment collides with a bridge. Most bridge strikes occur where roads pass under railway bridges. All bridges on public roads are height marked if under 16'6". Caution should be exercised on private roads where these may not be marked.

#### **What are the effects?**

Striking bridges is potentially dangerous and expensive. You could:

- Be killed or seriously injured
- Cause the death or serious injury of another road user or pedestrian
- Suffer serious economic loss – you could lose your job



- Be prosecuted for serious traffic offences
- Cause serious disruption to the community
- The company may lose their operator's licence
- The company will be liable for the costs of bridge damage and examination and possibly compensation to others affected.

#### **What are the effects on the railway?**

- A serious incident could result in a train being derailed with catastrophic loss of life
- Bridge strikes may seriously jeopardise the safety of the public travelling by train or road
- Every bridge strike causes delays and disruption
- Bridge strikes cause damage to railway bridges

#### **Prevention of bridge strikes**

The driver's responsibilities are to:

- Know the vehicle height and width
- Know the route
- Obey road traffic signs

Before commencing a journey check:

- The security and safety of the load
- The height of the cab
- The height of the trailer, its load and equipment
- That the correct maximum height is displayed in the cab
- The maximum vehicle width
- That the crane arm is down and stored in the correct position

#### **During your journey**

You commit an offence if the overall travelling height of your vehicle or load is over 3 metres and the correct maximum height is not displayed in the cab. Remember, your vehicle height can change for a variety of reasons.

Avoid short cuts to save time as this could lead you to a low bridge. Stop and seek advice on an alternative route if you are diverted from your planned route, or realise that your route is obstructed by a bridge lower than the height of your vehicle:

#### **Road traffic signs**

Road traffic signs are provided at bridges to show the maximum permitted vehicle height when less than 16'6". Dimensions are displayed in feet and inches. Some signs may also include the dimension in metres.

- Red circles prohibit
- Red triangles warn

If your vehicle is higher than the dimension shown on a circular or triangular road sign at a bridge, you are legally required to stop and to not pass the sign.

If the road is on an incline before or after the bridge, or if your total height is close to the posted clearance height, drivers should take extra care before going under the bridge.

White lines on the road and 'goal posts' on the bridge may be provided at arch bridges to indicate the extent of the signed limit on vehicle dimension, normally over a 3m width. There may be two or more sets of 'goal posts' showing different heights through an arch. At arch bridges ensure your vehicle is in the centre of the arch under the goal posts. Wide loads over 3m (9'-10") need extra care at arch bridges as the maximum height available will be less than the signed limit on vehicle height.

On the approaches to bridges with a vehicle height restriction, signs may give you advance warning of the restriction in order that you may take an alternative route avoiding the low bridge. You should be aware however that advance warning signs are not provided at all low bridges.

**What action should be taken in the event of a bridge strike?**

**Step 1** Keep the public away and do not move your vehicle.

**Step 2** Notify Network Rail, immediately telephone the number shown on the identification plate on the bridge.

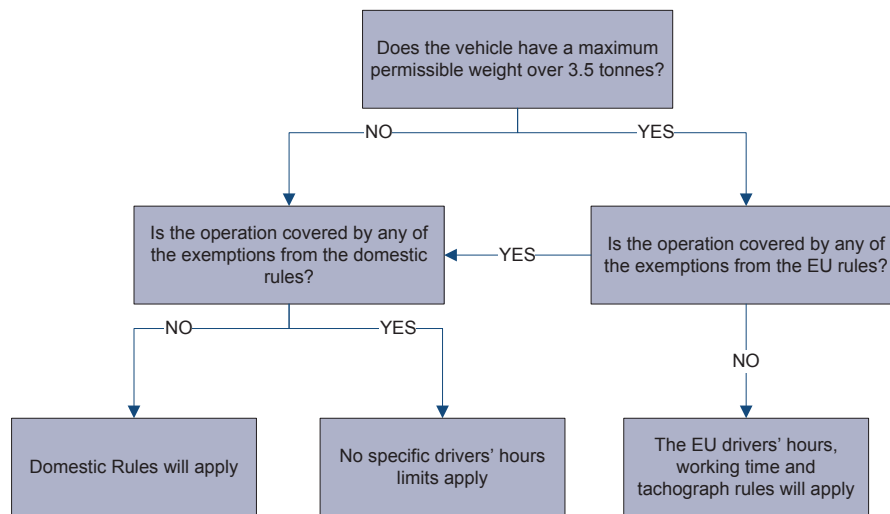
**Step 3** Advise the police using the 999 system. Failure to report any road traffic collision is an offence.

**Step 4** Report the bridge strike to the company's health and safety director.

## Tachograph and drivers' hours books

### Tachographs/drivers' hours

The chart below illustrates, in a simplified format, which set of drivers' hours rules applies to a particular goods vehicle/driver for national operations.



Due to the complexity of the drivers' hours rules, please contact Skanska Fleet.

### Basic EU rules

Some company vehicles are fitted with a digital tachograph and driver's cards are used. Please find below basic EU rules which may need to be adhered to:

- Maximum daily driving time is nine hours (this may be extended to ten hours twice a week). The extension does not need to be compensated on another day
- Maximum weekly driving should not exceed 56 hours (a fixed week is 00.00 hours Monday – 2400 hours Sunday)
- Maximum period of driving before taking a break is limited to 4.5 hours then you must take a 45 minute rest period
- You may split rest periods into two, with the first a minimum of 30 minutes

Digital tachograph cards are to be used and the authorised contract personnel will download the data on agreed periods. All vehicles that are off hired will have company data locked by the authorised contract personnel.

### Basic domestic rules

There are only two requirements for goods vehicle drivers covered by domestic rules:

- A daily driving limit of 10 hours in any period of 24 hours. Off road driving in connection with agriculture or forestry is not included
- A daily duty limit of 11 hours in any 24 hours. Duty covers any time spent on duty for a Driving Employer, not just time spent driving or in connection with the vehicle and its load. This limit does not apply on non-driving days. Breaks for refreshment do not count towards the driver's total time

Vehicles fitted with additional equipment (grab loaders, pole erection units etc)

Drivers' hours books are to be completed every working day, stating time spent driving and time spent on duty. At the end of each working week, the book should be handed to your authorised contract personnel or designated transport office for checking. After checking that the sheet has been correctly completed and signed by the driver, your authorised contract personnel or designated transport office will sign off the sheet and remove the top copy.

When the book is full, complete the front sheet and keep the book for two weeks so that it can be produced at any time to an authorised inspecting officer. The book should then be handed to your authorised contract personnel or designated transport officer.

These records will be checked for compliance and then filed and kept for a minimum of 12 months.

Crane hydraulic loaders and other manufacturers of similar equipment have been obliged due to new legislation to alter and improve the design and operation of their products over the past years.

Even experienced grab operators must read and understand the operator's manual before operating the equipment.

Please note the following points:

- The vehicle supplier will regularly inspect and maintain the equipment – the driver also has certain obligations:
- The equipment must be greased daily (vehicle supplier will provide a grease gun if required)
- Oil levels must be checked daily
- Any defects must be reported as soon as the operator becomes aware (if safety related the equipment must not be used)
- Crane operating guidelines below must be followed. These are available in all vehicles. If not, please contact Skanska Fleet
- The engine speed is set automatically when the PTO is engaged on the newest vehicles – this provides sufficient RPM to operate the crane at a safe speed (usually 900 RPM on the latest vehicles). On the older vehicles with hand throttles, the manufacturer's recommended RPM must not be exceeded (normally 1200 RPM). In the event of an accident, the Health and Safety Executive may instigate criminal proceedings if a crane is found to have operated over the recommended speed or if the limiter has been tampered with
- Before engaging the PTO the clutch must be depressed and when the PTO has engaged the clutch should be slowly released. Serious damage will result in the long term if this is not observed.
- Smooth operation is essential to long-term reliability; jerky action (especially slewing) will cause serious damage
- Stabiliser legs must be extended and used for support. Do not jack the vehicle up with the stabiliser legs. This will cause tremendous stress and damage
- This equipment must only be operated by trained, certificated persons

#### **Crane operating guidelines**

##### **Arrival at site**

- Ensure truck is positioned on firm and level ground
- Ensure that there are no overhead power lines in the vicinity. Keep clear of scaffolding, walls and any obstructions
- Ensure that you have clear vision all round
- Ensure jack extensions are fully extended both sides, and then lower jacks to just touch the ground
- Do not jack up truck

## Carriage of dangerous goods

- If operating on tarmac or unmade ground, use crane support pads
- Ensure you know the exact weight of what is to be lifted
- Carefully study and familiarise yourself with the control levers
- Ensure you are familiar with the crane safe workload plate and various radii at which it will lift weights

### Operating crane

- Engage power take off (PTO) and set remote throttle
- Do not work with load over your head or above other people
- Use control levers gently and progressively, particularly the slew lever. Do not lower loads too fast
- Do not try to push hydraulic extension out with weights beyond the safe work load
- Always keep loads close to the ground where possible

### Preparing to leave site

- Lower boom to minimum height or fold up crane
- Retract stabilizer jacks and push in jack extensions
- Ensure jack extension plunger retainers are fully located. Walk round truck before leaving site to ensure you are safe to travel
- Set height indicator to reflect the height of your vehicle and its load

The carriage of dangerous goods by road creates risks to drivers, other road users, the public and the emergency services. In addition some substances create environmental risk. A number of regulations exist to minimise the danger posed by the carriage of dangerous goods.

Full compliance with dangerous goods regulations is not normally required where the quantities carried are below certain limits or the dangerous goods are required as part of a process being carried out by the driver of the vehicle following arrival on site.

There are exemptions if you carry small quantities of dangerous goods in packages by road. For explosives, these exemptions are referred to in CER2, Regs 3, 15, 20 and Schedule 5.

For radioactive materials, there are exemptions if you are transporting 'excepted packages' and instruments and articles in excepted packages where the radiation level at any point on the external surface of the package does not exceed 5µ Sv/h.

If you are carrying other classes of dangerous goods by road you will need to establish whether the amounts are below certain load thresholds. To do this, first allocate the goods you are transporting to the appropriate transport category. There are five transport categories: category 0 is the most hazardous while category 4 is the least. These categories, which are set out in Schedule 1 of Carriage of Dangerous Goods by Road, are reproduced in table 1:

**Table 1**

| Dangerous goods   | Transport category |
|---|--------------------|
| Infectious substances in risk group 4   | 0                  |
| Packing group I goods<br>Toxic gases<br>Organic peroxides type b or c<br>Self-reactive substances type b or c<br>Temperature controlled substances<br>Infectious substances in risk group 3   | 1                  |
| Packing group II goods, other than those specified elsewhere<br>Flammable gases<br>Infectious substances in risk group 2  | 2                  |
| Packing group III goods, other than those specified elsewhere<br>Non-flammable, non-toxic gases<br>UN 2990, UN 3072<br>Any other dangerous goods not listed elsewhere   | 3                  |
| Empty, un-cleaned packagings (except those containing infectious substances in risk group 4 and toxic gases)<br>UN 1345, UN 1331, UN 1944, UN 1945, UN 2254, UN 2623<br>UN 1361 (Packing group III only),<br>UN 1362 (Packing group III only) | 4                  |

There are two sets of quantity thresholds for each transport category. These are set out in columns two and three of table two.

You need to use these thresholds to calculate if the requirements apply:

- First, check if the mass or volume of dangerous goods in each receptacle is above the threshold in column two (for example, any number of receptacles of petrol (category 2) of 10 litres or less can be transported without most of the requirements applying)
- Next, if the receptacle contains more than the threshold in column two, you need to decide if the total mass or volume of packaged goods on the vehicle are above the thresholds in column three. For example, if you have 14 x 15 litre receptacles of petrol (giving 210 litres in total), the requirements apply because you are above the 200 litre threshold for category 2 goods.

If you are carrying a mixed load of dangerous goods in different transport categories, then the load size threshold which applies is that for whichever goods are in the most hazardous transport category.

**Table 2**

| 1<br>Transport Category | 2<br>Mass or volume of dangerous goods in each receptacle (kg or litres) | 3<br>Total mass or volume of packaged dangerous goods |
|-------------------------|--|---|
| 0                       | No lower limit   | No lower limit  |
| 1                       | 1  | 20  |
| 2                       | 10   | 200   |
| 3                       | 25   | 500   |
| 4                       | Unlimited  | Unlimited   |

For example, is a load of 10 x 4.5 kg cylinders of butane, 10 x 10.5 kg of propane and 5 x 50 litre drums of ethanol solution (50%) above or below the overall load size threshold?

- the 4.5kg cylinders of butane (transport category 2) can be ignored, as they are below the receptacle size threshold of 10
- 10 x 10.5kg of propane (transport category 2) = 105kg
- 5 x 50 litres of ethanol solution (Packing Group III, and therefore transport category 3) = 250 litres
- total load size = 105 + 250 = 355

As the highest category carried is transport category 2, the load size threshold is 200. The load is above this threshold and the requirements apply.

For further advice on this complex subject please contact Skanska Fleet

## London night and weekend lorry ban scheme

ALG, Transport and Environment Committee, operate a London lorry ban scheme for all goods vehicles over 18 tonnes maximum gross weight used on restricted streets in the control scheme area as follows:

|                    |                      |                   |
|--------------------|----------------------|-------------------|
| Monday to Saturday | 9.00 pm to 7.00 am ) |                   |
| Plus Saturday      | after 1.00 pm        | ) these are known |
| Plus Sunday        | all day              | ) as banned hours |

All lorries moving in London over 18 tonnes GVW, need a permit during the banned hours. The controlled area is monitored by the use of cameras.

The following outlines the scheme:

1. A restricted road is a road to which the traffic order applies. If in doubt check a lorry control map
2. An exemption permit is for one vehicle only and is not transferable
3. If your vehicle does not display a valid exemption permit you may not use restricted roads
4. Even if you are driving a vehicle that is displaying a valid exemption permit there are still restrictions on how and when you may use a restricted road
5. The driver should maximise the use of the M25 and other suitable roads outside the permit area as an alternative to using roads in the permit area
6. The driver of the vehicle shall ensure that the vehicle is not driven on restricted roads unless:
  - The next planned stop is actually in a restricted road where the vehicle is to be loaded or unloaded
  - The last planned stop was in a restricted road where the vehicle was loaded or off loaded
  - The vehicle is being driven on a restricted road because of a local temporary traffic regulation order or diversion or at the direction of a police officer in uniform



7. The driver shall ensure that, even if it is essential that the vehicle use a restricted road in the permit area any such use should be minimised in the following way:

- Do not leave an excluded road until as near as practical to the planned stopping place
- Take the shortest practicable route from a planned stopping place to an excluded road
- Always try to minimise avoidable noise from things such as tailgates, chains etc

If you fail to observe the rules governing the use of restricted roads during the banned hours, you, as the driver, will be personally liable for a fixed penalty of £300. The company will not pay this fine unless it can be proved that the driver was on a restricted street in the course of their approved work.

The company will ensure that your vehicle is registered under the scheme. It is your responsibility to ensure that your vehicle displays the permit and that you comply with the above procedure.

## Fuel efficiency and reduction of emissions

As a driver, you have a significant impact on fuel consumption. Alert, positive and professional drivers can reduce fuel use and hence vehicle emissions, operating costs and contribute to greater road safety.

In general fuel equates to about 30% of total operating costs, so using less fuel makes good business sense and helps the environment by reducing emissions.

**For example, when driving a car, 2 minutes idling uses the same amount of fuel as that required to drive one mile**

A number of simple but effective measures can be taken in order to achieve significant results:

- By planning well ahead and keeping the vehicle moving, gear changes will be reduced and fuel will be saved
- Use of information gained through observation gives more time to plan ahead and systematically avoid hazards
- Fuel used is proportional to the speed your vehicle is travelling. A 5% reduction in fuel consumption can be achieved simply by reducing your speed from 56 to 50 mph
- Using the momentum of the vehicle will save fuel
- Double de-clutching is not necessary on synchromesh gearboxes. It increases clutch wear and wastes fuel
- The fewer the gear changes, the less the physical activity needed and more fuel efficient the operation
- Harsh braking uses more fuel and requires an increase in the number of gear changes that you will subsequently have to make
- Use of constant speeds on motorways and dual carriageways will lead to fewer gear changes
- A typical 420hp heavy-duty truck engine consumes fuel at the rate of around two litres an hour when left idling and stationary
- The height of a trailer or load should be kept to a minimum to reduce aerodynamic drag
- Overfilling the tank allows fuel to leak through the breather
- Correctly inflated tyres offer less resistance on the road, improving fuel economy, giving greater stability and reducing the risk of accidents

## Low emission zone (LEZ)

The London low emissions zone (LEZ) is now in operation. The aim of the scheme is to improve air quality in the city by deterring the most polluting vehicles from driving in the area.

The vehicles affected are vehicles with a maximum authorised mass of 3.5 tonnes and over, buses, coaches, large vans (exceeding 1.205 tonnes un-laden weight) and minibuses (over eight seats plus the driver's seat and below 5 tonnes).

You will need to pay the daily charge of £200 if you drive within the LEZ in a vehicle that does not meet the LEZ emissions standards and is not exempt from the scheme or registered for a 100 per cent discount. For guidance on the compliance of your vehicle, please contact Skanska Fleet.

## Key contact details

|                   |   |
|-------------------|---|
| Skanska Fleet     | 01923 423942 (email: <a href="mailto:fleet.admin@skanska.co.uk">fleet.admin@skanska.co.uk</a> ) |
| Vehicle incidents | Call the Skanska Driverline on 0844 493 5834  |

## Appendix 1

### Vehicle marshal signals

Ensure that all reversing vehicles are always banked

When starting the reversing operation, first use the stop sign, get into position and then commence the reversing signals.

**Start**

Can you avoid reversing?

Does the driver and Vehicle Marshal understand the signals?



**Stop**

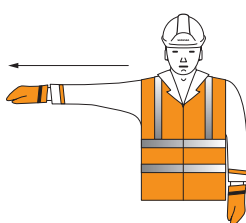


**Come to me**

Is all plant equipment with WORKING reversing alarms and mirrors?

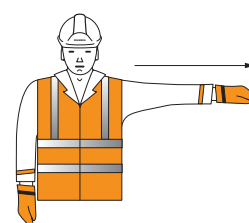


**Go away from me**



**Go right**

The vehicle marshal must be visible to the driver at all times.  
**If the driver loses sight of the vehicle marshal stop!!**



**Go left**



**Distance between obstacle**

Wear high visibility clothing at all times

Where reversing takes place restrict pedestrian access



**Emergency stop**

## Appendix 2

### Road journey checklist

|      |  |      |  |                  |  |
|------|--|------|--|------------------|--|
| Name |  | Date |  | Normal signature |  |
|------|--|------|--|------------------|--|

|  |  |
|--|--|
| Vehicle details  |  |
| Journey details including destination, stops and total mileage |  |

|  | Yes/no |
|--|--------|
| <b>You may use this road journey risk assessment either as a checklist or as a written record of your journey</b>  |        |
| Is the vehicle roadworthy and when did you last check levels, tyres etc?   |        |
| Does the vehicle have adequate insurances for the whole trip?  |        |
| Has a route plan been made?  |        |
| Does the route plan include emergency alternatives?  |        |
| Have you made others, including your manager, aware of your trip?  |        |
| Have you prepared sufficiently for the trip?   |        |
| Are stops scheduled where 200 miles/three hours are exceeded?  |        |
| Have you ensured the overall journey is not more than 400 miles/six hours per day?   |        |
| Are any medical requirements (including spectacles) satisfied (where necessary)?   |        |
| Are you totally familiar with the vehicle to be used?  |        |
| Is there a possibility for car sharing, and are all drivers properly qualified?  |        |
| Are there adequate means to safely communicate back to base?   |        |
| If loads are to be carried have arrangements been made for manual handling?  |        |
| Are any loads securely stowed? (Against movement and theft)  |        |
| Have you sufficient breakdown arrangements in place?   |        |
| Have you ascertained safe weather conditions prior to departure? (As necessary)  |        |
| Is the vehicle adequately equipped for your specific application (see below)   |        |
| <b>Suggested equipment/accessories</b>   |        |
| <ul style="list-style-type: none"> <li>• Mobile phone/phone card/coins</li> <li>• Maps/direction finding equipment</li> <li>• Warning triangle/fire extinguisher/life hammer/high visibility clothing etc.</li> <li>• Travellers first aid kit, spare bulbs</li> <li>• Breakdown contact details</li> <li>• Torch, cloth, screen washer fluid, ice scraper/de-icing equipment</li> </ul> |        |

Declaration

**Driver form of acceptance**

I confirm that I have read and understood the terms and conditions outlined in this commercial vehicle drivers' manual. I agree to abide by the rules set out. I understand that failure to comply with this manual could lead to the initiation of the company's disciplinary procedures.

In accordance with this policy, where an employee incurs a penalty for a motoring or parking violation that must be paid by the registered keeper (e.g. parking, congestion charge and bus lane violations), the company may deduct the cost of any fine not paid by the employee and any administrative fee charged by a third party from the employee's salary/wages. By signing this declaration, you are authorising the company to deduct any such fine from your salary/wages should the need arise. Prior to any deduction being made, the HR Department will write to advise you of the details of the deduction.

Signed:.....

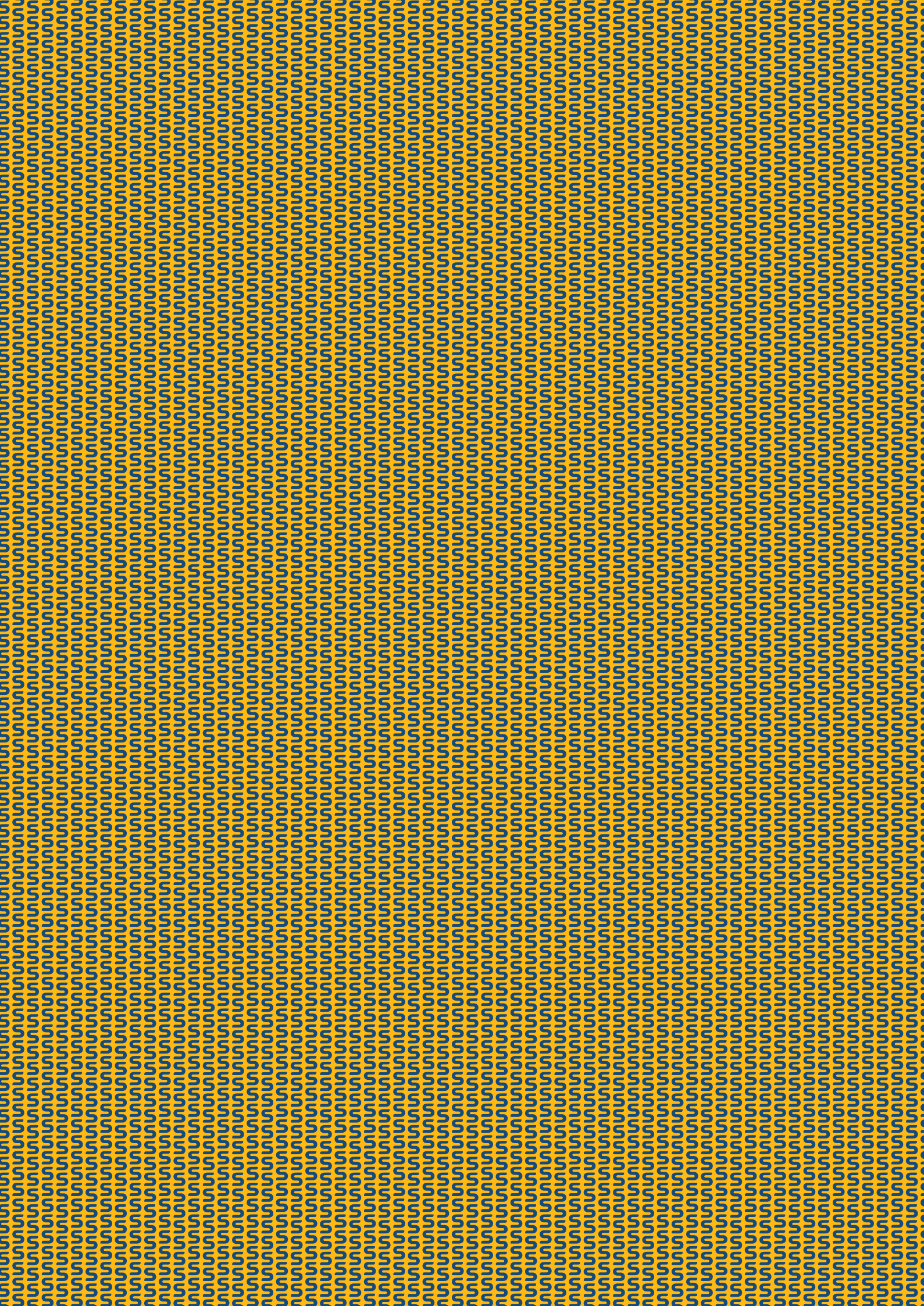
Print name:.....

Date: .....

Employee number: .....

Operating area: .....





**Skanska UK**

[www.skanska.co.uk](http://www.skanska.co.uk)

Fleet

Maple Cross House

Denham Way

Maple Cross

Rickmansworth

Hertfordshire

WD3 9SW

Phone: +44 (0)1923 423942

Fax: +44 (0)1923 423410

E-mail: [fleet.admin@skanska.co.uk](mailto:fleet.admin@skanska.co.uk)

