



Mineral Products Association

# Company Car & Van Handbook

## Driver Details

**Date of issue:** .....

**Drivers' name:** .....

Contact tel mobile: .....

Contact tel landline: .....

**Company/Employer:** .....

Company tel number: .....

### Next of kin 1

Name: .....

Address: .....

Emergency contact number: .....

### Next of kin 2

Name: .....

Address: .....

Emergency contact number: .....

# Acknowledgment

This handbook has been jointly developed by the members of the Mineral Products Association (MPA), Transport Committee and Health and Safety Committee, as a tool for drivers of cars and vans to help them understand and manage the risks that they face and create when driving and operating vehicles for work. It will help people make safer choices about the way they drive and behave around vehicles.

This is a guidance document, but using the information given should help you to comply with your statutory duties in respect of safe driving and work practices. The document is not exhaustive and provides information, in no particular order, on the main risks that working drivers may encounter, as part of their everyday working lives in our industry relevant to the type of vehicle that they drive and operate.

All information contained in this document is accurate at the time of publication (March 2018). It is the responsibility of the reader to ensure they regularly update themselves on any changes to Road Traffic or Safety, Health and Welfare at Work legislation relevant to their duties.

More detailed information on general road and workplace health and safety can be found in the appendices at the rear of this document.

Nigel Jackson  
CEO, Mineral Products Association



## Mineral Products Association

The Trade Association for the Aggregates, Asphalt,  
Cement, Concrete, Dimension Stone, Lime, Mortar  
and Silica Sand Industries

# Introduction

Driving and operating any road vehicle is a critical, if often under-recognised, part of the minerals products industry. The industry uses the road network all the time, supporting and operating its businesses.

Every year in the UK many people are killed and seriously injured while driving for work. Indeed over 50% of the lost time incidents reported to MPA involve our drivers, sadly including an unacceptable number of fatal incidents.

### All incidents are preventable!

The purpose of the Company Car and Van Handbook is to make companies and car/van drivers aware of the risks that they may face or create while driving and operating vehicles and typically understanding how to manage those risks. The handbook outlines what is required of a driver in terms of his or her, vehicle, journey and driving behaviours in line with the rules and regulations of UK roads. Travelling abroad and in Europe is also covered (pages 50-51). In addition it deals with emergency situations and gives practical advice on what to do to help keep you safe from avoidable harm.

This handbook will help you work with your employer to avoid preventable incidents and injuries to yourself and other people when driving for work. It should be used with your employer's driving for work policies and procedures.

## 'DON'T TAKE THE RISK GO - DRIVE HOME SAFE'



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# Code of Conduct

## Driver

I agree to adopt this code of conduct. I accept that as a driver I have responsibilities under both the chain of responsibility and Health and Safety (H&S) legislation to maintain my fitness for duty and not accept unsafe practices or breaches of the law. I share the road with other road users, with a commitment to improve community safety.

1. I recognise and accept my obligations as a driver.
  - ✓ **DO** - Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for the industry and your company
  - ✓ **DO** - Ensure you drive with consideration for all road users and pedestrians
  - ✓ **DO** - Support safety within the workplace
  - ✓ **DO** - Actively support this code and promote it to other drivers
  - ✓ **DO** - Encourage safety on the road
  - ✓ **DO** - Maintain your knowledge and update your driving skills by further development and training.
2. I undertake to comply with all road laws, and be considerate of others by:
  - ✓ **DO** - Maintain a professional approach at all times
  - ✓ **DO** - Ensure you're fit for duty – alert, healthy and prepared for the driving task
  - ✓ **DO** - Observe speed limits and seat belt laws
  - ✓ **DO** - Observe working time regulations and 'Rules on Drivers' Hours and Tachographs' (if applicable)
  - ✓ **DO** - Avoid all drugs and alcohol before driving\*
  - ✓ **DO** - Leave a safe distance between other vehicles
  - ✓ **DO** - Travel in left lanes unless overtaking
  - ✓ **DO** - Adopt a considerate driving style, reducing noise when operating in a built up area
  - ✓ **DO** - Obey all other laws and operate to 'The Highway Code'.

\*NB: prescribed medicines - check with GP before driving.

# Code of Conduct

## Driver

3. I support the introduction of company 'Safe Systems of Work' that include practices and procedures to reduce the risk of injury or death at our own and customer locations.
4. I take pride in my vehicle and conduct regular checks to ensure my vehicle and the load remains in a safe condition.
5. I understand that driver distraction is a risk and I will reduce this:
  - ✓ **DO** - Avoid using mobile phones, two way radios or other forms of communication whilst the vehicle is moving in accordance with company rules
  - ✓ **DO** - Fully prepare for any journey to avoid being distracted when driving.
6. I actively support this code of conduct for the purpose of promoting compliance with laws and promoting safe behaviour, within the workplace and on the road.
7. I undertake to actively participate through my Health and Safety representatives and managers to commit to industry codes of conduct, codes of practice and safety guidelines found in this handbook.

Company: .....

Print Name: ..... Signature: .....

Date: .....



# Corporate Responsibility



# Corporate Responsibility

## Management of Fleets

At its core, fleet management includes the organisation and overseeing of a company's fleet of vehicles – this includes company cars, pool cars, light commercial vehicles, 'grey fleet' (where employers use private vehicles for company business) or a combination of them all.

### **Committed to:**

- Safeguarding drivers
- Protecting reliable road users and property
- Managing fleet safety as we would any other critical business risk
- Managing the health and wellbeing of our employees within vehicles as we would any other workplace
- Working to reduce the environmental impact of our fleet.

### **We will strive to achieve this through:**

- Compliance with the law related to vehicle and drivers
- The implementation of measures over and above what the law requires to ensure our company and the industry moves towards zero harm
- Continuous improvement in our road safety performance
- A systematic approach to Road Safety Management by establishing minimum standards and processes by:
  - Driver Management
  - Vehicle Management
  - Journey Management
  - Task Management
- Training, education and motivation to enable all employees to follow safe work practices while driving
- Conducting planned inspections and audits on a regular basis to identify and eliminate inappropriate working conditions and practices
- Reporting and conducting proportional investigations of all road incidents
- Reporting near misses in order that they can be shared and learned from
- Communicating this policy to all employees and other relevant stakeholders.



# Corporate Responsibility

## Case Study

When it's about your employees' health and safety, **it is your responsibility to make your H&S policies robust and reliable.** Recently **sentencing for health and safety offences has got tougher** and considers the turnover of the company and the potential seriousness of the incident. If the potential was for serious injury or fatality, the company would be fined as such, even if no such event occurred. To ensure safety is regarded with the same importance within every company of every size, a large company with a turnover higher than £50m would be fined between £4m to £20m if the company is involved in a serious incident. At the other end of the scale, small organisation (with turnover £2m or less) would be fined between £180k to £540k.

**Recently the first company was charged under the corporate manslaughter act when one of its drivers was killed in a road incident. The firm was fined £700k.**

In addition to suffering a terrible tragedy and the significant effect on the family, the company also suffered from reputational damage (which is extremely difficult to recover from), huge costs and a very long procedure with the courts. This is a hard price to pay when it is so easy and cost effective to implement a driver risk management programme that could save lives and avoid a company incurring much stress and cost.

- The law concerning transport continues to evolve and in particular the changes relating to the 'Corporate Manslaughter Act 2008', and 'Section 87 (2) Road Traffic Act 1988' which states,

*"It is an offence for a person to cause or permit another person to drive on a road, a motor vehicle of any class if that person is not the holder of a licence authorising him/her to drive a motor vehicle or of that class".*



# Corporate Responsibility

## Case Study

### **This means that:**

The employer is liable for ensuring all reasonably practicable steps to ensure this is implemented.

- Penalties can be severe and in the most serious cases, custodial sentences may be imposed
- Employers must take steps to manage their risk. This means they must assess and identify risk and then act upon it to manage the risk they are exposed to
- Vitally important is that where risks and their appropriate controls are identified and implemented it is the employers duty to ensure they remain valid and are being carried out through regular monitoring.



# Corporate Responsibility

## Insurance

It is the responsibility of the business and the driver to ensure that all vehicles are insured. This includes drivers using their own vehicle for work related purposes (grey fleet). If using any vehicle for work or business purposes, it is a legal requirement in the UK for drivers to check their vehicle is insured for this activity.

Work related purposes includes any travel which the driver wouldn't undertake if they weren't at work – for example, driving between sites for a delivery, driving to a location for a business meeting, driving to attend a training session at a training location or even if you are travelling a short distance to collect a buffet lunch.

There is an assumption that personal vehicle insurance policies cover drivers for work too, but this isn't the case. Personal policies don't offer protection as business vehicle insurance does.

Business vehicle insurance is required on all vehicles within an organisations fleet:

- Personal vehicles used for business use
- Company cars, vans and other vehicles
- Leased, hired or financed vehicles
- Pool cars
- Courtesy vehicles

# Corporate Responsibility

## Licencing

It is the responsibility of the business to check the licenses of any employees they have driving for work. This includes:

- Checking that drivers have a full UK driving licence – this cannot be done by looking at just the licence as since the abolition of the paper counterpart the information needs to be looked up online via the government website
- Checking that drivers have not been banned or disqualified nor have any outstanding criminal charges associated with their licence
- Checking that drivers are licensed to drive vehicles which you are asking them to drive (remembering that those who acquired their licence before the 1st of January 1997 are licenced to drive more vehicles than anyone who acquired their licence since that date)
- Considering whether those drivers with points on their licence are considered “high-risk”. 5/6 points or more would indicate a high-risk driver and more training may be required
- Companies should actively check that all other approved drivers are entitled to drive company vehicles (family members) in relation to age limits, licenced categories and internal company protocol.

# Corporate Responsibility

## Tax

If you drive a car that has been provided by your employer, and you can use that vehicle for personal transport outside of work, then it's considered a company car and is seen as a taxable perk by HMRC.

Officially a company car is known as a Benefit In Kind (BIK), because there is a monetary value attached to your ability to use it privately. HMRC view it as an additional bonus on top of your annual salary, because the car is paid for by your employer in addition to your standard pay.

As a result, there is tax to pay. The easiest way of calculating how much tax you will have to pay on a company car is to visit the HMRC website, where it has a company car tax calculator with plenty of additional help to ensure you're paying the right amount of tax.

HMRC works out the amount of BIK tax you pay based on the amount of CO2 emissions a car emits. There are 21 emissions bands, starting with vehicles that emit 0-50g/km, ranging up to those models emitting 180g/km or more, and the amount of tax you pay is a percentage of the car's list price, which HMRC refers to as the P11D value. This is the price of the car with optional extras included, but minus the non-taxable parts of the vehicle, including the first year's VED (road tax) and its first registration fee. The P11D value is determined by the list price quoted by a manufacturer, so even if you get a discount on a new car's list price, the P11D value will remain unchanged.

### **A vehicle is a pool vehicle if, during a tax year, it has been included in a car pool and all the following conditions are met:**

1. The car was used by two or more employees for work purposes
2. The car was not ordinarily used by one of those employees to the "exclusion of the others"
3. Any private use of the car made by each of the employees was "merely incidental" to each employee's other use of the car in that year, and
4. The car was "not normally kept overnight" at or near any of the employees' homes (other than at the employer's premises).

If one of the conditions is not met, e.g. the car is regularly kept at one of the employee's homes, the car is not a pool car and, as a result, any private use of the car creates a tax liability, not just for that employee, but for all of the other employees who use the car. Employers must ensure that, once a car is designated a pool car, that it is used strictly for that purpose and no other.

# Corporate Responsibility

## Risk Management

### Risk Evaluation

The risk assessment should identify what risk factors have to be managed to eliminate or minimise the risk of crashes or related incidents.

The most effective controls are those that engineer out risks, so vehicle selection and performance on crash rating tests are critical. Typical risk controls include:

- Safe vehicle purchasing policies
- Trip planning
- Safe driving policies
- Maintenance procedures.

The HSE's recommendation is that a risk evaluation should cover driver, vehicle, journey.

The "Health and Safety at Work Act" states it should be '**suitable and sufficient**'.

#### **PARETO PRINCIPLE:**

The 80/20 Rule = 20% of your drivers will cause 80% of your incidents.

Risk Evaluation only picks up approx. 8%, therefore to truly assess a company's exposure they need to consider the wider factors in conjunction with a robust risk assessment:

- Licence results (number and type of endorsements, disqualification history)
- Incident History:
  - small scrapes especially multiple scrapes - even multiple no-fault incidents can indicate lack of awareness
  - near misses – use these to build a picture of a company's risk exposure even before an incident occurs
- Maintenance records such as the regular replacement of clutches, brakes, tyres could indicate driving issues
- Telematic information such as speeds and annual mileage.

If drivers consistently ignore this guidance and advice on their driving behaviour, they may be subject to disciplinary action by the company.

# Corporate Responsibility

## Risk Management

### Reporting Incidents

If a driver is unfortunate enough to be involved in a car incident, it is essential that as a company, a suitable policy for incident management is available, communicated, and applied to all employees.

There are some actions that are legal requirements following an incident and it is important that drivers are aware of these.

- It is an offence not to **STOP** after a collision if there is damage to property or someone has been injured
- It is an offence not to **REPORT** a collision where someone has been injured or damage to property has occurred
- Following a fatal or significant RTA, all drivers are advised to seek legal guidance before giving statements
- Following any incident, report it to the police, insurance company, property owner as necessary, within 24 hours.

Following an incident, information may be required for insurance purposes or sharing health and safety learning business wide. Good practice is to include an Accident Report Kit in the vehicle to reduce driver stress at a difficult time.



# Corporate Responsibility

## Risk Management

### Driver Risk

It is estimated that 1 in 3 company drivers will be involved in an incident each year.

For someone who is required, by virtue of their job, to drive a high number of work-related miles per year, the risk of dying in a road incident is significantly higher than the risk of dying from any other work related activity.

65% of fatalities in reported road incidents had driver or rider error or reaction (which includes failing to look properly, loss of control and poor turn or manoeuvre) reported as a contributory factor leading to the incident which is why it is so important for companies to manage driver risk when considering the management of their fleets. Companies should have a legally compliant mobile phone policy, but should be pro-active in minimising phone use whilst driving.

### Distractions

- Use of a phone, even on handsfree, sat nav, MP4 and other electrical devices
- Eating and drinking behind the wheel

### Speeding

- Pressure to attend meetings or business appointments on time

### Stress

- Driver fatigue
- Road rage
- Travelling through unfamiliar areas

# Corporate Responsibility

## Risk Management

### Endorsment

Companies should ensure their work force driving on company business have their licences routinely checked with the DVLA or approved external third parties. Current recommended guidance is that this check of the licence should be undertaken 6 monthly or more frequently for drivers with several endorsements.

### Mileage

Companies should ensure that their driver risk management programs analyses the annual mileage of their fleet drivers to ascertain whether individuals are putting themselves or others at additional risk due to their work commitments.





# Corporate Responsibility

## Risk Management

### Health, Medication & Eyesight Testing

Whilst the legal responsibility is on the drivers when it comes to their ability to drive in terms of overall health and eyesight, some onus is still on the employer. Under the Corporate Manslaughter Act, courts will look at the “management systems and practices” across an organisation. Therefore driver health and eyesight must be considered a crucial aspect of fleet safety policy, good business sense and employer responsibility.

### Are drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk?

- Drivers must satisfy the eyesight and other health requirements of the Highway Code and DVLA
- Drivers should not drive while taking medicine that might impair their judgement. If there is any doubt, they should ask their GP
- Drivers should be aware of how dangerous tiredness can be and do they know what to do if they start to feel sleepy
- Drivers should report any health concerns
- Drivers' health, and possibly safety, should not be at risk, e.g. from an inappropriate seating position or driving posture
- Companies should take account of ergonomic considerations (e.g. driving position and how accessible the controls are).

# Corporate Responsibility

## Risk Management

### Mobile Phone Usage

The penalty for driving and using a hand-held phone (or other devices) is currently 6 points and £200 fine. Drivers may also go to court and be disqualified from driving and get a maximum fine of £1,000.

The consequences for employers are also significant.

#### An employer may be open to prosecution if:

- They cause or permit a driver to drive while using a phone (or other device) or do not have proper control of the vehicle
- If they require their drivers to make or receive calls whilst driving
- If employees drive dangerously because they are using a phone (or device) installed by their employer

If you are an employer and you pressurise your staff to use a phone, it could result in imprisonment, large fines or company registration suspension.

**Businesses should be aware, and make their employees' aware of these new rules.**

Companies could suffer significant financial and reputational loss as a consequence of breaching this new law.

Businesses must be mindful that the use of mobile phones whilst driving, even in handsfree mode, can lead to prosecution.

Many MPA members are taking the most effective way of preventing mobile phone distraction by adopting an "Engine On, Phone Off" stance. However this needs to be a company wide policy, followed by all drivers.



# Corporate Responsibility

## Risk Management

### Driver Training

#### Who qualifies for Driver training?

Companies should consider using Risk Evaluation and Risk Assessment tools to gather data. If they don't do anything with that information, they are more liable than before. This data will identify:

- High risk drivers
- Driver performance
- Vulnerable individuals
- Grey fleet drivers

Driver training is available in a range of different formats, including e-learning and literature, however, practical, on the road training is the most effective way to keep employees safe.

Driver training courses can cover a variety of different topics and should be a form of continuous professional development for an employee.

Defensive driving, environmental driving, and driving abroad etc are all good areas of focus to minimise risk in the driving environment.

Whether a company runs a fleet of cars or vans or one car, further driver training will keep a team safer and costs lower.



# Corporate Responsibility

## Company Vehicle Requirements

### MOT

Under the Road Traffic Act 1988 (47 - Obligatory test certificates), Government legislation cites that:

*“A person who uses on a road at any time, or causes or permits to be so used, a motor vehicle to which this section applies, and as respects which no test certificate has been issued within the appropriate period before that time, is guilty of an offence.”*

Under these circumstances, a driver may be charged with driving a vehicle without an MOT, as he or she has failed to ensure that the vehicle is legally roadworthy before use. The company too would likely be charged with causing/permitting a vehicle they own to be driven without a valid and up-to-date MOT.

Drivers have a responsibility to ensure their vehicle is presented for MOT at the required location and date in order for the vehicle to remain legally driveable.

# Corporate Responsibility

## Company Vehicle Requirements

### Vehicle Tax

#### Cars/Vans

Vehicle Excise Duty (VED) refers to the tax which must be paid for most vehicles in the UK that are either driven or parked on public roads. VED is also commonly referred to as car tax. Duty is charged in bands - the higher the emission the higher the duty to be paid.

There is no longer a requirement to display a tax disc. It is the responsibility of the company and the driver of the vehicle to ensure it is appropriately taxed.

Electric vans are exempt from paying Vehicle Excise Duty, like electric cars, but must still be taxed, where current MOT is appropriate. They are also exempt from London Congestion Charge.

If a vehicle is used by someone who is disabled, they may qualify for a disability exemption from vehicle tax.

Failing to pay vehicle tax can result in a fine of up to £1,000, as well as being ordered to back-pay all of the tax that you missed.

# Corporate Responsibility

## Company Vehicle Requirements

### Insurance

A current and valid MOT certificate is required for a vehicle to be insured. In the case of being pulled over for driving without an MOT, companies and drivers would likely be charged with driving with invalid or no insurance. This is arguably a more serious criminal offence and, as cited on gov.uk could result in: "The police giving you a fixed penalty of £300 and 6 penalty points if you're caught driving a vehicle you're not insured to drive."

#### If the case goes to court you could get:

- An unlimited fine
- Disqualified from driving
- The police also have the power to seize, and in some cases, destroy the vehicle that's being driven uninsured.

The driver has a responsibility to ensure that insurance certification is retained for all vehicles insured by the company and driven on company business. Where individuals drive private 'grey fleet' vehicles on company business the individual must ensure they hold insurance cover for business purposes for the vehicle being driven.

Drivers of hired vehicles have a responsibility to ensure that insurance cover has been put in place and copies of certification are available if required.



# Corporate Responsibility

## Company Vehicle Requirements

### Servicing/Intervals

It is the drivers responsibility to ensure they are familiar with the vehicle's service schedule.

When the service is due, ensure the vehicle is booked in. Avoid mileage overruns.

### Spot Checks

Drivers are responsible for ensuring that the vehicle being driven is safe and legal. Before driving any vehicle,

#### The following should be checked:

- Tyres are undamaged (no cuts or bulges)
- Tyres are at the correct pressure and have enough tread depth. The legal minimum is 1.6mm, but above 3mm gives much shorter braking distances in the wet
- There are no signs of vehicle damage
- Oil, coolant and windscreen wash levels are correct (check when cold)
- You know the correct type of fuel for the vehicle
- Brakes are working and lights and indicators are working
- Windscreen and windows are not damaged
- Washers and wipers are working
- Mirrors are correctly positioned

# Corporate Responsibility

## Company Vehicle Requirements

### Tachograph Fitting

Any commercial vehicle over 3.5 tonnes, gross weight, requires a tachograph. The installation and use of a tachograph without following the proper procedure and usage can lead to a fine and loss of an operating license. Common operator infringements include:

- Failure to get a company tachograph card
- Failure to get digital download equipment
- Failure to download the required data

It is important to adhere to the following responsibilities to make best use of the Tachograph technology and the safety features it provides:

#### Driver responsibilities:

- All drivers must comply with EU drivers' hours directive and Working Time Directive
- Using a digital driver card to record all work and driving
- Making sure the card and tachograph is working correctly
- Only holding one card (unless within one month of expiry, when two cards can be held)
- Allowing employers to download driver data from card
- Applying for a replacement card if lost, stolen, damaged or malfunctioning within 7 days
- Whilst waiting for the new card to arrive, taking print-outs at the start and end of each working day
- Not using anyone else's card or be in possession of forged or altered card
- Not recording false data or destroying any data on the card
- Carrying the card at all times when working
- Producing the card for DVSA officers or the police when requested.

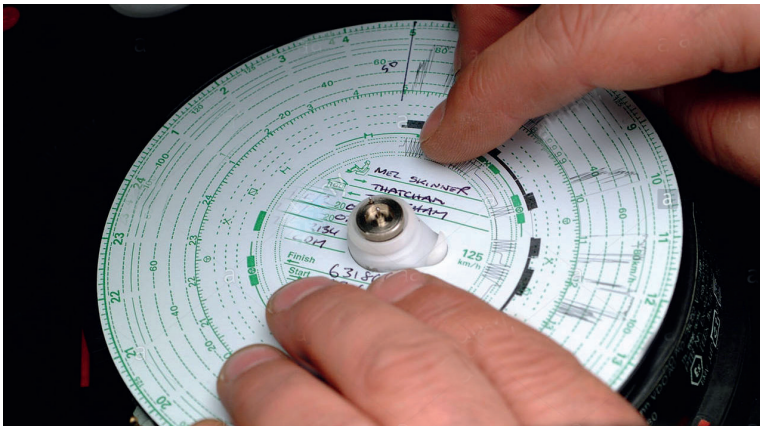
# Corporate Responsibility

## Company Vehicle Requirements

### Company responsibilities:

- Having a company card to download the recorded tachograph data
- Downloading driver data at least every 28 days
- Downloading vehicle data from the tachograph at least every 56 days
- Analysing the tachograph data to ensure rules have not been broken or breached
- Making sure the tachograph equipment is working correctly
- Making sure the tachograph is calibrated every 2 years
- Making sure any defective tachograph is repaired without delay

Although this is the legal requirement of the tachograph usage, a policy can still go above and beyond these minimum requirements. A thorough risk assessment will assess the data generated from the tachograph which can then be used to highlight drivers which might need additional training or be suffering from health problems.



# Corporate Responsibility

## Company Vehicle Requirements

### Weight Load

Vehicle categories on driving licences do depend on the weight of the vehicle. It is the responsibility of the company to ensure that their vehicles are maintained and are safe to carry these weights, and that drivers are trained and authorised to drive.

### Unladen weight

The unladen weight of any vehicle is the weight of the vehicle when it's not carrying any passengers, goods or other items.

It includes the body and all parts normally used with the vehicle or trailer when it's used on the road.

It doesn't include the weight of:

- Fuel
- Batteries in an electric vehicle - unless it's a mobility scooter or powered wheelchair.

### Maximum Authorised Mass

Maximum Authorised Mass (MAM) means the weight of a vehicle or trailer including the maximum load that can be carried safely when it's being used on the road.

This is also known as gross vehicle weight (GVW) or permissible maximum weight.

It will be listed in the owner's manual and is normally shown on a plate or sticker fitted to the vehicle.

The plate or sticker may also show a Gross Train Weight (GTW), also sometimes called Gross Combination Weight (GCW). This is the total weight of the tractor unit plus trailer plus load.

### Down-plating

If a vehicle is unlikely to be used at its potential maximum weight, it may be 'down-plated'. This means that a lower weight is shown on the plate or sticker attached to the vehicle.

# Drivers' Responsibility

# Drivers' Responsibility

## Driver Licence

All drivers must hold the appropriate licence. Companies must have a robust system in place to check drivers' licences at least every 6 months.



- Drivers must have a current licence for the class of vehicle being driven
- The licence must have an up to date address; failure to do so may invalidate your insurance
- Drivers may be asked to produce their licence at any time
- Current licences are valid for 10 years.

## Legal Requirements

The holder of a licence must produce it on request to a police officer or traffic examiner. If the licence cannot be produced at the time of request, it must be produced to:

- The police – at a police station of the Drivers' choice within 7 days
- Traffic examiner – at the traffic area office within 10 days.

**Note: It is your responsibility to notify your manager immediately of any endorsements placed on your driving licence.**

# Drivers' Responsibility

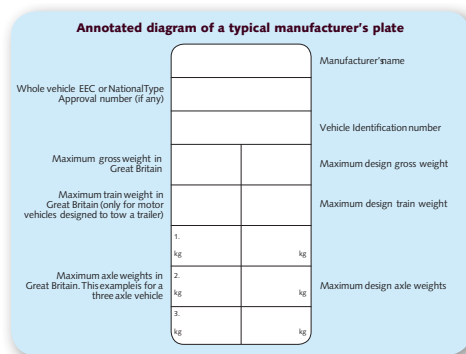
## Weight Plates

It is a legal requirement that all Light Commercial Vehicles are fitted with a manufacturer's plate.

Each manufacturer chooses where to fit these, typically in the engine bay or on the driver or passenger door. Though the location may vary, the plates adhere to a standardised format and must contain certain figures.

The plate contains the Vehicle Identification Number (VIN), but more important to the driver are the two columns of figures underneath the VIN. These denote the design weights and the maximum legal weights for operation within Great Britain. The design weights are set by the manufacturer as the greatest weights the vehicle is designed to carry safely, taking account of tyres, steering, suspension and so forth.

The plate shows the maximum gross vehicle weight, the maximum gross train weight (the maximum permitted weight of the vehicle and any trailer being towed\*, plus any load carried in the vehicle and trailer), then each maximum axle weight from front axle backwards along the chassis. The plate below is from a vehicle with three axles; however the principle is the same for all vehicles. From this information, a driver or manager can establish the legal maximum weight for each axle on their vehicle.



\*NB: Attaching a trailer may temporarily change the class the vehicle and/or compliance requirements.

# Drivers' Responsibility

## Speed Limits

All MPA member sites have standard speed limit rules, which are always indicated at the entrance, and are also briefed to drivers during the site induction process.



MPA members also expect drivers to comply with public highway and UK regulations, and for drivers to adhere to site specific rules when on customer sites.

## Know your limits

	Built up area (street lit)	Single Carriageways	Dual Carriageways	Motorways
Type of vehicle	mph	mph	mph	mph
Cars and motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (inc. car-derived vans and motorcycles)	30	50	60	60
Buses, coaches (not exceeding 12 metres in length)	30	50	60	70
Goods vehicles/vans not exceeding 7.5 tonnes maximum laden weight	30	50	60	70*
Goods vehicles (exceeding 7.5 tonnes maximum laden weight) in England and Wales	30	50	60	60
Goods Vehicles (exceeding 7.5 tonnes maximum laden weight in Scotland)	30	40	50	60

\*60mph if articulated or towing a trailer



# Drivers' Responsibility

## Speed Campaigns

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a factor
- The risk of death is approximately 4 times higher when a pedestrian is hit at 40mph than at 30mph
- Speed is one of the main factors in fatal road incidents
- More than half of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining the minimum braking distance
- We ask everyone who regularly see drivers on sites to help reinforce the site rules, such as speed limits and challenge drivers where necessary. This is not just lorry drivers, but also includes forklift trucks, loading shovels and other mobile plant. Please react appropriately if you are challenged. It is only because people care for your safety.



# Drivers' Responsibility

## Fitness To Drive

Staying fit and healthy is important to maintain a good quality of life as well as ensuring that you are fit to drive and carry out your job. If you have any health conditions that affect your driving you must advise your employer and inform the DVLA immediately.

- ✓ **DO** - Schedule set times for food
- ✓ **DO** - Schedule in a daily exercise plan
- ✓ **DO** - Opt for healthier food options and maintain healthy meal sizes
- ✓ **DO** - Snack to a schedule on healthy options such as fruit, nuts or protein bars
- ✓ **DO** - Consume plenty of water and ensure it is always available in your vehicle
- ✓ **DO** - Regularly wash your hands, especially before eating
- ✓ **DO** - Get plenty of rest. The amount of rest is mandated by your Working Time Directives but ensure you are using this time to recuperate
- ✓ **DO** - Replace lost vitamins, preferably by eating fruit and vegetables but alternatively through a course of vitamin supplements
- ✓ **DO** - Keep your mind active. Listen to audio books, learn a new language or try different music genres in order to stimulate your mind and alleviate boredom
- ✓ **DO** - Stay connected with home by catching up with family on your breaks or sharing experiences with family
- ✓ **DO** - Be aware that some sites may require a fitness to work certificate to demonstrate compliance with specific local site procedures.
- ✗ **DON'T** - Eat or drink whilst driving.

# Drivers' Responsibility

## Eyesight Test

You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test.

It is recommended that you get your eyesight checked at least annually (6 monthly if a member of FORS or an equivalent scheme) to ensure capability to drive legally.



# Drivers' Responsibility

## Planning Ahead

### Good driving techniques:

The road around you is made up of different zones of visibility. In some areas your view will be good and in others you will only be able to see what is immediately in front of you. Where your view is restricted, use alternate sources of information making the most of any glimpses of 'wider views' that you can get.

On the approach to a hazard where the view is restricted, use every opportunity to get more information about the road ahead.

For example:

- ✓ **DO** - Consider the curvature of a row of trees or lamp posts
- ✓ **DO** - Look for reflections in shop windows
- ✓ **DO** - Check the angle of approaching headlights
- ✓ **DO** - Check the angle of shadows cast by headlights and other lights
- ✓ **DO** - Look for open spaces and breaks in hedges, fences and walls in the approach to a blind junction.

**Next time you drive along a familiar route, make a mental note of the opportunities to use additional sources of information.**

# Drivers' Responsibility

## Planning Ahead

### Driving Behaviour

#### POSITION

- ✓ **DO** - After giving a signal, take up the correct position on the road. You may need to check your mirrors again before changing course

#### SPEED

- ✓ **DO** - Adjust your speed to the correct level for the hazard by using the brakes or engine braking system

#### GEAR

- ✓ **DO** - Once travelling at the right speed, select the correct gear to negotiate and accelerate away from the hazard.

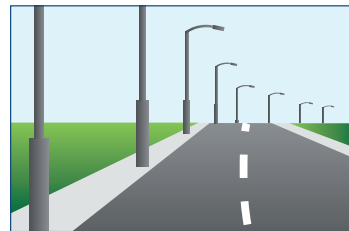
### Safer driving means:

- Less injuries and fatalities on our roads
- Less incident damage to vehicles
- Less unproductive downtime for vehicle repair
- Reduced insurance premiums.

### Using fuel more efficiently means:

- Lower costs
- Improved profit margins
- Reduced emissions
- Improved environmental performance.

The curvature of a row of trees or lamp posts



# Drivers' Responsibility

## Drivers' Rest

### How to avoid falling asleep at the wheel

The Highway Code (Rule 91) gives the following advice:-

#### Driving when you are tired greatly increases your accident risk. To minimise this risk

- ✓ **DO** - Make sure you are fit to drive
- ✓ **DO** - Avoid undertaking long journeys between midnight and 6am, when natural alertness is at a minimum
- ✓ **DO** - Plan your journey to take sufficient breaks. A minimum break of at least 15 minutes after every two hours of driving is recommended
- ✓ **DO** - Avoid driving if you are ill or taking medication which effects your ability to drive
- ✓ **DO** - Try to ensure they are well rested, and feeling fit and healthy (and not taking medication which contra-indicates using machinery), before starting long journeys
- ✓ **DO** - If necessary, plan an overnight stop
- ✓ **DO** - Avoid setting out on a long drive after having worked a full day
- ✓ **DO** - Avoid driving into the period when they would normally be falling asleep
- ✓ **DO** - If feeling sleepy during a journey, stop somewhere safe, take drinks containing caffeine and take a short nap.
- ✗ **DON'T** - Begin a journey if you are tired. Get a good night's sleep before embarking on a long journey.
- ✗ **DON'T** - Stop on the hard shoulder of a motorway.

# Drivers' Responsibility

## Drivers' Hours

(applied to vehicles fitted to Tacographs and activity that falls within SCOPE of the EU Drivers' Hours Directive)

Driving Hours are limited in order to keep you and other motorists safe on the road as tiredness and fatigue can reduce your reaction time and impair your judgement.

	Current Rules
Daily driving	9 hours, which can be extended to 10 hours twice a week.
Weekly driving	A maximum of 56 hours.
Fortnightly driving	A maximum of 90 hours in any two consecutive weeks.
Breaks from driving	Total of 45 minutes break to be taken at or before the end of 4.5 hours continuous or cumulative driving. The 45 minute break may be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long.
Daily rest	11 hours rest in the 24 hours period which begins at the end of the last daily/weekly rest period. May be reduced to a minimum of 9 hours no more than three times between any two weekly rests periods. Reductions do not require compensation.
Split daily rest	Split daily rest can be taken in two periods, the first period being at least 3 hours long and second at least 9 hours long.
Weekly rest	45 hours can be reduced to 24 hours at base or away from base. Reductions must be compensated by the end of the third week following the week of reduction. In any two consecutive weeks a driver must take at least two regular weekly rest periods (of 45 hours each) or one regular weekly rest period and one reduced weekly rest period of at least 24 hours.

Road Transport Directive (WTD) No mobile worker can work actively for more than 6 hours without a break. A break is at least 15 mins in duration.  
 If a duty consists of between 6 and 9 hours of active work then a break/breaks totalling 30 minutes must be taken.  
 If a duty consists of more than 9 hours of active work then breaks totalling 45 minutes must be taken.

# Drivers' Responsibility

## How MYSPACE Works

- ✓ **DO** - ALWAYS carry out one/two minute mental and visual risk assessment, upon arrival at site
- ✓ **DO** - As a driver, imagine a safety zone around your vehicle which you can control – this is your MYSPACE. Then consider:-
  - What do I do inside MYSPACE?
  - What or who can intrude into MYSPACE?
  - How can I get hurt?
  - What do I do about it?
  - What happens when I leave MYSPACE?
  - How can I control low risk areas?
- ✓ **DO** - Consider how you as an individual can manage the risk, and if the risk is too high and it is unsafe for you to deliver, inform your immediate supervisor / contact and await further instruction
- ✓ **DO** - Report any issues via your Near Hit/Near Miss/Hazard reporting.
- ✗ **DON'T** - Ever put yourself or anyone around you at risk.

**M**ind where you park  
**Y**ou are in charge  
**S**ee and be seen  
**P**rotect others  
**A**ccess all around  
**C**lean your environment  
**E**scape route





# Drivers' Responsibility

## Seatbelts, Loose Items, Children & Dogs

- ✓ **DO** - Wear a seatbelt at all times on site and on the highway
- ✓ **DO** - Secure all loose items in the vehicle to prevent being injured in the event of a collision.
- ✗ **DON'T** - Allow dogs or any other animal in vehicles while driving on company business. For private use they must be appropriately secured
- ✗ **DON'T** - Allow children in cars or vans on company business unless approved and authorised
- ✗ **DON'T** - Place objects in main field view of windscreen.



# Drivers' Responsibility

## Mobile Phones – Guidance

Using a mobile phone whilst driving (even with hands free or bluetooth) increases the risk of having an incident. Ideally avoid their use entirely whilst driving (some members or sites prohibit their use). If this is not the company policy, consider the following:

- ✓ **DO** - Use hands-free phones to receive calls when travelling on the public highway where permitted
- ✓ **DO** - Keep any necessary conversations to a minimum and only continue them as long as it remains safe
- ✓ **DO** - Check that you are in an appropriate safe and secure area when using mobile phones when out of the vehicle.
- ✗ **DON'T** - Use hand-held phones or other electronic devices whilst driving
- ✗ **DON'T** - Use phones unless the vehicle is stationary and in a safe location.



# Drivers' Responsibility

## Satellite Navigation Systems and Electronics

### Satellite Navigation Systems

- ✓ **DO** - Program these before the journey begins
- ✓ **DO** - Position them out of reach as they should not be physically adjusted during the journey
- ✗ **DON'T** - Mute them as this might encourage you to take your eyes off the road ahead
- ✗ **DON'T** - Allow the device to obscure your main line of sight.

### Other Electronic Devices (iPod or equivalent)

- ✓ **DO** - Set up any entertainment system e.g. a cd or iPod to the vehicles radio system before you begin your journey
- ✓ **DO** - Position them out of reach as they should not be adjusted during the journey
- ✗ **DON'T** - Use ear pieces under any circumstances
- ✗ **DON'T** - Allow the device to obscure your main line of sight.



# Drivers' Responsibility

## Stress & Road Rage

There are many different things that cause driver stress – both your own and that of other drivers:

- ✓ **DO** - Stay calm and patient when driving
- ✓ **DO** - Be courteous
- ✓ **DO** - Give yourself time and space to react to others and their mistakes
- ✓ **DO** - Keep your distance
- ✓ **DO** - Avoid eye contact with aggressive drivers
- ✓ **DO** - Acknowledge any driving error with a wave or say sorry
- ✓ **DO** - Stay in the car if you need to stop, lock the doors and keep the engine running. Drive on as soon as possible
- ✓ **DO** - Take note of any vehicles position if you see another vehicle in difficulty and report it by telephone as soon as you are able
- ✓ **DO** - Contact your line manager and police if you believe you have been involved in a road rage incident, and deem it to be of a serious nature
- ✓ **DO** - Go to a public place and flash your lights and sound your horn to attract attention if you fear assault or think an aggressive driver is following you.
- ✗ **DON'T** - Never rise to any challenges when driving – stick to the speed limit
- ✗ **DON'T** - Retaliate to erratic behaviour – either verbally, with gestures or by accelerating, braking or swerving
- ✗ **DON'T** - Risk your personal safety by offering direct assistance.

# Drivers' Responsibility

## Driving Abroad

The risks involved in driving abroad must be assessed before the journey is undertaken.

- ✓ **DO** - Ensure that you have an up to date drivers licence with you at all times. You will need this when driving in EU/EEA countries. If you don't have the latest photo-ID your licence might not be accepted or you will need another form of photo identification on your person
- ✓ **DO** - Check to see if you need an International Driving Permit for the country you are driving in
- ✓ **DO** - Refresh yourself on the rules of the road in the country you intend on driving in
- ✓ **DO** - Ensure that you have adequate insurance to cover your destination
- ✓ **DO** - Familiarise yourself with the driving requirements of the country you are driving in. For example in Germany it is compulsory to light daytime headlights
- ✓ **DO** - Pack everything you might need in case of an emergency. In some countries it is compulsory to carry a warning triangle.
- ✗ **DON'T** - Attempt to drive on an expired or invalid drivers license
- ✗ **DON'T** - Break the laws of another country under the assumption that you won't get caught. The DVLA will pass your information over to the relevant authorities.

# Drivers' Responsibility

## Driving Abroad

What you need to carry when driving in Europe

DRIVING REQUIREMENTS	Austria	Belgium	Croatia	Denmark	France	Germany
Minimum age/ UK licence holders (1)	17	18	18	17	18	18
IDP required – UK licence Holders	NO (2)	NO	NO	NO	NO	NO
Original registration document	C	C	C	C	C	C
Motor vehicle insurance (4)	C	C	C	C	C	C
Motorway tax / Vignette	C & TOLLS	NO	TOLLS	TOLLS	TOLLS	NO
GB sticker (5)	C	C	C	C	C	C
Warning triangle	C (6)	C (6)	C (6/8)	C	C (6)	R (7&16)
Reflective jacket/waistcoat	C (6/19)	C (10)	C (10)	R	C (6/10)	R (16)
First aid kit	C	R (16)	C (6)	R	NO	R (16)
Fire extinguisher (6)	NO	R (16)	NO	R	NO	NO
Headlamp adjustment (11)	C	C	C	C	C	C
On the spot fines	YES	YES	YES (12)	YES	YES	YES
Radar detectors (17)	F	F	F	F	F	F
Daytime headlights/passing Lights - cars	NO (15)	NO(15)	C (15)	C	R (15)	R (15)
Daytime headlights/passing Lights - Motorcycles	C	C	C	C	C	C
Breathalyser	NO	NO	NO	NO	C (20)	NO

**C** = COMPULSORY

**R** = Recommended by AA/respective Country

**F** = Forbidden

Read in conjunction with the Touring Tips for the relevant country.

The above chart is not an exhaustive list, further information can be found on the touring tips for each country and the Winter Requirement page

Items highlighted above can be purchased from the AA Travel Shop - the one stop shop for all your motoring accessories.

# Drivers' Responsibility

## Driving Abroad

Ireland	Italy	Netherlands	Norway	Portugal	Spain	Sweden	Switzerland
17	18	18	18	17 (13)	18	18	18
NO	NO (3)	NO	NO	NO (3)	NO (3)	NO (2)	NO
C	C	C	C	C	C	C	C
C	C	C	C	C	C	C	C
TOLLS	TOLLS	NO	TOLLS	TOLLS (18)	TOLLS	TOLLS	C & TOLLS
C	C	C	C	C	C	C	C
NO	C (6)	R (9&6)	C (6)	R (9&16)	C (8&6)	R	C (6&8)
NO	C (10&6)	NO	R (10)	R (10)	C (10)	R (16)	NO
NO	NO	NO	R	NO	NO	R	NO
NO	NO	NO	R	NO	NO	R	NO
NO	C	C	C	C	C	C	C
YES (12)	YES (12)	YES	YES	YES (12)	YES	YES (12)	YES
F	F	F	F	F	F	F	F
NO (15)	C (14)	R	C	NO(15)	NO	C	C
C	C	R	C	C	C	C	C
NO	NO	NO	NO	NO	NO	NO	NO

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# Drivers' Responsibility

## Drugs and Alcohol at Work

MPA members aim to eliminate alcohol and drug misuse in the workplace by increasing employees' awareness of its dangers.

- ✓ **DO** - Promote a culture in which alcohol and drug misuse is discouraged
- ✓ **DO** - Ensure that employees' use of either alcohol or drugs does not cause risks to the health and safety of themselves, colleagues, customers and the general public
- ✓ **DO** - Be aware that in the event of an individual failing an alcohol or drugs test, or refusing to take a test, the individual will be suspended pending an investigation
- ✓ **DO** - Be aware that MPA member managers have the right to prohibit any person or activity on site should they suspect alcohol or drug misuse even





# Drivers' Responsibility

## Drugs and Alcohol at Work

### Alcohol

**✗ DON'T** - Drink alcohol or be under the influence of alcohol at work.

Remember that drinks the night before can still be in your system putting you over the limit. Where there are local rules in force governing the limit of alcohol that are stricter than those contained in the policy, the local rules shall take precedence.

Some delivery sites may have local limits that are below the drink drive limit.

### Drugs

**✓ DO** - Be aware that as a driver prescribed or over the counter medicines may affect your ability to drive. As an employee, that may mean that you need to inform your manager or supervisor

A list of common drugs which can affect your driving can be found via the reference section of this document

**✓ DO** - Complete a drug test if you are asked by an MPA member company to do so

**✓ DO** - Ask for the Company Policy if you wish to learn more about the MPA member's stance on drugs and alcohol.

**✗ DON'T** - Consume substance of any kind (including legal highs or prescription drugs) that may impair your ability to drive either on site, in company vehicles or before coming onto site

**✗ DON'T** - Offer drugs or medication to colleagues.

# Drivers' Responsibility

## Smoking

MPA members operate in compliance with the Health Act 2006, which requires no smoking in enclosed public places. Smoking is also prohibited in all commercial workplaces which includes all company cars and vans. We have a legal and moral duty to protect the health of our employees and others and where we can, to encourage those smokers who wish to do so to kick the habit.

- ✓ **DO** - Smoke in authorised zones only. If you are visiting a site, make yourself aware of the designated smoking zones as soon as you arrive
- ✓ **DO** - Try to give up. The NHS Smoking Helpline is free on 0800 169 0169 or visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk), or ask your local GP
- ✓ **DO** - Ensure you put the residues into a proper container once you have finished
- ✓ **DO** - Remember that MPA members regard e-cigarettes in the same way as normal cigarettes so the same rules apply but try and separate yourself from tobacco users.
- ✗ **DON'T** - Smoke in work places. Work places includes vans, company cars and pool cars even if you are the only occupant. This is on the basis that other employees may use the vehicle from time to time. Breaking this rule may result in disciplinary action or exclusion from site for a visitor or contractor, as it is our responsibility to ensure the health of all of our employees
- ✗ **DON'T** - Smoke next to fuels, flammable gases, when filling fuel at petrol stations or vehicles unloading such materials.



# Drivers' Responsibility

## Driving while Pregnant

A woman driving when she is pregnant is under the same duty of care for her unborn child as the law imposes on her with regard to any other road user or pedestrian. An assessment of risks to the driver needs to be undertaken and adjustments may be necessary, consider time period after C Section.

- ✓ **DO** - You and your line manager should complete a pregnancy risk assessment, which is available from a HSE Advisor
- ✓ **DO** - Review the extent of distance driving that a pregnant woman should be expected to undertake, particularly during the later stages of pregnancy
- ✓ **DO** - Consider providing a mobile phone where one is not already allocated
- ✓ **DO** - Consider using devices which are available to fix to the seatbelt to adjust the pressure points
- ✓ **DO** - Adjust journey plans to take account of the need for increased rest breaks.

## Horses

Horses can be very unpredictable and are easily 'spooked', or the rider may be inexperienced. The highway code has a section on horses:

- ✓ **DO** - Watch out for horses and treat them as a potential hazard and expect the unexpected
- ✓ **DO** - Slow down and be ready to stop as horses are scared by noise and can panic around fast moving vehicles
- ✓ **DO** - Be careful at roundabouts, horse riders are advised to avoid roundabouts
- ✓ **DO** - Take extra care and keep your speed down on left hand bends and narrow lanes.
- ✗ **DON'T** - Pass unless you can give the horse and rider a wide berth
- ✗ **DON'T** - Sound your horn or rev your engine.

# Drivers' Responsibility

## Vulnerable Road Users

Vulnerable road users on the highway can be difficult to predict.

### Pedestrians

- More than 60 child pedestrians are killed or seriously injured every week. Children often misjudge the speed and intentions of drivers and are easily distracted
- Nearly half of all pedestrians killed are aged over 60
- Older people may have difficulties in seeing or hearing approaching traffic and may have decreased mobility.

### Cyclists

- Around 75% of fatal or serious cyclist accidents occur in urban areas
- Around half of cyclist fatalities occur on rural roads
- 75% happen at/near road junctions or roundabouts
- 80% occur in daylight – but night time incidents are more likely to be fatal
- Almost one quarter of the cyclists killed or injured are children.

### Motor cyclists

- Motorcyclists represent 1% of traffic yet account for up to 20% of the deaths and serious injuries on our roads
- Motorcyclists are 40 times more likely to be killed than car drivers
- Recent European research reveals that nearly 70% of motorcycle accidents involved a car, lorry or bus and that approximately 55% of accidents occur at junctions
- It is unlikely that in all these cases the motorist failed to look but rather failed to see the motorcyclist.

# Drivers' Responsibility

## Preventing Theft

If a thief is determined to take something from a vehicle, or to take the vehicle itself, there are not many devices that will prevent it. However, there are a range of measures that you can take to reduce the temptation.

### Here are some useful tips to keep your vehicle and belongings safe:

- ✓ **DO** - Use any alarm and immobilising systems where fitted
- ✓ **DO** - Remove radio/cd fronts where fitted
- ✓ **DO** - Park in brightly lit public places, ideally in an official car park, preferably one that is manned
- ✓ **DO** - Reverse into a parking space thus allowing a straightforward and prompt departure if necessary
- ✓ **DO** - Lock doors if driving alone, particularly at night. Random theft at traffic lights has also become a concern therefore think about your personal safety when you are stationary
- ✓ **DO** - Have keys in your hand as you approach the vehicle.
- ✗ **DON'T** - Leave the vehicle unlocked, even when leaving it unattended for a brief time e.g. paying for petrol, outside a familiar place (home or office)
- ✗ **DON'T** - Leave valuable or tempting items on view: mobile phone, personal computers, wallet/purse or loose money, CD's, tapes, designer items (sunglasses, bags), vehicle documents – remove them from the vehicle or if they have to be left inside lock them in the glove box or boot of the vehicle.



# Drivers' Responsibility

## Terrorism

Stolen vehicles are being used as a weapon in acts of terror.

It is the MPA's commitment to ensure that all drivers and members of the public are kept safe from these acts by adhering to the following advice:

### General Advice to ALL Drivers

- ✓ **DO** - Be vigilant when leaving a vehicle unattended; ensuring that it is parked with the hand brake secured and doors locked.

### Advice if the driver is stopped by a police officer:

- ✓ **DO** - Carry photographic identification at all times
- ✓ **DO** - Carry a Dangerous Load card if your vehicle contains high risk substances such as gas cylinders or explosives
- ✓ **DO** - Follow the Security of Dangerous Goods by Road code of practise scheme and ask for the police officers identification before opening your vehicle
- ✓ **DO** - Ensure the doors to the vehicle are locked, stay in the vehicle and secure the parking brake of the vehicle
- ✓ **DO** - Keep in telephone contact with your managers– ensure they have the full details of location and the reason for the stop
- ✓ **DO** - Dial 999 (the officer will also contact the force control room to inform them of the stop)
- ✓ **DO** - Inform the police control room that you are carrying high consequence dangerous goods, your location and the identity of the stopping officer
- ✓ **DO** - If it is a legitimate stop, comply with the instructions of the stopping officer.



# Drivers' Responsibility

## Terrorism

- ✗ **DON'T** - Assume a person in uniform is legitimate. Confirm their identity before opening your vehicle
- ✗ **DON'T** - Open the window until identification has been confirmed. Talk through a closed window.

### Advice if the driver is threatened with violence:

- ✓ **DO** - Always put your personal safety first
- ✓ **DO** - Remember the government advice of "Run, Hide, Tell"
- ✓ **DO** - Attempt to immobilise the vehicle if it is safe to do so
- ✓ **DO** - Contact the police and your manager
- ✓ **DO** - Report any suspicious activities by third parties to their manager or supervisor, with as many details as possible.
- ✗ **DON'T** - Attempt to fight the assailant
- ✗ **DON'T** - Try to deal with a violent person by yourself when the violence has escalated – always seek help
- ✗ **DON'T** - Attempt to disarm an armed person. If they claim to have a concealed weapon or you suspect they do put your own safety first and inform the police as soon as it is safe to do so.

# Drivers' Responsibility

## Environmental & Efficient Driving

A few fuel saving tips could save up to 10% on your fuel usage. If a tank of fuel would normally cover a distance of 500 miles, 10% is an extra 50 miles reducing both costs, and the impact upon the environment.

- ✓ **DO** - Achieve a higher gear as soon as possible and try to stay there. The only way to do this is to leave significantly more space between the vehicle ahead of you
- ✓ **DO** - Change gear at 2500 rpm or below if you drive a petrol vehicle and 2000 rpm or below if you drive a diesel vehicle
- ✓ **DO** - Check your tyre pressures regularly. The highway codes advises that this is done weekly
- ✓ **DO** - Slow down earlier when approaching situations, you might have to stop such as traffic islands or red lights. Try to keep the vehicle moving – this technique is known as 'slow to flow'.
- ✗ **DON'T** - Carry unnecessary items as additional weight impacts your fuel economy
- ✗ **DON'T** - Keep roof racks or storage boxes attached to your vehicle when they are not in use as they will impact your fuel economy
- ✗ **DON'T** - Allow any of these tips to compromise safety.

# Drivers' Responsibility

## Driving in All Weathers



### Who knows what's round the corner when bad weather strikes.

Before you make your journey . . .

- ✓ **DO** - Make sure the screen wash contains sufficient water and winter additive
- ✓ **DO** - Check that all the lights are in full working order and clean
- ✓ **DO** - Ensure screen and windows are all clear INSIDE and OUT.

### Winter watch

Always be prepared in case you get stuck.

- ✓ **DO** - Keep a fully charged mobile phone
- ✓ **DO** - Keep warm clothing and a blanket
- ✓ **DO** - Carry a Hi-vis jacket
- ✓ **DO** - Carry a working torch
- ✓ **DO** - Carry a spade or shovel
- ✓ **DO** - Know your route and ensure your mobile phone is working, although do not use it whilst driving
- ✓ **DO** - In severe weather always check with your supervisor before attending to your vehicle and prior to making any delivery.

**REMEMBER braking distances can be 10 times longer in bad weather – Keep your distance.**

### Summer sense

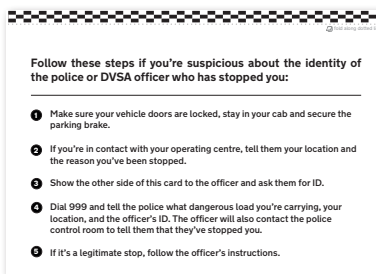
- ✓ **DO** - Drink plenty of fluids on a long journey
- ✓ **DO** - Reduce speed if the sun is directly in front of you reducing your vision
- ✓ **DO** - Wear sunglasses to reduce glare
- ✓ **DO** - Be aware of increased agricultural traffic
- ✓ **DO** - On open roads, ensure you have plenty of fresh air by opening a window.
- ✗ **DON'T** - Forget that excess heat can induce drowsiness.

# Drivers' Responsibility

## Carrying Dangerous Goods or Explosives

Dangerous goods and explosives are a particular high risk substance and their transport should be treated with the upmost caution to protect both yourself and others on the road.

- ✓ **DO** - Ensure that your licence to carry dangerous goods or explosives is up to date
- ✓ **DO** - Ensure that you are authorised by the company to carry dangerous goods or explosives
- ✓ **DO** - Check that your vehicle is in good working order and is appropriate for carrying dangerous goods or explosives
- ✓ **DO** - Plan your route, informing your line manager of your expected departure and arrival times. Try to avoid journeys which will require you to take a rest
- ✓ **DO** - Store the dangerous goods or explosives in a suitable container in your vehicle away from damp conditions or ignition hazards such as sparks
- ✓ **DO** - Be more vigilant towards people approaching or stopping your vehicle. Always follow the procedure as stated on the dangerous load card.
- ✗ **DON'T** - Leave explosives in your vehicle for any period. When you reach your destination unload as soon as you can
- ✗ **DON'T** - Smoke or light any kind of ignition inside of the vehicle.



# Drivers' Responsibility

## Driving Posture



Incorrect driving position can lead to back and muscle pain making you less likely to see the road, your mirrors, or the instruments easily.

### How to properly set-up your driving seat:

- ✓ **DO** - Set the the seat high enough that you can comfortably see the road and instruments
- ✓ **DO** - Adjust the seat so that you can reach and completely depress all the foot pedals
- ✓ **DO** - Bring the steering wheel down and toward you to minimize reach. The less your elbows reach forward and up the less the strain on your neck and upper back
- ✓ **DO** - Bring the back forward until you are reclined at a 100-110 degree angle
- ✓ **DO** - Adjust your headrest so it rests in the middle of your head.
- ✓ **DO** - Adjust the lumbar support so you have even back support. This should be supportive and comfortable. A lumbar cushion can be added if your car lacks sufficient lumbar support.
- ✓ **DO** - Tilt seat cushion until it evenly supports your entire thigh without pressure in particular areas and does not hit the back of your knees
- ✓ **DO** - Adjust the seat belt to fit you instead of sitting incorrectly to fit the seatbelt
- ✓ **DO** - Adjust the mirrors so that they are appropriate to your correct driving position. If you start to slouch down or get in a bad position the mirrors will feel as though they need to be adjusted and cue you to sit back up.
- ✗ **DON'T** - Set your seat too high so that you have to bend your head down or to the side.

# Drivers' Responsibility

## Incident Reporting

### Incident procedure

If you are involved in an incident whilst on company business, there are clear rules that must be followed:

- ✓ **DO** - STOP – always stop, as it is an offence to hit and run
- ✓ **DO** - Move your vehicle out of the way, only if it is safe and appropriate to do so
- ✓ **DO** - Switch off your engine and, if appropriate, activate your hazard warning lights
- ✓ **DO** - Put on your high visibility jacket
- ✓ **DO** - Seek help and send for the emergency services if anyone be injured
- ✓ **DO** - Notify the police (for injury, road blocked, certain animals hurt e.g. dog, horse cow, any other party(s) fails to stop, the other party(s) does not provide you with their details)
- ✓ **DO** - Exchange details with any third parties involved (including insurer's name, insurance policy number, registration number of the vehicle(s) involved, name and address of all drivers involved and the names and addresses of any passengers or witnesses)
- ✓ **DO** - Make a note of the time and date of the incident, together with road and weather conditions and if appropriate make a quick sketch of the scene
- ✓ **DO** - Report the incident to your line manager as soon as possible. If you are injured, ask someone to contact your line manager on your behalf
- ✓ **DO** - Report it to the police, insurance company, property owner as necessary, within 24 hours.
- ✗ **DON'T** - Under no circumstances admit liability
- ✗ **DON'T** - Put yourself in a position of danger.

# Drivers' Responsibility

## Incident Reporting

### **Incident camera**

If your vehicle contains an incident camera pack, fill in the included form and use the camera, take as many pictures as possible. If there is no camera pack use your mobile phone and follow the guidance above.

### **Witnessing an Incident**

If you witness an incident, or if someone tries to flag you down, think before stopping and leaving your car. It might be far safer and more practical to use a mobile phone or the nearest pay/emergency phone to report what you see.



# Drivers' Responsibility

## Breakdown Guidance

Breaking down can be dangerous, particularly if you're on a motorway. It is important that you inform your manager if you are working and update them of your location and status so that suitable arrangements can be made to keep you safe.

Waiting for breakdown recovery or emergency services comes with its own risks:

- ✓ **DO -** Make sure you're in a safe place. Move your vehicle off the road if possible (watch out for any soft verges), or pull up onto the hard shoulder if you're on a motorway and can't turn off at the next exit. Stop as far to the left as you can, with the wheels turned to the left
- ✓ **DO -** Put your hazard warning lights on. If it's dark or foggy, keep your sidelights on too
- ✓ **DO -** Stay well away from moving traffic. It's usually safest to get out of your car (using the doors facing away from passing traffic) and wait behind a barrier. If you're on a motorway, move up the bank if you can. Leave animals in the car
- ✓ **DO -** Wear a reflective jacket if you have one
- ✓ **DO -** Call for professional breakdown help - Don't attempt even a simple repair if you're on a motorway
- ✓ **DO -** Walk to an emergency phone on your side of the carriageway if you don't have a mobile phone. Follow the arrows on the posts at the back of the hard shoulder – the phone is free and connects directly to the police.
- ✗ **DON'T -** Put a warning triangle on the hard shoulder if you're on a motorway – it's not safe. If you're on a road and it's safe, you can put a warning triangle at least 45m (50 yards) behind your vehicle.

Remember that the hard shoulder is only for emergencies, not for making calls, having a stretch or toilet stops.



# Drivers' Responsibility

## Breakdown Guidance

### On a smart motorway?

There's no hard shoulder, so follow these steps instead.

1. Stop at an emergency refuge area (ERA), motorway service area or leave at the next junction.
2. If this isn't possible, try and get the vehicle off the carriageway.
3. If you have to stop in a traffic lane, turn on your hazard lights as soon as possible.
4. If you're in the left-hand lane, and it's safe to do so, get out of the vehicle on the left-hand (passenger) side and wait behind the barrier.
5. If you can't get out, or you're in another lane and it's not safe to leave the vehicle, stay in the car with your seatbelt on and dial 999.
6. If you stop in an ERA, you must use the SOS phone to contact the Regional Control Centre when you stop, and before you leave.

### Vulnerable situations

If you have a disability which is stopping you from following these steps, keep your seatbelt on, switch on your hazard warning lights and use your phone to call the emergency services.

If you feel at risk from another person, get back into your vehicle using a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this danger has passed.

If you can't get to the hard shoulder, stay in your vehicle unless you can be absolutely sure it's safe to leave it. Put your hazard lights on, keep your seatbelt on and call the emergency services.

# Drivers' Responsibility

## First Aid

### The aims of giving any first aid are:

- To preserve life
- To prevent the worsening of any injuries
- To promote recovery.

### Safety First – don't become the next victim!

If approaching the scene of an incident ensure you do not become the next victim. The primary hazards are from fire and further collisions:

- ✓ **DO** - Stop your vehicle off the main highway if possible and turn on your hazard lights
- ✓ **DO** - Put on your high visibility jacket
- ✓ **DO** - Ensure your main headlight beam is dipped to avoid causing temporary blindness to on-coming traffic but leave your lights on so that your vehicle is visible
- ✓ **DO** - Stop or slow down traffic if it is safe to do so
- ✓ **DO** - Turn off the engine and extinguish all cigarettes
- ✓ **DO** - Place your red warning triangle on the road at least 45 metres before the obstruction .

### Get Help

Ensure someone has called the emergency services using 999 or 112 from a mobile, or has used the motorway emergency telephone (which will provide the emergency services with your exact location).

### Help the Casualties

Find out if anyone has first aid or medical training and take their guidance - remember:

- ✗ **DON'T** - Move the casualties unless they are in further imminent danger
- ✗ **DON'T** - Give any casualty any food, no matter how minor their injuries appear
- ✗ **DON'T** - Remove a motorcyclist's helmet
- ✓ **DO** - Keep casualties warm without moving them unnecessarily
- ✓ **DO** - Keep communicating with casualties to reassure them and to keep them conscious.

# Drivers' Responsibility

## First Aid

### Emergency Care

If you are trained to do so provide emergency care:

- **Airway** Make sure the casualty's airway is not obstructed
- **Breathing** If the casualty is not breathing give them the kiss of life
- **Circulation** Apply firm pressure to staunch bleeding; only raising a limb if it is not broken.

### Incidents involving Dangerous Goods

If you suspect a vehicle involved in the incident is carrying dangerous goods (look for hazard warning signs on the vehicle):

- ✓ **DO** - Turn off all engines
- ✓ **DO** - Advise the emergency services when the incident is reported, giving them as much information as possible from the markings and labels which are normally on the rear of the vehicle
- ✓ **DO** - Keep all uninjured people away from the scene of the incident and ideally upwind of the vehicles to avoid fumes being blown towards them.
- ✗ **DON'T** - Smoke
- ✗ **DON'T** - Use a mobile phone close to the scene.

# Drivers' Responsibility

## Trailers

Adding a trailer to a commercial vehicle may change its operating class (Gross Trailer Weight) and as such may require a different driving licence. This also may impact on drivers' hours rules and Working Time Directives (W.T.D.).

Prior to 1997 the entitlement to tow a trailer was automatically added to the driving licence. Since 1997 this entitlement has been removed and drivers may only be allowed to tow up to 750kg, therefore the fitment and use of towing equipment on any vehicle is subject to restrictions.

- ✓ **DO-** Obtain appropriate permission before any towing equipment is fitted to a company vehicle
- ✓ **DO-** Check the categories on your licence to check that you are entitled to tow
- ✓ **DO-** Obtained permission to towing trailers on company business
- ✓ **DO-** Obtain recovery from an authorised recovery agent if in the event of any company vehicle breaking down on the highway.
- ✗ **DON'T** - Use any other vehicle with or without a tow bar to recovery any company vehicle in the highway.





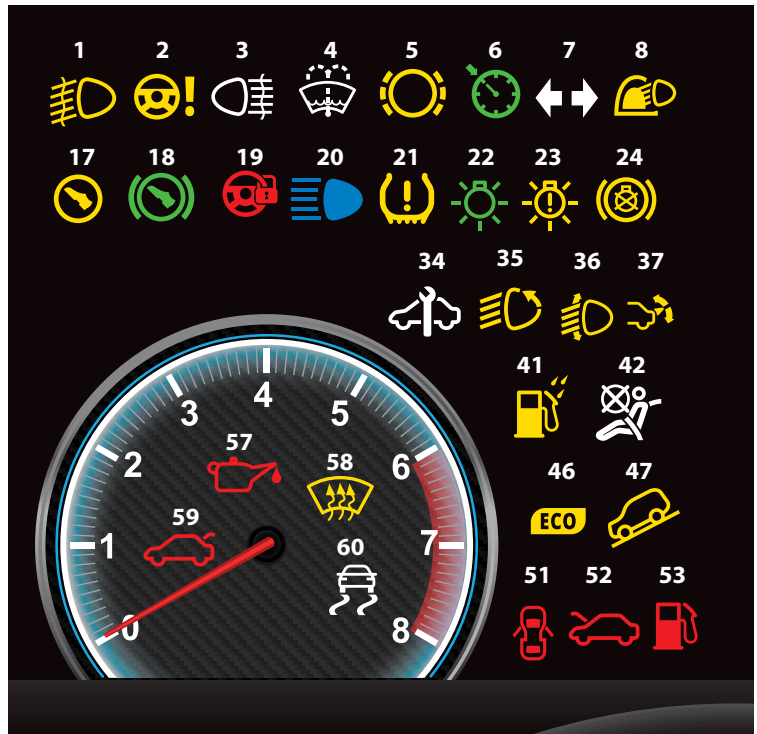
# Vehicle Standards



# Vehicle Standards

## Car & Van Dashboard Icons

1. Fog light (front)
2. Power steering warning light
3. Fog light (rear)
4. Washer fluid low
5. Brake pad warning
6. Cruise control on
7. Direction indicators
8. Rain and light sensor
9. Winter mode
10. Information Indicator
11. Glow plug/diesel pre-heat warning
12. Frost warning
13. Ignition switch warning
14. Key not in vehicle
15. Key fob battery low
16. Distance warning
17. Press clutch pedal
18. Press brake pedal
19. Steering lock warning
20. Main beam headlights
21. Tyre pressure low
22. Sidelight information
23. Exterior light fault
24. Brake lights warning



25. Diesel particulate filter warning
26. Trailer tow hitch warning
27. Air suspension warning
28. Lane departure warning
29. Catalytic converter warning
30. Seat belt not on
31. Parking brake light





- 9. Snowflake icon
- 10. Information icon (i)
- 11. Two interlocking circles icon
- 12. Snowflake icon
- 13. Key icon with red circle and exclamation mark
- 14. Key icon with question mark
- 15. Key icon with signal waves
- 16. Triangle with car icon
- 25. Arrow pointing right with car icon
- 26. Lock icon
- 27. Car with red lines icon
- 28. Dashed lines icon
- 28. Engine with steam icon
- 30. Person in car icon
- 31. (P) icon
- 32. Battery icon
- 33. P icon with signal waves
- 38. Car with red lines icon
- 39. Person in car icon
- 40. Exclamation mark in circle icon
- 43. Wrench icon
- 44. Headlight icon
- 45. Arrow pointing right icon
- 48. Water waves icon
- 49. (ABS) icon
- 50. Suspension icon
- 54. Gear icon with exclamation mark
- 55. Clock icon
- 56. Thermometer icon
- 39. Airbag warning
- 40. Handbrake warning
- 41. Water in fuel filter
- 42. Airbag deactivated
- 43. Fault problem
- 44. Dipped beam headlights
- 45. Dirty air filter
- 46. Eco driving indicator
- 47. Hill descent control
- 48. Temperature warning
- 49. ABS warning
- 50. Fuel filter warning
- 51. Door open
- 52. Bonnet open
- 53. Low fuel
- 54. Automatic gearbox warning
- 55. Speed limiter
- 56. Suspension dampers
- 57. Oil pressure low
- 58. Windscreen defrost
- 59. Boot open
- 60. Stability control off
- 61. Rain sensor
- 62. Engine/emissions warning
- 63. Rear window defrost
- 64. Auto windscreen wiping

## NCAP Ratings

### NCAP - What is it ?

An NCAP rating assesses four important areas of a vehicles safety

- Adult Protection (for both drivers and passengers)
- Child Protection
- Pedestrian Protection
- Safety Assist Technologies

Once all of these areas have been assessed, each vehicle make and model will be given a rating out of five. The more stars, the safer the choice.

### How To Read The Stars

The following provides some general guidance as to what safety performance the stars refer to in today's system:



**5 stars safety:** Overall good performance in crash protection Well equipped with robust crash avoidance technology



**4 stars safety:** Overall good performance in crash protection; additional crash avoidance technology may be present



**3 stars safety:** Average to good occupant protection but lacking crash avoidance technology



**2 stars safety:** Nominal crash protection but lacking crash avoidance technology



**1 star safety:** Marginal crash protection

# NCAP Ratings

As technologies are being developed, improved and implemented by drivers, the star systems take these new technologies into account. For examples, AEB systems are now required in order for a vehicle to achieve the highest 5 star NCAP rating award.



## What's the rating for my van?

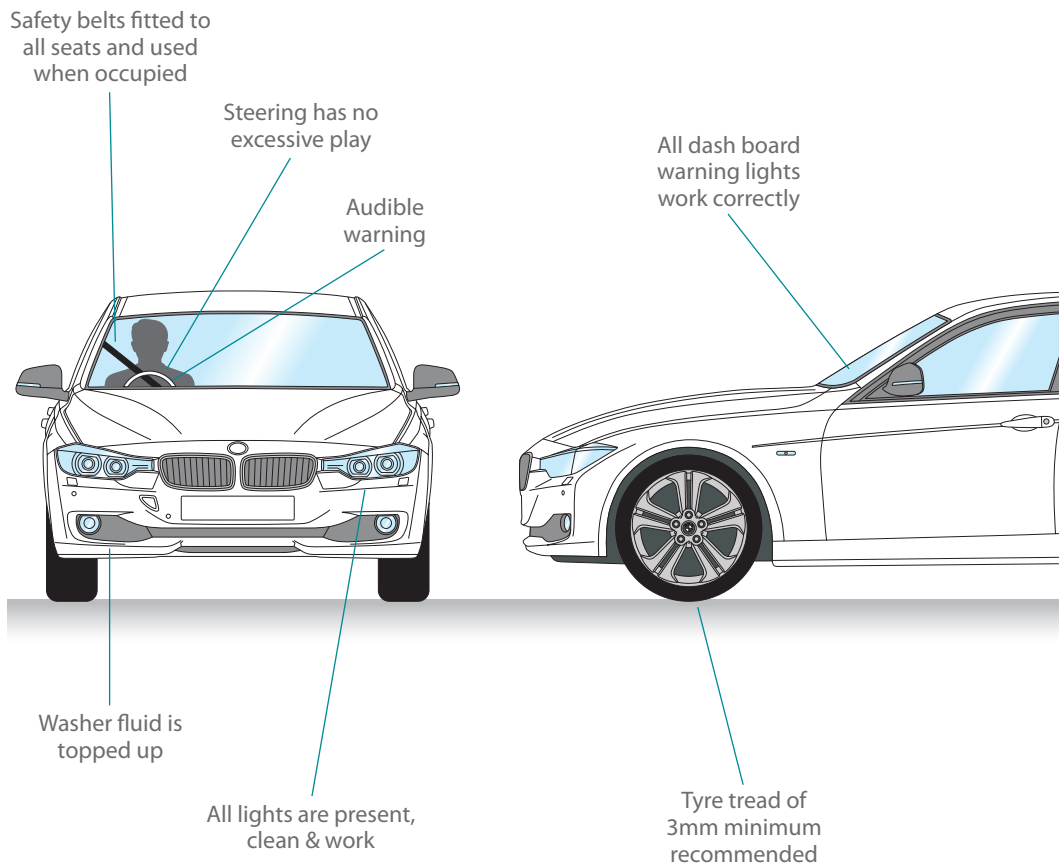
Unfortunately Euro NCAP don't usually test vans however they do often test their passenger carrying equivalents which you can review your vehicle against. To improve current safety specs the NCAP can specify additional safety pack options.

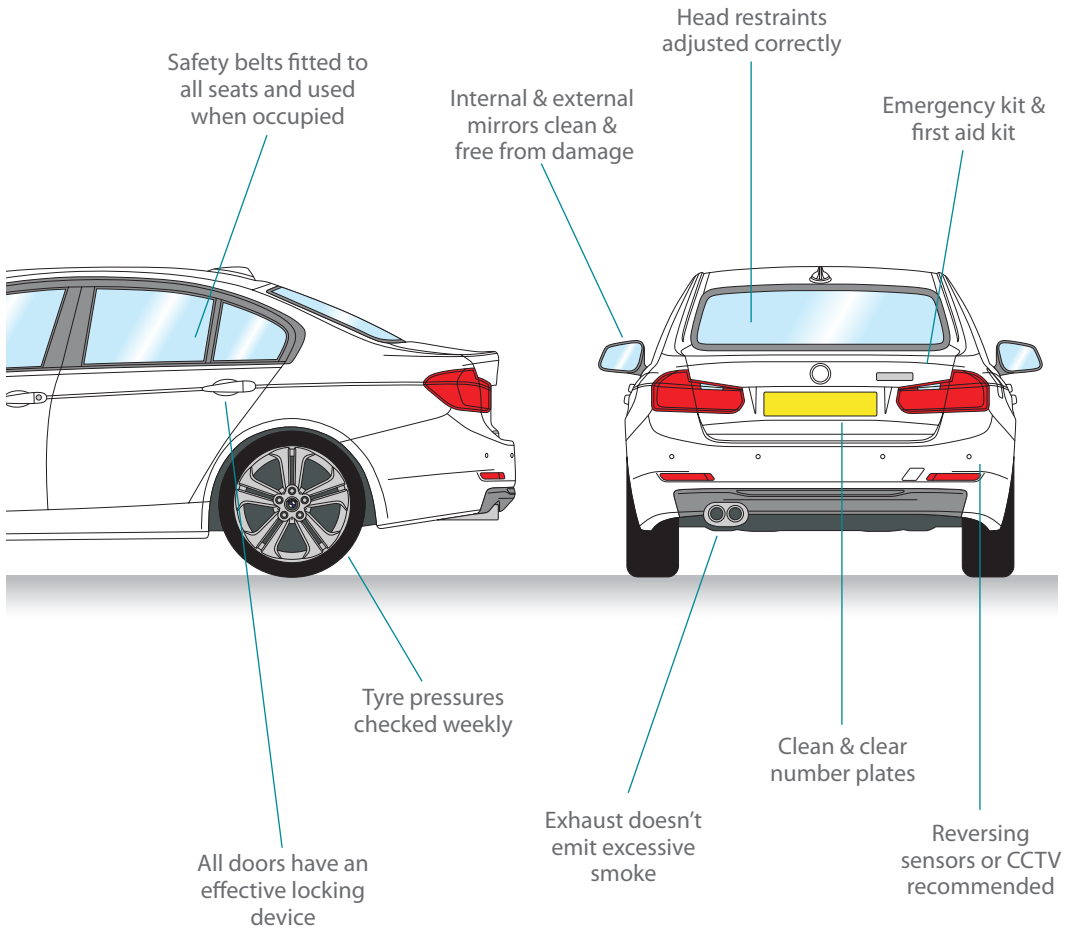
### Vans that have NCAP ratings:

Make & Model	Safety Equipment	Overall rating	Adult Occupant Protection	Child Occupant Protection	Pedestrian Protection	Vehicle-to-Pedestrian Protection
Toyota Hilux	Safety Pack	★★★★★	93%	82%	83%	63%
Toyota Hilux	Standard	★★★★☆	85%	82%	73%	25%
Ford Transit Custom	2012	★★★★★	84%	90%	48%	71%

# Vehicle Standards

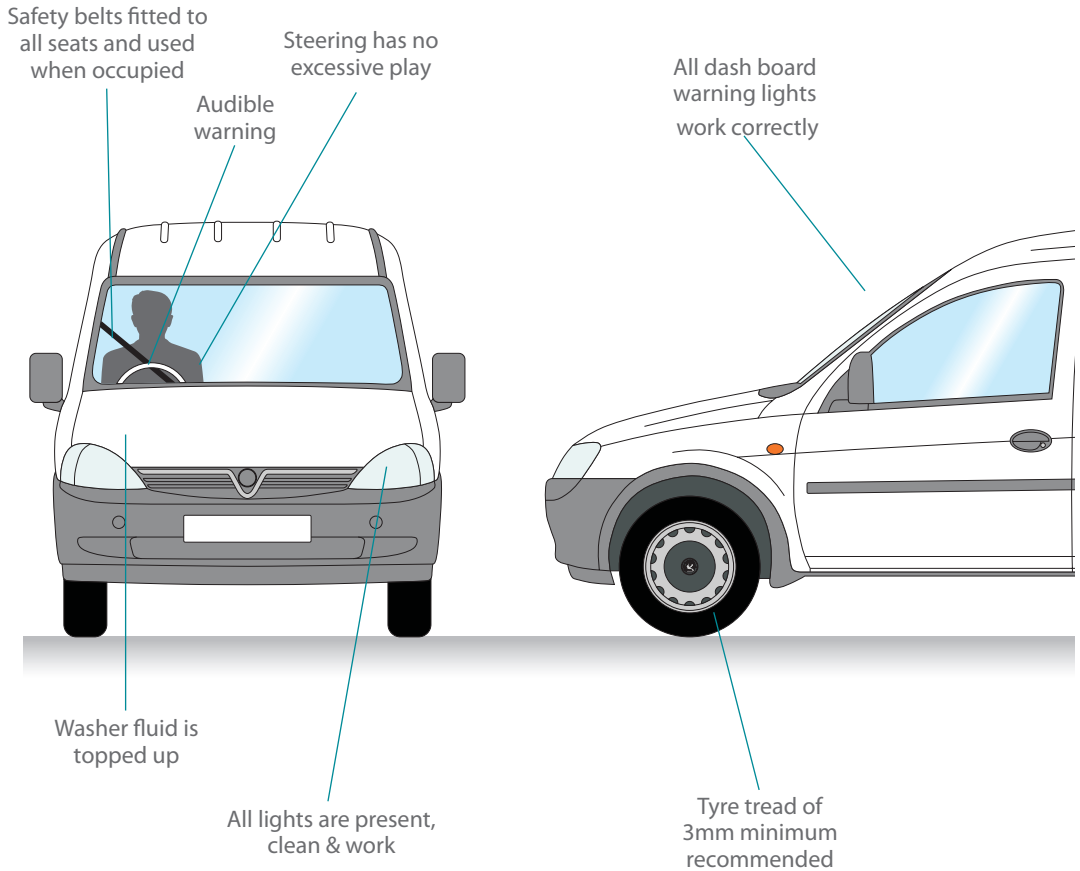
## Common Standard for Company Car

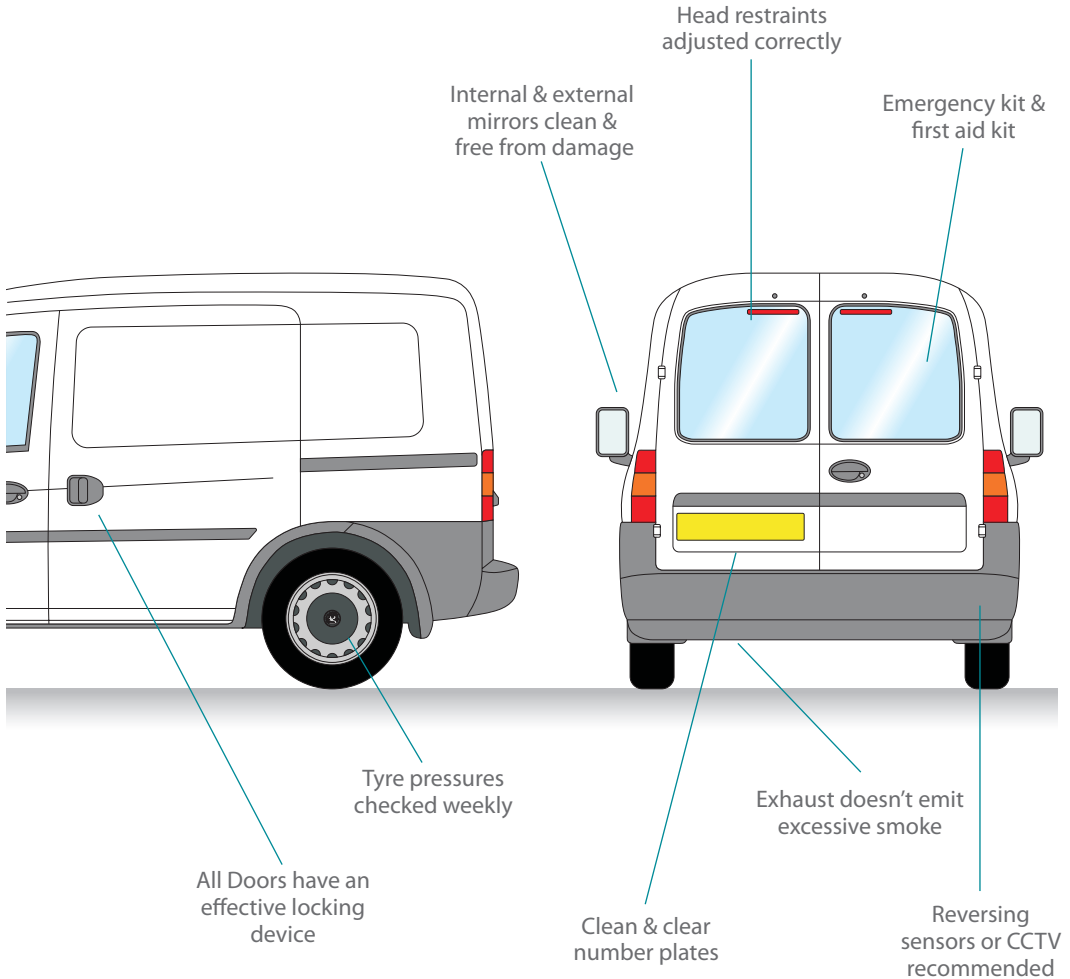




# Vehicle Standards

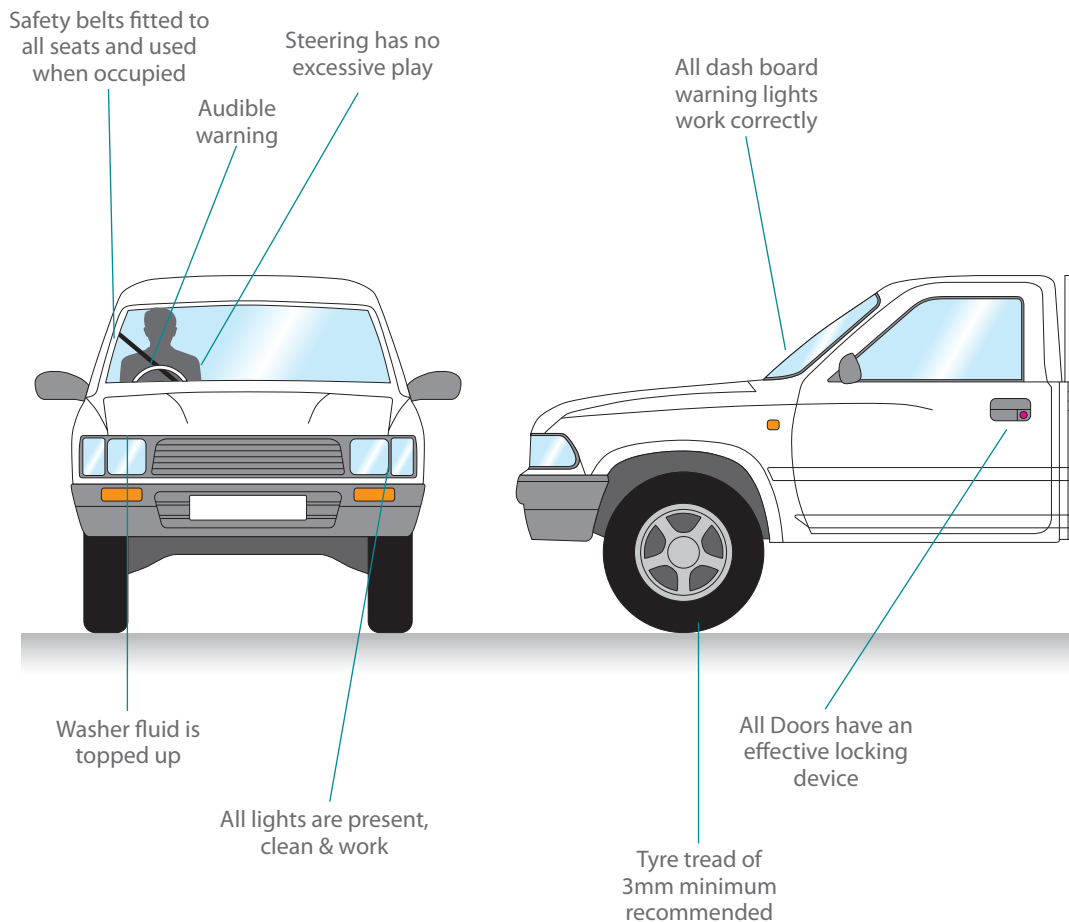
## Common Standard for Small Box Van



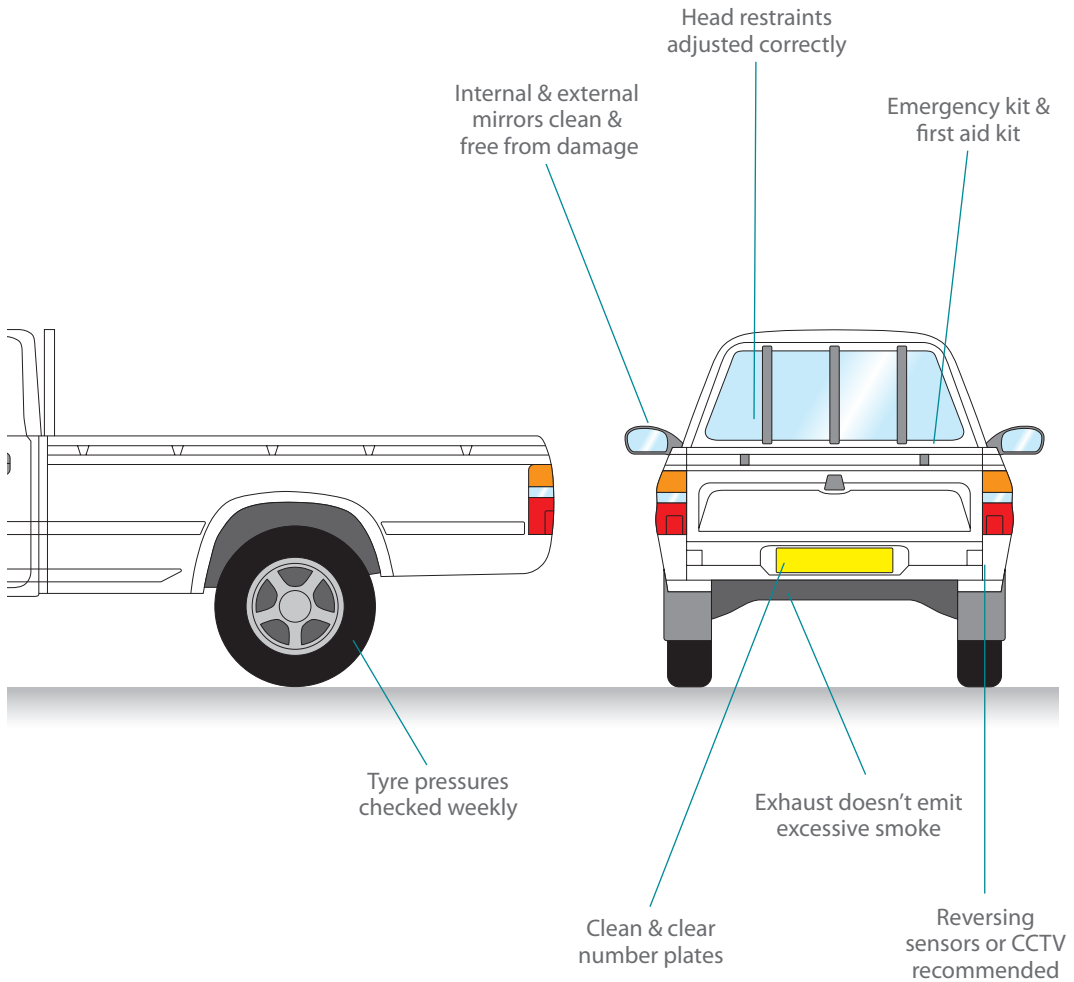


# Vehicle Standards

## Common Standard for Pick Up Vehicle

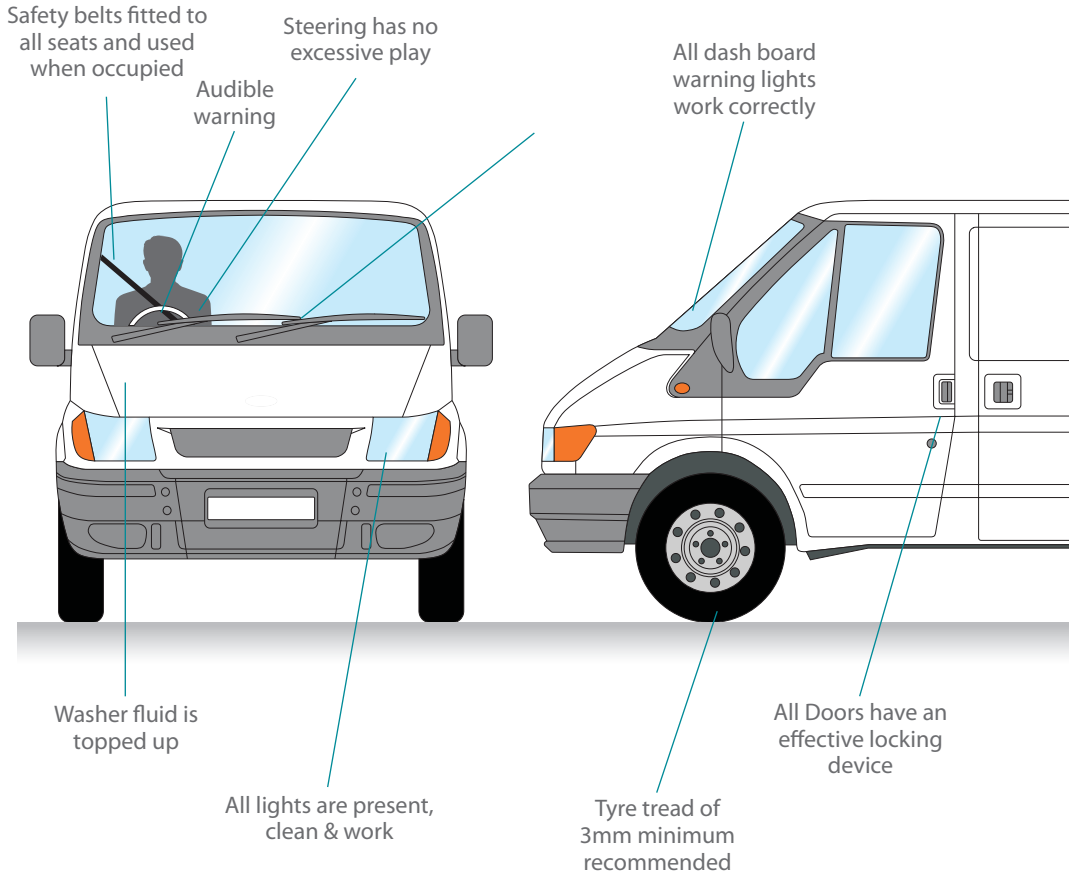


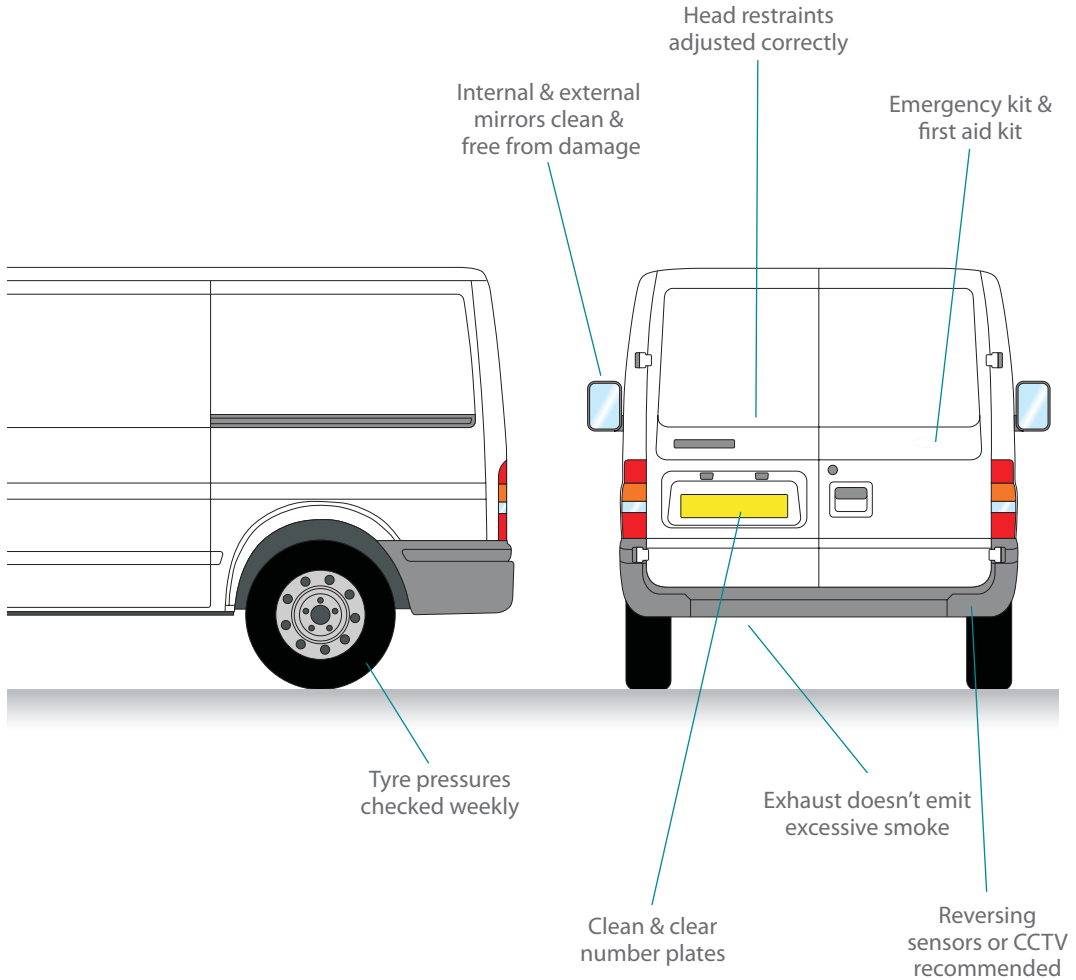




# Vehicle Standards

## Common Standard for Panel Van





# Vehicle Standards

## Optional Vehicle Accessories

### Strobes

When workers work on the road it can present increased risk especially if other road users aren't aware of them because they're not seen. Additional vehicle lights can be installed on the vehicles, to make them more visible and keep passing drivers away from the danger of the work site. Any vehicle stopping on the highway for works purposes or inspections shall be equipped with a roof-mounted flashing amber warning lights or bar (comprising of at least two independent light sources).



### Bacons

If an amber warning bar is not fitted two separate roof-mounted flashing amber warning beacons with either or both visible through 360°. If the main roof-mounted beacon is likely to be obscured from the rear by parts of the vehicle or any equipment carried on the vehicle, additional beacons should be fitted toward the rear of the vehicle where they remain visible.

The roof-mounted beacons should be used when entering, leaving or moving within a site. They should also be used when travelling in traffic at less than the general traffic speed, and when stationary on the hard shoulder, unless they form part of the guarding of the works.



# Vehicle Standards

## Optional Vehicle Accessories

### Hi Visibility Livery

All vehicles stopping on the highway for works purposes or inspections shall:

- Be equipped with high visibility rear markings
- Should be of a conspicuous colour (e.g. yellow or white). A non-reflective yellow colour, No. 355 (lemon) is recommended.



High visibility rear markings should comprise either:

- Chevron markings comprising alternate strips or retro-reflective grade orange - red retro-reflective material and fluorescent yellow non retro-reflective material of not less than 150mm width each, inclined at 45-60° to the horizontal and pointing upwards, or
- A solid block of fluorescent orange – red retro-reflective material. These markings should cover as much of the rear-facing portion of the vehicle as possible without obscuring windows, vehicle lighting or registration plates.
- In addition, maintenance vehicles must display “HIGHWAY MAINTENANCE” text. This text must be a minimum of 70mm high for temporary traffic management vehicles and 140mm for all other vehicles carrying personnel or equipment.
- A strip of micro-prismatic grade material that is a minimum of 50mm wide must be fitted along either side of vehicle whilst red retro-reflective tape shall also be applied to all rear facing edges of open doors, guardrails and equipment lockers.
- Where rear facing high visibility markings may be obscured by any device mounted on the vehicle additional high visibility rear markings shall be applied to any face of the device which is displayed to the rear and other road users.

DfT Guidelines on Markings can be found in Chapter 8 of the Traffic Signs Manual.

# Vehicle Standards

## Optional Vehicle Accessories

### Warning Signs

There are a number of warning signs which are compulsory for LGVs.

**Hazchem Emergency Action Code (EAC) signs** on lorries are orange. They warn of hazardous chemicals in transit, and display a range of information. The signs have been compulsory since 1979

**FORS Standard 'V7** – Vulnerable road user safety' requires operators to fit vehicles over 3.5 tonnes gross vehicle weight with blind spot warning signage. FORS guidance is that the signage should warn of the hazard and advise other road users to take appropriate action, for example 'Blindspot – Take Care'.

**Speed Limiter signage** if your vehicle is limited to a speed below the speed limit

**CCTV sign** if you have any kind of recording equipment which stores the footage on a SD card or other memory device. Not applicable for cameras which assist in reversing



# Reference

## **DRIVER VEHICLE STANDARDS AGENCY (DVSA)**

Load Security Enforcement Matrix

## **Freight Transport Association, FTA Online (FTA)**

## **ROAD HAULAGE ASSOCIATION (RHA)**

RHA Vehicle Inspection Form.

## **Chapter 8 DfT Guidelines**

DfT Guidelines on markings can be found in Chapter 8 of the Traffic Signs Manual.

## Website Links

RoSPA Safer Driving Advice

[www.rospa.com/road-safety/resources/free/employers](http://www.rospa.com/road-safety/resources/free/employers)

[www.rospa.com/road-safety/resources/free/drivers](http://www.rospa.com/road-safety/resources/free/drivers)

RoSPA Fleet Safety

[www.rospa.com/drivertraining](http://www.rospa.com/drivertraining)

RoSPA Advanced Drivers and Riders

[www.roadar.org.uk](http://www.roadar.org.uk)

Occupational Road Safety Alliance

[www.orsa.org.uk](http://www.orsa.org.uk)

Scottish Occupational Road Safety Alliance

[www.scorsa.org.uk](http://www.scorsa.org.uk)

Driving for Better Business

[www.drivingforbetterbusiness.com](http://www.drivingforbetterbusiness.com)

The Highway Code

[www.gov.uk/guidance/the-highway-code](http://www.gov.uk/guidance/the-highway-code)

Think Road Safety

[think.direct.gov.uk](http://think.direct.gov.uk)

Department for Transport

[www.dft.gov.uk](http://www.dft.gov.uk)

Driver and Vehicle Standards Agency

[www.gov.uk/government/organisations/driver-and-vehicle-standards-agency](http://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency)

Driver and Vehicle Licensing Agency

[www.dvla.gov.uk](http://www.dvla.gov.uk)

Road Safety GB

[www.roadsafetygb.org.uk](http://www.roadsafetygb.org.uk)

Transport for London

[www.tfl.gov.uk](http://www.tfl.gov.uk)

Road Safety Scotland

[www.roadsafetyscotland.org.uk](http://www.roadsafetyscotland.org.uk)

Road Safety Wales

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



# Site Induction Record

Site	Business Plants*	Date	Inductor name and signature

\* Business Plants - Aggregates, Asphalt, Contracting, Concrete, Building Products, Floors and Precast

## Emergency Contact Numbers:

**Fleet Manager:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Vehicle Provider:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Insurance Provider:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Windscreen Provider:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Tyre Provider:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Breakdown Provider:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Service Dealership:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**H&S Manager:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**HR Department:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

# Daily Vehicle Checklist

Vehicle Registration No: .....

Odometer Reading: .....

Vehicle Make/Model: .....

Operator: .....

Date: ..... / ..... / .....

## External Vehicle Condition

	satisfactory/ available	defective/ missing	N/A
Condition of vehicle bodywork, windscreen, windows, lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of windscreen wiper blades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleanness of windscreen, windows, mirrors, lights, number plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security of load, trailer, roof rack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of tyres, tyre pressure, tyre wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of spare wheel & jack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Fluids

	satisfactory/ available	defective/ missing	N/A
Engine oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coolant level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windscreen wash level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake/clutch fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power steering fluid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oil or waste leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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# Vehicle Checklist cont...

## Vehicle Interior & Equipment

	satisfactory/ available	defective/ missing	N/A
Condition & function of seat belts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Head restraint adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mirror adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Torch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning triangle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Function Checks Before Starting The Journey

	satisfactory/ available	defective/ missing	N/A
Warning light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washers & wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All the items above have been checked and any defects and omissions reported.

Drivers' Signature: .....

Date: ..... / ..... / .....



# Receipt of Issue

I acknowledge that I have been issued with the MPA Company Car and Van Handbook

I understand and acknowledge the content and guidelines enclosed within this booklet and will comply with the requirements at all times

Drivers' name: .....

Drivers' signature: .....

Date: .....

Manager/Supervisor name: .....

Manager/Supervisor role: .....

Manager/Supervisor signature: .....

\*This section to be completed by both driver and manager on issue and then removed from booklet and filed with the Drivers' training personnel file.



# MPA Company Car & Van Handbook



# Notes

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## Please ensure that you report all accidents or incidents.

If you see anything on your sites or customer sites that you think is unsafe, it is okay to Stop and Report it to us as a Near Miss.



### Mineral Products Association

38-44 Gillingham Street  
London SW1V 1HU

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The Mineral Products Association is the trade association for the aggregates, asphalt, cement, concrete, dimension stone, lime, mortar and silica sand industries.

For further MPA information visit  
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