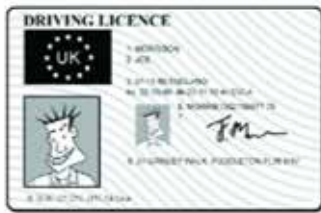


## DRIVING AND VEHICLE REQUIREMENTS

For additional information on driving regulations, operator's licence compliance and tachograph information, refer to the Vehicle Operations Handbook,



**NEVER** drive vehicles unless you have completed and submitted the driving licence mandate form, you're driving licence has been checked and you have been authorised. You must comply with Company Policy and current legislation (refer to the Highway Code for additional guidance).

Ensure you have the relevant categories on your driving licence for the vehicle you are driving, including towing activities.

If you are driving vehicles over 3.5tonne you may be required in addition to your driving licence to hold a Driver CPC qualification.

**ALWAYS** Obey speed limits both on the highway and private premises.

In abnormal weather conditions adjust your driving accordingly.

The driver and passengers **MUST** always wear seatbelts.

Vehicles **MUST** be kept clean and tidy, inside and out, with the cab area uncluttered.



**NEVER** drive under the influence of drink or drugs.

Smoking is **PROHIBITED** in company vehicles and plant cabs (it is illegal).

**NEVER** leave vehicles unlocked.

Keep personal belongings / valuables, tools and equipment out of sight.

**NEVER** drive when tired. Pull over to a safe place and take a break, unless you can share the driving with a colleague who is also authorised to drive.

Drivers must report **ALL** damage (Refer to Incident Reporting) when it happens. If involved in a Road Traffic Collision refer to the Drivers Pack within each vehicle.

For additional information in relation to driving including the use of mobile phones, refer to the Occupational Road Risk Policy.



**REMEMBER TO CARRY OUT YOUR DAILY VEHICLE CHECKS**

# VEHICLE and TRAILER CHECKS



**Don't be kept in the dark,  
check ALL lights are working correctly.**

## GREEN DRIVER

Telecom Division are committed to the continued reduction in road traffic accidents and fuel usage.

Our road traffic collision and fuel reduction programme holds all drivers responsible for their own driving standards. We expect all drivers to comply with the Highway Code, company policies and standards.

### Objectives

- Reduce road traffic collisions and vehicle damage.
- Reduce fuel consumption on all vehicles.
- Eliminate poor and unsafe driving.
- Reduce the wear and tear on vehicles through sympathetic driving.
- Compliance all company policies and procedures.



### Green driver key priorities

- Zero road traffic collisions.
- Fuel consumption at average for vehicle.
- Utilise vehicle tracking data to change behaviours.
- Zero red speeding events.



#### Always

- Abide by the Highway Code, company policies and procedures.
- Be considerate to other road users.
- Provide the correct odometer reading every time you put fuel in your vehicle.
- Undertake and record findings from daily vehicle checks.
- Report all vehicle incidents and damage.

#### Never

- Overload vehicles or trailers.
- Commit traffic offences.
- Receive complaints from other road users or members of the public in relation to your driving.



**MAKE A DIFFERENCE BY BEING A GREEN DRIVER**

## VEHICLE TRACKING

Vehicle tracking delivers a range of benefits to both Telecom Division and our drivers. The O<sup>2</sup> drive tracking system provides a range of capabilities that can help provide assist clients with a better service (using the information available) and help drivers to drive safely and economically at all times.

### What can it do?

The tracking system has a range of capabilities which include:

- Vehicle location in a live feed which can be viewed online. This provides the mechanism to monitor lone workers, allocation of closest team to immediate response work etc.
- Fuel usage and drivers 'behaviour' direct from the vehicles CANbus (the engine 'brain').
- 'Been there' search feature.
- Geo fencing locations – sends a message when a certain location is visited.
- Start stop times.
- Vehicle idling reports.
- Speeding and excessive cornering reports.



### In cab driving aid – the light bar

To help you as the driver there is an in cab driver feedback light bar mounted on the dashboard.



The light bar will flash amber and red along with a beep when you are driving poorly or idling excessively.

**KEEP IT IN THE GREEN!**

Excessive idling wastes over a £1 million in fuel each year. If engine is not required to be running, switch it off.

**DRIVE SAFE AND DRIVE SMART**



## WHEN REVERSING: STAY ALERT



**When using a Banks Person make sure you can See AND Hear them.**

## TOWING

Be aware of your surroundings and wherever possible, use a banks person when reversing.

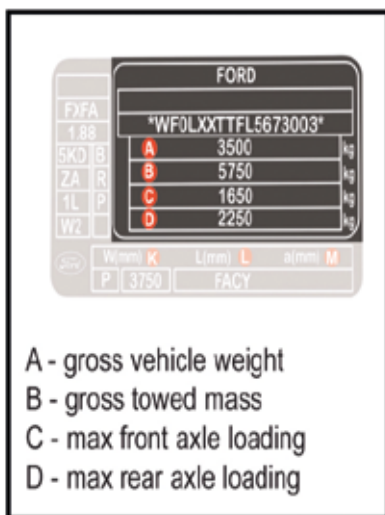
**YOU** are responsible for correctly attaching any towed plant to your vehicle e.g. compressor, winch, pipe, cable and excavator trailer etc.

**ENSURE** you have the relevant categories on your driving licence to tow.

Any fines or points on your licence are your responsibility, so **CHECK** that the towed plant is:



### KNOW YOUR PLATE



- Roadworthy and is within the specified weight limit.
- Securely attached to the vehicle (check tow bar is securely fixed to vehicle).
- Defect free, with no visible damage.
- Fitted with an operable jockey wheel to assist with hitching and unhitching.
- Fitted with a breakaway cable that is defect free.
- Fitted with working lights and indicators.
- Displaying the correct number plate – this must be black letters on a reflective yellow background and must be illuminated at night.

### Secure your load

- Ensure all loads are secured using the designated anchor bolts.
- Excavators **MUST** be secured according to the trailer type and training received.
- Ensure load is positioned in the centre of the trailer.
- Do not overload the trailer with additional equipment.
- Ensure there are no protruding objects.

### Drive with care when towing

- Observe speed limits: 60mph Motorway – 50mph Dual Carriageway.
- Remember you are **NOT** allowed in the third lane of a motorway when towing.
- Avoid breaking suddenly.
- **NEVER** take corners too quickly as this could result in the load becoming unstable.

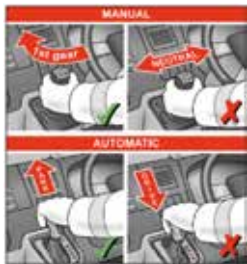
**IF UNSURE ASK!**

## PARKING ON INCLINES

Parking on inclines is inherently more risky than level surfaces as your vehicle or plant is more likely to roll.

Wherever possible avoid parking on an incline; if unavoidable park facing downwards to minimise the angle when unloading / loading tracked plant, this will also reduce the load / strain on the vehicle when pulling away.

If you are on a hill, first, park your vehicle as you normally would.



After you have positioned your vehicle into the parallel parking space, shift your vehicle into **first gear** if it has a manual transmission or into **park** if it has an automatic transmission.

Leaving your vehicle in neutral or drive will increase the risk of it rolling backwards or forwards.

Next, apply your hand or parking brake. Using your hand or parking brake is the best assurance that your vehicle will not roll when parked on a hill / incline. Always ensure that hand brakes with a ratchet mechanism are fully engaged to the top. If using plant for the first time **always** find the hand brakes biting point.



Before you turn off the ignition you should turn your wheels to face the kerb to prevent the vehicle from rolling, in the unlikely event that the hand brake or parking brake fails.

Complete this step while the engine is still running, so as to utilise power steering.



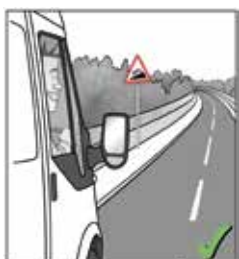
**Always** use extra caution when exiting your vehicle when you are parked on an incline / decline because other motorists might have a more difficult time seeing you as they drive by.

**Remember** to depress your clutch and select neutral when starting your vehicle, to avoid lurching forwards.



When you are ready to exit a parking space on a hill, apply your brake **before** deactivating your vehicles hand or parking brake to prevent rolling.

Make certain that you check your mirrors and look for approaching traffic before slowly driving out of a parking spot.



**ALWAYS CONSIDER WHAT IMPACT TOWED PLANT WILL HAVE ON YOUR VEHICLE WHEN PARKING ON INCLINES**



- All vehicles must be maintained in a roadworthy condition. It is an offence to use an un-roadworthy vehicle on the highway. Keeping vehicles in good condition is good for the environment and it ensures that vehicles are running at optimum efficiency and will help with ensuring your safety and that of other road users.
- M Group Services Plant and Fleet Solutions (MGSPFS) manage the maintenance programme for our vehicle fleet through the Compliance Service Centre; they have defined the intervals between maintenance and safety inspections.
- The driver must complete a pre-use check on their vehicle before starting their journey and report any defects either to their line manager or directly to the MGSPFS Compliance Service Centre for corrective action to be taken.



If you consider your vehicle un-roadworthy then it must not be used until an assessment of its condition has been completed.

The Compliance Service Centre will contact the driver to book up and coming servicing / maintenance events that are due on your vehicle.

### Remember

- Carry out and record your daily vehicle checks.
- Report any defects or damage immediately.
- Drive with care and treat the vehicle as if it were your own.

**LET US ALL GO HOME SAFE AND IN ONE PIECE**



### On a Motorway

- In the event of a breakdown, pull on to the hard shoulder, or to a place of safety, if possible.
- Make sure you stop as far to the left as you can, with the wheels turned to the left.
- Put your hazard lights on. If it is dark or foggy, keep your sidelights on too.
- You and any passengers must get out of the vehicle using the doors on the left-hand side and move up the embankment, stand behind the barrier, or to a place of safety.
- Wear your high visibility jacket or vest, but don't put a warning triangle on the hard shoulder.

### On a Smart Motorway

If you break down on a smart motorway where the hard shoulder has been converted into a traffic lane, follow these steps:

- Use an emergency refuge area (ERA), motorway service area or leave at the next junction.
- If this is not possible, try and get the vehicle off the carriageway.
- If you have to stop in a traffic lane, turn on your hazard lights as soon as possible.
- If you are in the left-hand lane, and it is safe to do so, get out of the vehicle on the left-hand (passenger) side and wait behind the barrier.

### On a Road

- Move your vehicle off the road if you can, but watch out for soft verges.
- Put your hazard lights on; if it is dark or foggy, keep your sidelights on too.
- It is usually safer to wait well away from your vehicle and moving traffic, behind a suitable barrier if in place.
- If you get out, take care and use the doors facing away from passing traffic.
- Wear a high visibility jacket or vest if you have one, and it is safe to do so, put a warning triangle at least 45m (50 yards) behind your vehicle.
- Do not stand between your vehicle and oncoming traffic.



Never attempt even a simple repair. Call the M Group Services Plant and Fleet Solutions (MGSPFS) Compliance Service Centre (CSC) on Tel: 0333 999 7781 and report the breakdown.

If on a motorway or carriageway; follow the arrows on the posts at the back of the hard shoulder to the nearest phone, the phone is free and connects directly to the police.

If you cannot get to the hard shoulder or a place of safety, stay in your vehicle unless you can be absolutely sure it is safe to leave it. Put your hazard lights on, keep your seatbelt on and call the emergency services.

**Note:** if you are driving a company car you must contact your car provider whose details are contained within the drivers pack.

**NEVER ATTEMPT TO FIX YOUR VEHICLE ON THE CARRIAGEWAY**