

### Your consultants contact details:

Your Consultant's Names: **Adela Matin & Neil Scarborough**

Branch Address: **16 Thorpe Road, Norwich, NR1 1RY**

Branch Tel. No.: **01603 964816**

Consultants Email: [adela@therecruitingoffice.co.uk](mailto:adela@therecruitingoffice.co.uk)  
[neil@therecruitingoffice.co.uk](mailto:neil@therecruitingoffice.co.uk)

### E.U. OR G.B. DOMESTIC RULES?

The EU rules apply to drivers of most vehicles used for the carriage of goods where the maximum permissible weight of the vehicle, including any trailer or semi-trailer, exceeds 3.5 tonnes and where the vehicle is used within the UK or between the UK and other EU or EEA countries and Switzerland.

The GB domestic rules, as contained in the Transport Act 1968, apply to most goods vehicles that are exempt from the EU rules.

If you operate a vehicle in scope of the EU drivers' hours' rules, then you are also subject to the Road Transport (Working Time) Regulations 2005, unless you are an occasional mobile worker.

### E.U. DRIVERS HOURS RULES

**Breaks from driving:** A break of no less than **45 minutes** must be taken after no more than **4.5 hours of driving**. The break can be divided into two periods, the first at least 15 minutes long the second at least 30 minutes – taken over the 4.5 hours.

**Daily Driving:** Maximum of **9 hours**, extendable to **10 hours no more than twice a week**.

**Weekly Driving:** Maximum of **56 hours**.

**Two Weekly Driving:** Maximum of **90 hours** in any two week period.

**Daily Rest:** Minimum of **11 hours**, which can be reduced to a minimum of **9 hours** no more than **3 times** between weekly rests. The rest may be taken in two periods, the first at least 3 hours long and the second at least 9 hours long. The rest must be completed within 24 hours of the end of the last daily or weekly rest period.

**Multi-Manning Daily Rest:** A 9 hour rest must be taken within a period of 30 hours that starts from the end of the last daily or weekly rest period. For the first hour of multi-manning, the presence of another driver is optional, but for the remaining time it is compulsory.

**Ferry/Train Daily Rest:** A regular daily rest period (of at least 11 hours) may be interrupted no more than twice by other activities of not more than 1 hour's duration in total, provided you are accompanying a vehicle that is travelling by ferry or train and have access to a bunk or couchette.

**Weekly Rest:** A regular weekly rest of at least **45 hours**, or a reduced weekly rest of at least **24 hours**, must be started no later than the end of six consecutive 24-hour periods

from the end of the last weekly rest. In any two consecutive weeks you must have at least two weekly rests – one of which must be at least 45 hours long. A weekly rest that falls across two weeks may be counted in either week but not in both. Any reductions must be compensated in one block by an equivalent rest added to another rest period of at least 9 hours before the end of the third week following the week in question.

**Recording of Emergencies:** Provided that road safety is not jeopardised and to enable the vehicle to reach a suitable stopping place, you may exceed the drivers' hours rules, but only to the extent necessary to ensure the safety of persons, the vehicle or its load. It is your responsibility to record the reason for exceeding the rules by manually recording the details of the circumstances on the rear of the days tachograph chart or, on the day's duty roster, or by making a digital printout and manually recording details of the circumstances. The manual record must be made at the latest on arrival at a suitable stopping place.

### G.B. DOMESTIC DRIVING HOURS RULES

**Daily Driving:** In any working day the maximum amount of driving permitted is **10 hours**. The daily driving limit applies to driving on and off the public road.

**Daily Duty:** In any working day the maximum amount of duty permitted is **11 hours**. A driver is exempt from the daily duty limit (11 hours) on any working day when he does not drive.

### ROAD TRANSPORT WORKING TIME REGULATIONS

If you work in a tachograph controlled vehicle either as a driver or part of the travelling crew for more than 10 days in a rolling 17 week period you will fall within scope of the Road Transport Working Time Regulations (RT(WT)R).

**Weekly Working Time:** Must not exceed an **Average of 48 hours per week** over the reference period (as defined in your Terms of Engagement).

A **maximum** working time of **60 hours** can be performed in any single week providing the average 48-hour limit is not exceeded.

**Night Work:** If night work is performed, working time must not exceed **10 hours** in any 24 hour period. Night time is the period between 00:00 and 04:00 for goods vehicles and between 01:00 and 05:00 for passenger vehicles. The 10-hour limit may be exceeded if this is permitted under a collective or workforce agreement.

**Breaks:** Mobile workers must not work more than 6 consecutive hours without taking a break. If **working hours total between 6 and 9 hours**, working time should be interrupted by a break or breaks totalling at least **30 minutes**.

If **working hours total more than 9 hours**, working time should be interrupted by a break or breaks totalling at least **45 minutes**.

**Rest:** The regulations are the same as the EU or AETR drivers' hours' rules.

## PERIODS OF AVAILABILITY EXPLAINED

A period of availability is time during a working day when you are not working, where you are free to decide how you spend your time and where the likely duration of this period is known, for example:

You have arrived at a delivery point and have been advised that you will not be unloaded for 15 minutes and can do what you wish until this time as long as you are back with your vehicle in 15 minutes – 15 minutes would be a period of availability.

You are a porter travelling to a delivery point which is two hours away and you are not required to navigate or assist the driver in any way – 2 hours will be a period of availability.

In order to qualify as a POA the “end time” must be known in advance. In each of the examples above the likely duration/end time of the period is known. In each of these examples the time could be logged as a POA to reduce actual “working time”. How these hours were logged would not change how many hours were paid or unpaid, but this time wouldn’t count as working time and wouldn’t therefore be taken in to account when calculating compliance with the absolute maximum 60 hour week or 48 hour average week.

If you know you are likely to have nothing to do for a while, ask someone relevant when they believe you will/may be required to commence work again. This ensures you have an approximate finish time to this period of inactivity to make this time a POA. If near the end of the period it appears that you may not be re-commencing duties at the allotted time ask again and your POA can be extended.

By allocating POA’s correctly you will reduce your working time and maximise your working hours whilst still complying with the RT(WT)R.

To allow The Recruiting Office Ltd. to comply with the RT(WT)R you are required to break down your working week in to time spent driving, time spent undertaking other work, time spent waiting to work (periods of availability) and time spent not working (paid or unpaid breaks).

Breaking your hours down in this way will not change how many hours you are paid for. It will however allow The Recruiting Office Ltd. to maintain accurate records of your working time and by excluding periods of availability and paid and unpaid breaks, will allow you to maximise the number of hours you are able to work and maximise your earnings.

## DRIVERS OBLIGATION

You must comply with the requirements of the EU Drivers Hours Rules and Road Transport Working Time Regulations or GB Domestic Driving Rules as applicable.

You are required to record as “other work” all activities defined as such under the RT(WT)R.

You must use the “cross hammer” mode to record other work and the “packing case” to record availability.

You must keep records of all driving periods for the current day and any generated by you in the previous 28 calendar days to produce in the event of a roadside check.

If your digital driver card becomes lost, stolen or damaged you must comply with the manual entry requirements specified within Regulation 3821/85 (amended).

## WORKING WITH ANALOGUE TACHOGRAPHS

### Completing the Tachograph Centre Fields

Before commencing any duties, write the following information in to the appropriate locations in the tachograph centre field:

1. Your name (surname and first name)
2. The place where you are starting work
3. Start date – today’s date
4. The registration number of your vehicle
5. The current odometer reading

At the end of the working day write the following information in the remaining locations in the tachograph centre fields.

6. The place where you finished driving
7. The odometer reading at the end of the journey
8. Total miles driven (end of day reading minus start of day reading)

### Loading the Analogue Tachograph

Once you have completed the centre field of the Tachograph chart it needs to be loaded in to the vehicles Tachograph unit.

Unlock the unit using the key and pull the key towards you to open the “head”. Inside the head is a central drive of the same shape as the hole in the middle of the tachograph chart. The chart should be placed over the drive. Once the tachograph chart has been loaded close the head and lock in position. Normally you shouldn’t have a need to re-open the head until the end of your working day.

You may encounter vehicles fitted with a “newer” “modular cassette” style of Analogue Tachograph machine where the chart is inserted in to a slot similar to a CD.

When using the “Head” type analogue tachograph unit, the chart should be placed with the front of the chart facing down towards the styli. If using the “Modular Cassette” type the chart should be placed face up.

### Operating an Analogue Tachograph Unit

As you look at the tachograph head you will see one or two knobs. These will either be on the top of the Tachograph head or where a “Modular Cassette” type Tachograph is fitted below the speedometer.

These knobs are the mode switches and tell the tachograph what you are doing.

Where there are two knobs the knob on the right is the one the driver operates and is normally marked 1. The second knob (where present) is for use by a crew mate when working as a double man shift.

- You must report any incident in which damage is caused to property.

### Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved in horseplay or practical jokes.

### Fire Safety

- Familiarise yourself with fire exits, ensure that you never obstruct any fire escape route, fire equipment or doors.
- In the event of a fire, sound the fire alarm and follow the fire procedure instructions, which will normally be clearly displayed on the client's notice board.
- You must follow all rules pertaining to no smoking areas.

### PRODUCING RECORDS AT THE ROADSIDE

If you have been issued with a Driver Card (Digi Tacho Card) there is a regulatory requirement for you to carry that driver card and make it available for inspection at all times, irrespective of whether the Driver Card has ever been used to record data.

You must be able to produce the following information whenever an inspecting officer so requests (i.e. roadside check).

### Drivers driving vehicles fitted with analogue tachograph units:

- Tachograph charts for the current day and all tachograph charts used in the previous 28 calendar days
- Your digital tachograph card (if issued with one)
- Any manual records and print outs during the same period

### Drivers driving vehicles fitted with digital tachograph units:

- Your digital tachograph Driver's Smart Card
- Any manual records and digital printouts for the current day and the previous 28 calendar days.
- Any analogue tachograph records for the same period (covering occasions where you drove an analogue tachograph equipped vehicle).

### DRIVERS CODE OF CONDUCT

**Punctuality:** Commitment to our Client is a priority - punctuality and reliability is absolutely essential. If you are delayed for any reason you must let us know immediately by contacting the Recruiting Office branch and speaking to a member of staff.

**Performance:** If you are unable for any reason to attend work during the course of an Assignment you should inform us at least one hour before the commencement of the Assignment. If, either before or during the course of an Assignment, you become aware of any reason why you may not be suitable for an Assignment, you must notify The Recruiting Office or the Client without delay.

Whilst you are on Assignment you will be expected to devote your full time, ability and attention to the business of our client.

For the duration of your placement you will be under the supervision of the Client and you will be expected to take direction from them in regards to working procedures and vehicle operations.

**Completing Timesheets:** Your timesheet is the only authority by which you will be paid, should you fail to submit a properly authenticated timesheet, The Recruiting Office shall, in a timely fashion, conduct further investigations into hours claimed by you and the reasons that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to you. If you do not return your timesheet for the week worked this will result in delayed payment to you.

**Handing In Timesheets:** Your timesheet must be submitted to our office by 10:00am on the Monday, following the week worked. Any timesheets received after this time will be processed the following week.

Your timesheet can be faxed, emailed, handed in at our offices/put through the letterbox or posted (to arrive by 10am on Monday). Where possible a copy of your Tachograph should be returned with your timesheets.

**Reporting Work Carried Out:** If you work for more than one employer it is a statutory obligation that you supply each employer with adequate information regarding work carried out and hours completed.

**24 Hour Contact:** We can be contacted on our branch telephone number 24 hours a day. If you have a problem e.g. accidents, unable to attend work etc. outside of normal office hours call our office number which will divert to our "on call" consultant.

**Availability:** You must ring the office when you are available for work.

**Dress Code:** You must be suitably dressed whilst on assignment. You must have a high visibility jacket/waistcoat and steel toecap boots. If you are provided with a uniform, it must be worn at all times and be kept clean and tidy. If you are wearing your own clothing it must be suitable and appropriate for the role and conform to the Hirer's dress code. Identity badges if provided must be worn at all times in a clearly visible position.

**Smoking:** It is illegal to smoke in all enclosed and substantially enclosed premises in the workplace, this includes company vehicles.

**Vehicles:** PLEASE TREAT ALL VEHICLES WITH RESPECT. Please return vehicles the way you found them. If you have any issues you must inform a member of the Clients transport department.

**Passengers/Pets** – You are prohibited from carrying passengers or pets in your vehicle unless you have the written permission of the client.

The Recruiting Office Ltd. is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

The Recruiting office Ltd. shall not discriminate unlawfully when deciding which candidate/worker is submitted for a vacancy or assignment. The Recruiting Office Ltd. will ensure that each candidate is assessed only in accordance with the candidate's merits, qualifications and ability to perform the relevant duties required by the particular vacancy.

#### COMMONLY ASKED QUESTIONS

**What will happen after I have registered with The Recruiting Office Ltd.?** After registration, assuming your work references are of a good standard and we consider you suitable to work through The Recruiting Office Limited, you will be considered for temporary assignments from that time. If a suitable assignment should arise we will contact you and give details of the job, hours of work, company location and approximate length of assignment. If you agree to do the work, we expect you to complete the assignment.

**What can I expect from The Recruiting Office?** At The Recruiting Office we will endeavour to find you regular work in your chosen field. You will be paid for the actual hours worked at a pay rate agreed at the beginning of each assignment. The rate may fluctuate depending on the hours worked and the skill level involved, however it will be no less than the national minimum pay rate quoted on your Contract for Services.

**What will The Recruiting Office Expect of Me?** During your registration we would have explained how we operate and what will be expected of you following your registration. If you have any queries, or decide that temporary work is not for you, please tell us as soon as possible. We will expect you to be flexible in the type of driving you will undertake as this will assist us in giving you work more regularly; if you are unable to complete an assignment you must contact our office immediately to allow us to find a suitable replacement for you.

If you have interviews or appointments try to arrange them on a day when you will not be working, or alternatively before or after work, if this isn't possible, you must notify us of the appointment giving us as much notice as possible.

**How long will I have to wait for work?** We have to react to the needs of our Clients and we hope to give you work very quickly. It is always advisable to contact the office daily so when a suitable assignment arises you will be on the priority list.

**How much notice will I receive before going to work?** Often you will receive very little notice of a new assignment however, we will try to give you as much notice as possible. Companies often use agency workers in an emergency situation therefore you must be able to go to work at short notice.

**How long will each assignment last?** When we advise you of an assignment we will give you an idea of how long the assignment will last. This will be an estimate only; Clients use agency workers to give them flexibility to alter their staffing levels on a daily or weekly basis. Rest assured however that should an assignment end we will endeavour to find you further work as soon as possible – keep in touch!

**How and when will I be paid?** You will be paid weekly in arrears directly into your bank or building society account via the BAC's system. The payment normally clears by Friday mid-morning. You are paid only for the hours actually worked and it is your responsibility to ensure that any timesheet you submit is completed and signed by you and by the Client and returned to the Recruiting Office no later than Monday 10:00am.

**Will I pay tax and National Insurance?** We will make the necessary statutory deductions from your weekly pay. If you do not provide us with a P45, we will ask you to sign a P46. This will give you a temporary Week 1 tax code, which will prevent you from paying emergency tax. If you receive a P45 from a previous employer please forward this to us immediately and we will adjust your tax code accordingly.

**Will I be paid the same as permanent staff at the client company, including overtime?** What you must always remember is that you are working through The Recruiting Office Ltd. and you are assigned to the client on our behalf. During the first 12 weeks of an assignment you may be paid more or less per hour than the client's directly engaged staff.

Under AWR after 12 weeks working continuously on the same assignment you will be entitled to the same pay rate as directly hired workers.

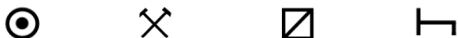
**What should I do if I am ill?** Obviously we don't expect you to work if you are ill, however if the client is expecting you it is essential that you advise us at least an hour before your start time that you are unable to attend work.

You must operate the mode switch as necessary to accurately record the type of activities you undertake throughout the day.

There are a couple of red lights on the tachograph which may come on during the working day. If you set off at the beginning of the working day and there is a red light on it is indicating that the tachograph machine is not locked properly – stop before you try to lock it again.

### The Mode Switch

There are up to 4 symbols which can appear on the mode switch depending on the type of tachograph fitted.



Steering Wheel = Driving  
Crossed Hammers = Other Work  
Square Box = Period Of Availability  
Bed = Breaks or Rest

### Manual Tachographs

You must turn the switch to reflect the activity you are undertaking. The tachograph chart will be marked with whatever you select.

### Automatic Tachographs

On an automatic tachograph there are 3 symbols – other work, periods of availability and breaks/rest. It is considered automatic because the machine recognises automatically when you are driving and will record driving. When you stop it will mark the chart with whichever mode you have set the mode switch to.

## WORKING WITH DIGITAL TACHOGRAPHS

### Log On Procedure

Switch on the vehicle ignition.

Insert your driver card in Slot 1 with the chip facing upwards and the arrow pointing forwards. Once Driver card 1 has been read, Driver Card 2 can be inserted in Slot 2 if the vehicle is to be double manned.

While your card is being read the display will show your name and a progress bar along the bottom of the screen.

Once loaded the display will show the date and time the driver card was last withdrawn (used) for approximately 4 seconds.

The display will then show - M Entry Addition? No. If you have carried out any recordable duties since your card was last withdrawn details of these activities must be entered manually now. Using the ▲ and ▼ buttons move through the options Yes or No. Press OK to select the desired option.

Once all required manual entries have been recorded select the Country and press OK.

Log on is now complete.

### Recording Driver Activity

The tachograph unit will always default to “drive” mode when the vehicle is in motion.

When stationary the vehicle unit will default to “Any Other Work” or “rest” (depending on vehicle manufacturer). Press

button 1 to adjust the mode to accurately reflect your duties.

### Log Off Procedure

Press the driver card eject button

Select the country at the end of the shift, press OK.

You will then be asked if a printout is required. Using the ▲ and ▼ buttons move through the options Yes or No. Press OK to select the desired option. The printout of your daily activities will then be produced if requested.

The driver card will then be released from Slot 1.

Log off is now complete.

## DRIVER WALK AROUND CHECKS

At the commencement of your shift you should always carry out a check of your vehicle/trailer before leaving the depot. Time spent completing driver walk around checks should be recorded as Other Work on your tachograph and timesheet.

Any defects identified should be reported to the staff member you reported to on arrival for your assignment using a defect report form.

A suitably qualified member of staff will assess the type of defect as to whether or not it should be rectified before you leave the depot, or rectified on your return.

Your vehicle/trailer must not leave the depot with any defect that could be considered safety related or which could possibly attract a Prohibition Notice or a fixed penalty if checked by VOSA or other enforcement agencies.

Only when you are satisfied that your vehicle is in a safe and roadworthy condition and having ticked the “nil defect” box and signed your daily vehicle check sheet should you commence your journey.

Further checks should be carried out on taking over the use of any and every vehicle and trailer at any point during the working day.

Particular care should be taken when there is a change to the type of vehicle or trailer operated or where third party vehicles/trailers are to be used.

Throughout the working day you must monitor the vehicle and trailer for any defects that may arise. Should any defects occur, no matter how small or large, these must be reported and a defect report completed on your return to base.

### Mandatory Items to Be Checked

- Fuel/oil leaks
- Battery security
- Tyres and wheel fixings
- Spray suspension
- Steering
- Security of Load
- Mirrors
- Lights
- Reflectors
- Excessive engine/exhaust smoke
- Brake Lines (combinations)
- Any vehicle damage
- Coupling Security (combinations)
- Electrical connections (combinations)
- Brakes

- Indicators
- Wipers
- Washers
- Horn
- Markers
- Glass
- Security of Body/Wings

#### Items Recommended for Consideration

- Tachograph - correct Time
- Tachograph calibration/inspection
- Tachograph – spare print roles
- Tachograph – speed limiter plaque
- You have your digital tachograph card (if held)
- You have charts and records for current day and previous 28 calendar days
- You have no charts over 42 calendar days
- You have Driver Qualification Card (CPC) if required
- VED
- Under run bars
- Side guards
- View to front (no more than 4cm interference with swept area)
- Steps and catwalk
- Door locks
- Operators Licence Disk
- Plating (Vehicle) Certificate
- Plating (Trailer) Certificate
- Low air warning alert
- Gauges and dials
- Seats
- Seat belts
- Oil coolant and screen wash levels
- Fuel cap
- Number plates
- Cab/trailer interior clean
- ABS systems functioning
- ABS Leads connected
- Vehicle/trailer exterior clean
- Interior light
- Condition of load securing equipment
- Load weight and distribution
- No smoking sign

#### SPEED LIMITS

##### Up to 7.5 tonne Vehicles - Without a Trailer

Single Track Road	50MPH	80KPH
Dual Carriageway	60MPH	100KPH
Motorway	70MPH	112KPH

##### Up to 7.5 tonne Vehicles - With a Trailer

Single Track Road	50MPH	80KPH
Dual Carriageway	60MPH	100KPH
Motorway	60MPH	100KPH

##### Over 7.5 tonne Vehicles

Single Track Road	40MPH	65KPH
Dual Carriageway	50MPH	80KPH
Motorway	60MPH	100KPH

Both digital and analogue Tachographs will display a red warning light if you exceed the national speed limit for large goods vehicles.

Legislation introduced on 1<sup>st</sup> January 2007 requires certain vehicles over 3.5 tonnes dependant on vehicle type and

date of registration to be fitted with a speed limiter. Please check with our customer if the vehicle you are to drive falls in to this category.

#### SAFE SYSTEMS OF WORK

##### Safe Parking

Park your vehicle in a designated parking area, as far away from other moving traffic (e.g. fork lift trucks, tugs, cars and other moving LGV's) on firm, level ground – free from pot holes, debris and other slipping and tripping hazards - ideally in an area protected from high winds.

Put the vehicle in to neutral gear, apply the handbrake, switch off the engine and remove the keys from ignition.

Ensure you are wearing Toetectors which are clean and in good condition, with a good amount of tread on the soles.

Put on your Hi Visibility jacket/vest and hard hat if you are to carry out work on your unit and/or trailer.

##### Mounting & Dismounting LGV Cabs

Push the unit driver's side door fully open until it catches on the Anti Slam device

Locate and hold the two hand holds on either side of the door opening.

Descend the steps backwards, one step at a time using the three point contact rule.

When on the ground close and lock your cab door, ensuring your take your keys with you.

##### Do Not:

Jump Down from your cab

Leave your door open

Leave your keys in the ignition

Leave your engine running

Wear anything on your feet other than steel toe capped safety shoes/boots

##### Mounting & Dismounting Trailers

Before mounting the trailer ensure where possible that the curtains are closed or, if they need to be open that they are securely fastened back so that the curtains and poles can not fly around.

Ensure that the vehicle is secure, handbrake on and keys removed.

##### Rear Access via Fixed Step Ladder

Open the right hand rear door above the trailer ladder; secure the door to the side of the trailer.

Deploy ladder fully, check to ensure there is no debris on the ladder rungs and remove any debris discovered.

Climb the ladder, maintaining three points of contact at all times.

Check that there is sufficient room for both feet to be in contact with the trailer floor. If the load is too far back to allow you to stand with both feet on the trailer floor DO NOT MOUNT THE TRAILER.

Carry out the necessary work (securing the load, sweeping the deck, securing straps etc.) keeping away from the trailer edge at all times.

Dismount the trailer maintaining three points of contact at all times

Close and secure the door.

### **Rear Access via Tail Lift**

Ensure that the vehicle is secure, handbrake on and keys removed.

Lower the tail lift to the ground using the switch located at the rear near side.

If the vehicle has a shutter door unlatch this and push up towards the roof of the vehicle.

Raise yourself on to the platform using the controls located in the inside of the vehicle (usually on the nearside rear pillar).

Raise the platform all the way until it comes to a stop to ensure there is no trip hazard between the tail lift and the body of the vehicle.

Reverse the operation above to exit the vehicle.

### **Side Access Via Under Run Rails (Rigid Vehicles Only)**

Open vehicle curtains and clear any debris from the vehicle bed and rails in the area you will be mounting.

Pull yourself up with the aid of the headboard, ensuring your centre of gravity is forward and maintain three points of contact at all time. Do not try to stop, mount the vehicle in one movement.

Once mounted, stand facing forwards so you are aware of the unprotected edge.

**DO NOT LEAN OUTSIDE THE PROFILE OF THE VEHICLE OR JUMP OFF IT AT ANY TIME**

### **Side Exit Via Under Run Rails (Rigid Vehicles Only)**

Place both feet and heels on the edge of the trailer. Take hold of the headboard with one hand. Lower yourself off the trailer bed with one foot on the bed and the other descending on to the first run rail; maintain your weight on the foot on the run rail.

Gradually lower yourself to the ground in one movement, ensuring that your centre of gravity is slightly forward.

You should only get on to a trailer as a last resort. If you can avoid getting on you should!

### **Coupling Semi Trailers**

Position the tractor unit centrally in line with the trailer, with equal alignment on either side of the unit.

Reverse slowly up to the trailer, stopping just short of the trailer. Apply the parking break.

Check that the trailer is at the correct height to receive the unit safely, adjusting the air suspension on the tractor unit as necessary. Check that the trailer break is applied.

Reverse under the trailer so that the fifth wheel is about two feet under the trailer rubbing plate. Stop and raise the air suspension to take the full weight of the trailer (this will

also ensure that the fifth wheel and rubbing plate remain in contact at all times).

Reverse backwards slowly until you hear TWO loud metallic sounds and resistance to further reversing is felt.

Ensure that the vehicle parking break is applied. Switch on cat walk working lights during hours of darkness.

Dismount the cab as previously detailed.

### **Engagement Check**

Check that the locking arm is locked correctly by placing the dog clip through the hole of the arm and fifth wheel bracket.

Ensure the king pin cannot be seen and there is no gap between the fifth wheel and the trailer rubbing plate.

If the dog clip can be fitted then the engagement of the fifth wheel king pin is secure. If the dog clip can't be fitted correctly then the engagement is NOT secure and you must start the procedure again.

Ensure landing legs are clear of the ground.

Enter the cab and select a low forward gear and try to move forward slowly (which you should not be able to do) in order to test the mechanism is secure (this should be done twice).

Apply handbrake, switch off engine and dismount cab as previously directed.

Mount the cat walk (using the handholds and steps provided) and connect all electrical and air connections. Dismount using handholds and steps – DO NOT JUMP.

Raise the landing gear to its maximum height and stow away the winding handle.

Release the trailer park brake.

Walk to the rear of the trailer and check lights and indicators are working and fit number plate.

Ensure load is safe, secure and evenly distributed.

Enter the cab, start engine, check that the air gauges are in the green, reset air suspension to normal running position, pull away checking the trailer is being towed.

### **Uncoupling Semi Trailers**

Make sure the ground is even, solid and capable of taking the weight of the unit and trailer.

Ensure the parking brake is applied on the unit.

Check that the air suspension is set to the normal running position.

Switch off the engine and remove the vehicle keys. During hours of darkness switch on the cat walk working lights. Dismount the cab as previously detailed.

Apply the trailer parking brake.

Lower the landing legs to within approximately 2 inches of the ground; stow the lowering handle away safely.

Mount the cat walk using the steps, disconnect the air and electrical lines, stow the lines away safely in the appropriate holders. Dismount the cat walk using the steps – DO NOT JUMP.

Remove the number plate from the rear of the trailer.

Disconnect the dog clip to release the fifth wheel.

Using your dominant arm pull the locking arm out until it locks in to the open position (the locking arm is spring loaded so keep your arm straight and use the weight of your body to help).

Enter the vehicle cab and start the engine. Select a low gear and pull forward approximately 2 feet. Stop and apply the vehicle parking break.

Lower the air suspension until the fifth wheel is clear of the trailer and the landing gear has taken the full weight of the trailer.

Re-enter the vehicle cab and start the engine. Select a low gear, release the parking brake and move forward slowly. When the unit is completely clear of the trailer apply the parking brake and set the air suspension back to the normal running position.

### **Laying Out Pallets on The Trailer Bed**

Make sure you are wearing appropriate PPE before exiting the vehicle cab and before commencing any loading/unloading duties.

If the laying out of pallets requires you to mount the trailer follow the instructions for this process previously detailed.

Assess the size, number and weight of the pallets to be laid out, taking in to consideration your size and physical capabilities. Be aware that wet pallets are significantly heavier than dry ones.

Lay the pallets out from ground level if their weight permits. If it is necessary to work from the vehicle bed, mechanical assistance must be used to lift the pallets on to the vehicle bed e.g. on-board crane, Fork Lift truck etc. Pallets must only be handled one at a time.

Work only from the centre of the bed taking care not to trip over pallets already laid out. Always walk forwards, never backwards, to avoid the risk of accidently stepping off the vehicle bed.

If working from ground level lay the pallets down one side of the vehicle at a time. If working from the vehicle bed, where possible lay the pallets out from side to side along the length of the trailer.

### **Safe Loading**

You are responsible for ensuring the weight, packing and distribution of the load you are carrying is not likely to cause a danger or nuisance to other road users and is evenly distributed.

Trailers should be presented for loading in a clean and dry condition. Always leave a trailer as you would wish to find it. Do not load on top of straps; do not tuck straps behind the head board. Sweep out the trailer bed if necessary after each delivery.

To ensure load safety remember:

- Always cross strap a palletised load across the two back pallets.

- Always cross strap the front two pallets if the load is not loaded against the headboard.
- Always use the internal trailer straps to secure any double stacked pallets.
- If you are loading timber, MDF board or paper use your ratchet straps and edge protectors if required – do not strap to the rave.
- Stop and retighten any load which may settle after approximately 15 minutes of travel.

### **IF IN DOUBT STRAP YOUR LOAD**

Always check your load, sign for any damages and/or shortages. Check all paperwork is complete, accurate and signed.

## **GENERAL HEALTH AND SAFETY INFORMATION**

### **General**

You have a statutory obligation to:

- Take reasonable care for the Health and Safety of yourself and other persons who may be affected by your acts or omissions.
- To co-operate in ensuring the Client's policy on Health and Safety is observed and that all statutory requirements are fully complied with.
- Undertake all duties as instructed and never deviate.
- Watch notice boards for company statements on general policy, Health and Safety information, Health and Safety Statutory Regulations and Procedures.

### **Working Practices**

- You must not operate any vehicle or equipment unless trained and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment.
- You must report immediately any equipment defects, hazards or faults to your supervisor or safety representative and never attempt repair.

### **Hazard/Warning Signs & Notices**

- You must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions/Environment**

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

### **Protective Clothing & Equipment**

- You must wear protective clothing/equipment where required/instructed.

### **Accidents**

- You must see the first-aider for any injury you may receive, irrespective of how minor and ensure details are entered into the accident book.