

## ***Purpose***

The purpose of this policy is to ensure that all haulage operations conducted by Bedford Plant Hire on behalf of SDC Builders Limited ('the Company') are done so in a manner which is both safe and legally compliant.

## ***Scope***

This policy applies to Bedford Plant Hire staff in respect of vehicles covered by the Goods Vehicle Operators Licence. Specific sections of this policy apply to particular roles within the division.

## ***Policy Statement***

In all matters of health and safety and legal compliance, the Company has a moral and legal responsibility which is shared with its workforce. The Company takes this responsibility very seriously and encourages the same commitment from the workforce.

The Company recognises the risks associated with operating a fleet of large commercial goods vehicles and will take all available steps to address these risks. The Company will ensure that appropriate equipment is provided to all staff for completing their duties effectively and relevant training will be provided. Any concerns raised by staff in respect of the operation will be responded to as soon as possible and as most appropriate. The Company will ensure that risk assessments and safe systems of work are made available to all staff and are reviewed periodically and updated as required.

The Company expects due care and attention from all staff when at work and staff must act at all times in the interests of protecting the health and safety of themselves and others. Any concerns or known breach of Company procedure or legislation in relation to this policy must be communicated to the appropriate manager or supervisor without undue delay.

All Bedford Plant Hire staff must adhere to the roles and responsibilities that apply to them in accordance with this policy. Any employee who fails to adhere to this policy may be subject to disciplinary action up to and including summary dismissal, in accordance with the Company Discipline Procedure.

Employees must be mindful that a failure to adhere to this policy may result in accountability to the law in addition to the Company. In the event of a fatal incident following breach of this policy, employees could face charges including, but not limited to, manslaughter and death by dangerous driving.

## ***Roles & Responsibilities***

Bedford Plant Hire Management is to:

- Publish the Fleet Operation Policy and ensure it is effectively communicated to all staff.
- Ensure that Bedford Plant Hire management & supervisory staff are resourced, trained and empowered to ensure that the procedures outlined in this policy are adhered to.
- Ensure that any related policies, driver training, education campaigns and disciplinary procedures are consistent with this policy.

Bedford Plant Hire Management must also ensure that:

- They are conversant with all the procedures referred to in this policy and that the policy is fully implemented.
- All staff are aware of their duties and responsibilities under this policy.
- Appropriate action is taken if any member of staff falls short of their duties and responsibilities under this policy.

## ***Knowledge Management***

All Bedford Plant Hire managers, at whatever level, are expected to have a knowledge and understanding of the legislation applying to road haulage operations. Where a specialist qualification is identified as being necessary for a post, the incumbent of that post will either have been recruited with the qualification or will be expected to gain the qualification within a designated period of time.

It will be the responsibility of a person designated by the Managing Director to acquaint themselves with changes to legislation and, in consultation with senior management, determine the effect & implication of the changes for the Business. It will also be the responsibility of the designated person to then disseminate that information to the rest of the business. Managers are individually responsible for ensuring that once communicated to them, changes or updates are briefed to their staff.

## ***Operators Licensing***

Any vehicle over 3.5 tonnes GVW is operated under Operators Licence (O licence) conditions. Good repute is a corner stone of Operator Licensing and loss of good repute would most likely result in an O licence being curtailed, suspended or revoked. Undertakings were given when the licence was obtained and all staff have an obligation to conduct their operation in such a way that O licence undertakings and conditions are complied with.

Operators Licensing will be controlled by the Departmental Director.

## ***Haulage Vehicle Standards***

### OWN VEHICLES

It is essential to both legal compliance and road safety that all SDC and Bedford Plant Hire commercial goods vehicles are maintained to the highest standards. Systems and procedures as specified in the VOSA Guide to Roadworthiness, which are designed to ensure vehicles are maintained in a roadworthy condition, are in place and are to be followed. These systems and procedures are as follows:

- All vehicles must be maintained according to manufacturers' requirements
- All vehicles must have a 10 weekly safety inspection.
- All trailers must have a 10 weekly safety inspection.
- All vehicles and trailers are to have an annual MOT.
- All drivers must carry out a first use inspection.
- All vehicle defects must be reported.
- Vehicle defects are to be rectified at the earliest possible opportunity.
- No vehicle is to be used in an un-roadworthy condition.
- A vehicle file in which all legal documents, defects and maintenance records are held must be created for each vehicle.
- Maintenance records must be kept on file for 15 months.
- Vehicle Tachograph heads must be downloaded at least every 56 days.

### HIRED VEHICLES

All the vehicle standards outlined above must be applied to any vehicle hired by the Company. In addition, the following procedures must also be adhered to:

- The driver collecting the vehicle must do a thorough walk round check and ensure that any damage is noted on the paperwork provided by the hire company and the time the vehicle is collected.
- If there is any doubt about the condition of the vehicle to be collected, the driver must contact the Plant Hire Manager for advice.

- The fuel level and if appropriate, ad blue level, at the time of collection must be noted on the paperwork.
- Once the vehicle has been collected, the make, model, registration number and value of the vehicle must be notified to the Plant Hire Manager.
- The Plant Hire Manager must ensure that the hire vehicle is added to the Insurance, and if necessary to the O Licence and congestion charging.
- The vehicle must be added to the Fleet Maintenance Planner if hired for more than 28 days.
- Copies of the legal documents for the vehicle must be obtained and kept in the vehicle file.

## **Insurance**

The Plant Hire Manager or Garage Manager is to ensure that all commercial goods vehicles are included on the Company Insurance and are on the appropriate Operators Licence.

## **Vehicle Excise Duty**

No vehicle is to be on the road without a valid road fund licence (tax disc). A record is to be kept by Bedford Plant Hire of the month in which the road tax is due for commercial vehicles.

## **Fleet Transport Association Driver Handbook**

The driver handbook forms part of the Fleet Operation Policy. The Handbook establishes the key policies, practices and working conditions that apply to the employment of all drivers with Bedford Plant Hire. All Bedford Plant Hire drivers are to receive a copy of the handbook during the induction procedure. Any updates to the handbook will be issued when necessary.

## **Driver Recruitment & Selection**

A driver is defined as an employee that undertakes driving duties and responsibilities in any form or to any extent for Bedford Plant Hire during their employment in any role, as determined at the discretion of the company. Driver selection is of utmost importance. When employing drivers, the following minimum standards must be met:

- All drivers, unless trained in house, must have 2 years experience with the relevant class of licence.
- A maximum of 3 penalty points on a licence will be accepted.
- No driver with a previous conviction in the last 5 years for Drink Driving will be considered for employment by SDC Builders Limited. Any driver with a drink driving conviction must be approved by our insurers before any employment is offered.
- A DVLA licence check to confirm driving licence details will be made during the driver's probationary period. Employment will terminate immediately if the details confirmed by DVLA are not the details initially supplied by the driver.
- All drivers must hold a valid licence (e.g. ADR) for the products to be transported and handled.
- All drivers must be medically fit and must have medicals at the intervals legally required by DVLA. Advice will be sought prior to employment if any issues are raised on the Occupational Health Questionnaire.
- All drivers must satisfactorily pass a driving assessment during their probationary period.
- All drivers must be able to read and write English and have basic numeracy.
- All drivers must demonstrate a thorough knowledge of EU drivers hours regulations.

## **Driver Training**

All drivers will receive initial and periodic training. Permanently employed drivers are required to abide by the policies, practices and working conditions set out in the Drivers Handbook.

It is mandatory to provide each driver with a driver handbook, which is to be reviewed at least once every 3 years and as required in light of changes to legislation.

## INITIAL INDUCTION TRAINING:

Initial induction training will include the following:

- Company policies and procedures.
- Site rules and procedures.
- Contact numbers and expected levels of communication.
- Health & Safety – Company policy, individual responsibilities.
- Manual Handling – training to be applicable to type of goods to be handled.
- Introduction to the Driver Handbook
- Delivery & Collection procedures.
- Vehicle Familiarisation.
- Vehicle Checks & Defect reporting.
- Trailer coupling & Uncoupling (as appropriate).
- Drivers Hours & Tachograph regulations
- Breakdown procedures
- Accident procedures – both vehicle & personal.
- Vehicle Security – keys, parking etc.

## PERIODIC DRIVER TRAINING

Driver CPC Training.

The Company will arrange Driver CPC training. All drivers will be offered access to the Training arranged. Driver CPC will be targeted to meet areas of driver performance or road safety identified as needing improvement. Drivers will be expected to attend the training provided by the company. If they choose not to attend all subsequent training must be funded by themselves.

Changes in Legislation

All drivers will receive further training when changes of legislation which affect the operation / systems of work occur.

New equipment.

All drivers will receive further training when new vehicles / items of equipment are introduced.

### ***Driving Licences***

Driving licences will be checked for endorsements and disqualification at regular intervals to ensure the driver is entitled to drive the group(s) of vehicles for which they are employed. Generally this will be every six months but where an individual has points on their licence then the frequency will increase.

Drivers shall immediately report endorsements and disqualifications to the Plant Hire Manager.

### ***Risk Assessments***

To assist in complying with both the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended), the Company will assess and control the risks associated with driving duties for Company business. Risk assessments will be available for all staff to review and will be presented to staff as is appropriate. Additionally, employees are expected to assess the risks associated with their duties and to manage and control these as is most appropriate to protect the health and safety of both them and others at all times. Employees should seek immediate assistance from their manager if they are concerned by any aspect of their duties for Company business, or the driving duties and/or driving behaviour of colleagues.

Managers must identify specific parts of their operation that need to be assessed which should include, but is not limited to, the following:

- Loading and unloading of vehicles.
- Manual Handling.
- Coupling & un-coupling of trailers.
- Reversing and manoeuvring of vehicles.
- Driving at work.

## ***Planning and Routeing***

The Company aims to maximise the efficiency of deliveries to customers and sites, minimise fuel usage and environmental impact, allow compliance with traffic regulations, drivers hours laws, and minimise impact on vulnerable road users.

Vehicles and jobs will be allocated by the Plant Hire Manager or Hire Controller taking account of:

- The minimum size available vehicle for the loads to be delivered
- Qualifications and experience of drivers
- Access to sites

Timing of deliveries must take account of:

- Customer / site requirements
- Heavy traffic periods
- Schools starting and finishing times
- London Lorry Control Scheme and other restrictions and tolls
- Parking restrictions

Routes must be pre-planned and aim to:

- Minimise distances travelled by company vehicles
- Minimise traffic delays
- Minimise risks associated with unsuitable roads such as narrow roads, low bridges and weight restrictions
- Allow drivers to take required breaks
- Avoid schools and housing areas where possible
- Avoid congested areas
- Comply with any site traffic management plans (copies of which must be provided to drivers in advance)
- Ensure drivers hours are within those permitted by the EU drivers hours regulations or the Working time Directive.

Deliveries must be planned to minimise risks associated with operating cranes and interaction with vulnerable road users.

Drivers must be made aware in advance of any tolls to be paid or permits required and advised how these are to be managed.

Any routeing / delivery restrictions or particular hazards must be notified to the driver and must be shown on the drivers manifest.

Mobile phones and satellite navigation systems are to be used in accordance with the Company's Vehicles and Driving Policy.

Deliveries must be reviewed and drivers must have a contingency procedure in case of extraordinary conditions such as icy roads, snow, flooding etc.

There should be an emergency response procedure / process in place to manage emergency response activities.

## ***Vehicle Manoeuvring***

The Company is committed to ensuring the safe movement of vehicles and plant within all its depots and construction sites. The safety of our employees, contractors, suppliers and members of the public is paramount at all times and we aim to reduce the potential to injure people and property through the careful control of vehicles.

Drivers should be aware of blind spots around their vehicle and should be aware of other road users at all times.



# FLEET OPERATIONS POLICY

Vehicles shall be fitted with equipment to minimise these blind spots such as convex mirrors, CCTV, reversing alarms or proximity sensors and the drivers must be trained in their use.

Many accidents occur during reversing so in planning work the following hierarchy must be followed:

1. Eliminate the need for reversing- use a one way system or a turning circle if possible
2. Minimise reversing. Drivers shall not reverse unless absolutely necessary
3. Segregate vehicles and pedestrians to provide a dedicated reversing area if possible

Where reversing cannot be avoided a banksman should be used who will keep the reversing area free of pedestrians and will guide the driver. Drivers must be sure that they understand the signals of the banksman and if they lose sight of him at any time they must stop immediately

Drivers shall manoeuvre slowly and with caution being prepared to stop immediately. Vehicles must reverse at a speed that is below walking pace.

If the driver cannot see behind the vehicle, or is unsure of distances, they are to stop, get out of the vehicle and check access before continuing the manoeuvre.

Under no circumstances should a vehicle be reversed in a live carriageway without the protection of the police, traffic officer or traffic management.

Vehicles should be parked on firm and level ground, in a designated parking area if one is available. A vehicle must never be left without ensuring that the vehicle, and any trailer, are securely braked, the engine is off and the key to the vehicle has been removed. Any appropriate trailer legs and any mounted equipment should be lowered to the ground or secured.

Coupling and uncoupling should take place on firm and level ground and in areas that are well lit and should only be undertaken by trained individuals.

## ***Engine Idling***

To support our commitment to manage and improve our environmental performance and minimise the impact of our business on the environment, the company aims to assist in protecting air quality and reducing pollution through the reduction of engine idling by company vehicles.

Drivers should turn the engine off when it is apparent that a vehicle will be stopped for more than one minute.

The exceptions to this are when idling is necessary under the following circumstances:

- To provide for the safety of vehicle occupants, such as extreme cold conditions (to run the heater)
- To use lifting equipment for loading or unloading products or goods
- When specific traffic, safety or emergency situations arise
- When stopped in normal traffic

## ***Driving and Working Time***

EU drivers' hours regulations must be obeyed at all times. Irrespective of the limits / restrictions imposed by these regulations, drivers must not drive or be required to drive when feeling tired.

Drivers' cards must be regularly downloaded and analogue tachographs analysed to ensure that drivers' hours regulations are not being infringed and that the required daily and weekly rest break are being taken. Formal action against drivers' who repeatedly contravene the regulations will be taken under the Company's Discipline Procedure.

Driving under the influence of drink or drugs is strictly forbidden. A driver shall not be permitted to drive if there is any suspicion that he / she is under the influence of either. The Company's Drugs and Alcohol policy should be consulted for further guidance.

## ***Accident Investigation***

All accidents must be reported. To take the necessary action to prevent a re-occurrence, it is necessary to fully investigate the accident. As well as immediate causes, underlying causes also need to be looked at. Once the investigation has been completed the findings and recommendations are to be recorded.

All accidents must be notified to the Plant Hire Manager who will notify the Company Secretary. The Company Secretary will handle all claims in conjunction with the insurers. The Company will maintain a record of all accidents / claims.

Fleet risk reviews will be undertaken with the insurers at least annually.

## ***Vehicle / Equipment Theft and Unauthorised Access***

The Company aims to reduce the risk of vehicle and equipment theft and to limit the possibility of unauthorised or illegal access to vehicles.

Vehicle keys shall be stored away safely when not in use, access to the keys shall be effectively managed.

If a driver keeps keys to a company vehicle when they are not at work they must be kept secure at all times.

Vehicles must not be left unattended with the key in the ignition.

Drivers shall ensure that keys are removed, doors locked, and all access points secured, whenever the vehicle is left unattended. If anti-theft systems are fitted they should make sure they are working and use them.

Where the vehicle requires the engine to be running while stationary (e.g. during the operation of Hiab cranes) they should be positioned to minimise the risk of unlawful access. If the vehicle systems permit it then lock the doors to the cab whilst the Hiab is in use.

Drivers shall not give lifts or have unauthorised people in the cab.

If a driver is required to park a company vehicle overnight then it should be at an approved location if possible, dark, isolated places should be avoided. They should try to park in a way that prevents access to rear doors.

If a driver is asked by anybody other than Bedford Plant Hire personnel to re-deliver to a new address, they must check with the Plant Hire Manager or Hire Controller and wait for confirmation before moving on.

Drivers should only stop for marked police / DVSA vehicles with uniformed occupants. If in doubt, ask for identification.

Drivers are advised that if they realise a theft from their vehicle is going on, they should not leave the safety of your cab but should lock the doors, start the engine, switch on the lights and if necessary sound the horn to attract attention.

## Review

This Fleet Operations Policy will be reviewed by the Company's Board of Directors on a regular basis (at least annually) and may be amended from time to time.

Signed



**F Shiner – Managing Director**

Signed



**C Millar – Director**

Signed



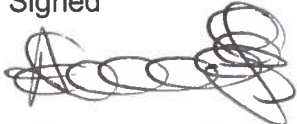
**M Lowndes – Director**

Signed



**G L Wykes – Director**

Signed



**A Knaggs – Director**

Date: **March 2019**

Next Review Date: **March 2020**