



# Commercial vehicle handbook

July 2024

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For all Balfour Beatty UK operations

Fleet Services Helpdesk

**01332 476 071**

OPS-MA-0266a

**Balfour Beatty**

# Introduction

The contents of this handbook apply to all Balfour Beatty employees and all associated joint venture partners, subcontractors, occasional and agency drivers engaged by the Company to drive commercial vehicles.

Due to the high profile of the business we are involved in, the impression we portray in the execution of our day-to-day operations is important to us all. Our company vehicle livery sets us apart from other road users, we need to carry out all driving of vehicles and operation of plant to the highest of standards.

This document aims to provide instructions and advice to ensure a safe environment for all staff, customers and members of the public, together with avoiding prosecutions, adverse comments and complaints from the public.

If you need advice on any transport related matters at any time, please contact one of the Balfour Beatty Transport Managers or the Balfour Beatty Fleet Services Helpdesk.



# Contact

## Balfour Beatty Transport Managers

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If you would like further clarification on the information contained in this booklet, please contact either your supervisor, contract transport representative or one of the Balfour Beatty Transport Managers.

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# 01

## Your vehicle

Vehicles and associated plant are provided to employees to enable them to carry out our business activities. These are some of the most expensive assets in this industry and as such we all have a responsibility to ensure that we maintain and operate them in a safe, legal and correct manner.

As vehicle users we have a responsibility to both other road users and our colleagues. We must, when operating vehicles of any type, be always aware of our surroundings to avoid damage to the environment, people or property.

You must always endeavour to keep your vehicle clean and presentable. As well as enhancing the company's image it will assist you when carrying out vehicle checks.

# 02

## Goods vehicle operator licence ("O" licence)

Any organisation that operates vehicles greater than 3,500kg gross vehicle weight (GVW) is required to hold a goods vehicle "O" licence.

The scheme is in place to ensure safe road transport operations and fair competition across all business sectors. Licences are granted by the Department for Transport. (DfT) appointed Traffic Commissioners (TC) for the relevant area.

The Driver and Vehicle Standards Agency (DVSA) enforce the "O" licence scheme on behalf of the TC. To satisfy the requirements of the scheme the operator must demonstrate:

- a. Good repute
- b. Financial standing
- c. Professional competence

In addition to the fundamental requirements, there are a number of additional undertakings an organisation must adhere to. These are:

- Vehicle maintenance
- Defect reporting
- Drivers' hours
- Driver licensing
- Overloading
- Load security
- Record keeping (statutory timelines)
- Compulsory driver Certificate of Professional Competence training

# 03

## Transport industry standards & accreditations

**Whilst we are only required to register vehicles greater than 3,500kg GVW on the company operator licence, our performance and management of the operation of vehicles 3,500kg GVW and below, including cars, could also be taken into account in the event of any incident or prosecution. Consequently, the same principle on how we manage and operate vehicles applies regardless of size.**

Balfour Beatty subscribe to and support several transport industry standards schemes. These schemes enhance and improve road safety, legal compliance and environmental performance.

Currently the standards below are an essential requirement for inclusion on bid listings and new work winning.

### Fleet Operator Recognition Scheme (FORS)



FORS is largely focused around policies, governance and legal compliance for heavy goods vehicle fleet operators. Elements of the scheme also include driver management and training, vehicle specification and operational

performance. It brings clarity and further consistency to operator licensing.

To achieve the FORS Bronze standard, the company is subject to multiple audits annually.

There are three standards to aspire to in the scheme – bronze, silver and gold.

# 03

## Construction Logistics on Community Safety

The CLOCS Standard is a national industry standard which was developed to ensure the safest, leanest and greenest construction vehicle journeys.

It defines the primary requirements placed upon the key stakeholders associated with a construction project. The CLOCS Standard places responsibilities and duties on the regulator, the client, the principal contractor controlling the construction site, and the supply chain including the operator of any vehicles servicing that project.

CLOCS is primarily focused around the management of road transport activity to, from and within the project/contract sites. Regarding vehicles and drivers, CLOCS requires the fleet operation to be FORS accredited. The vehicles must have additional equipment installed to protect vulnerable road users and drivers must have attended the FORS approved safe driving course.

### Primary Goals

- zero collisions between construction vehicles and the community
- improved air quality and reduced emissions
- increased efficiency
- fewer vehicle journeys
- reduced reputational risk

# 04

## Vehicle security

All drivers must:

- Ensure the vehicle is locked with closed windows, and all keys removed whilst the vehicle is left unattended
- Ensure keys are kept in a secure place away from the vehicle (for example in a lockable key safe or draw). Use a Faraday pouch or similar to reduce the risk of key cloning
- Where possible, ensure no valuables (either company assets or personal), are left in the vehicle whilst the vehicle is left unattended. If valuables do need to be left in the vehicle, they should be stored out of sight
- Wherever practical, ensure vehicles are parked in secure company premises overnight, at weekends or when not in use. If this is not possible, drivers should consider utilising safe parking options such as CCTV controlled or barriered car parks
- If staying away from home (i.e in hotels), where practical, any tools, materials, and specialist equipment should be stored at the closest secure Balfour Beatty depot or taken inside the accommodation
- If multiple drivers and vehicles are staying in the same location, where practical, vehicles and any tools, materials and specialist equipment should be stored at the closest secure Balfour Beatty depot. Carpool should be used to travel to and from the accommodation if appropriate for the number of drivers.

### REMEMBER!

Loss of vehicles and equipment costs the Company significant amounts of money every year and affects productivity.



# 05

## Driver responsibilities - Light Commercial Vehicles (LCV) up to 3,500kg (3.5T)

### 5.1 Daily vehicle checks

All vehicles must have a pre-use walk around check. This check should take approximately 10 minutes and should include any trailer being towed and ancillary equipment. This is to ensure that to the best of your ability, the vehicle is in a roadworthy condition.

Checks should be completed using the company pre-use check app.

All defects reported via the pre-use check app are automatically logged in the system, however they should be followed up with a report to the Fleet Services Helpdesk on 01332 47601, your local Balfour Beatty workshop or supervisor.

Any defects identified that make the vehicle unroadworthy and therefore unsafe, must be reported and rectified before the vehicle is taken out on the road. This is both a Balfour Beatty company policy as well as a legal requirement.

Check the following for correct operation, security, damage, leaks and cleanliness prior to use:

- Oil, water, washer bottle and other fluid levels
- Battery security
- Lights, indicators, washer / wipers and driving controls, glass, mirrors, horn and seat belts
- Warning lights and dashboard messages that may indicate a problem
- Spotlights, hazard lights and beacons
- Tyres for correct inflation, wear and damage
- Wheels, wheel nuts and wheel nut indicators

- Wings and mud flaps
- Bodywork and company livery
- Ancillary equipment e.g. lorry mounted cranes or integral compressors
- Tow hitch and breakaway cable fitting
- Trailer lights or towing board
- Marker boards and reflective markings
- Excessive exhaust smoke
- Load carried – check weight and security
- Number plates – fitted, clean and legible
- Vehicle cleanliness and presentation both inside and out
- Fluid leaks underneath the vehicle
- Edge protection including any access and egress steps

Ensure you always:

- Carry out checks on your vehicle daily
- Report defects
- Ensure defects are rectified

After completing the pre-use check, continue to monitor your vehicle throughout the working day, if you notice any defects or developing problems ensure you record and report them using the pre-use check app "Ad-hoc" check function. It is good practice to complete a post use check at the end of your shift, report any defects identified on the post use check to give the maintenance teams the opportunity to fix your vehicle before your next shift. This will help reduce downtime the next working day.

# 05

Tyres must be included as part of the drivers pre-use check the tread depth on a Light commercial vehicle (up to 3.5t) must not be less than 1.6mm at any point across a continuous band covering at least 75% of the width of the tread around the circumference of the tyre, as shown below:



Company policy is that tyres should be replaced when the tread depth is at 2mm, and in any event, before the minimum 1.6 mm legal limit for vans and light commercial vehicles.

Tyres should be inspected by the driver as part of their scheduled daily checks. This is to ensure that, as well as the tread depths being within acceptable tolerances, there are no cuts, bulges, tears or any other damage.

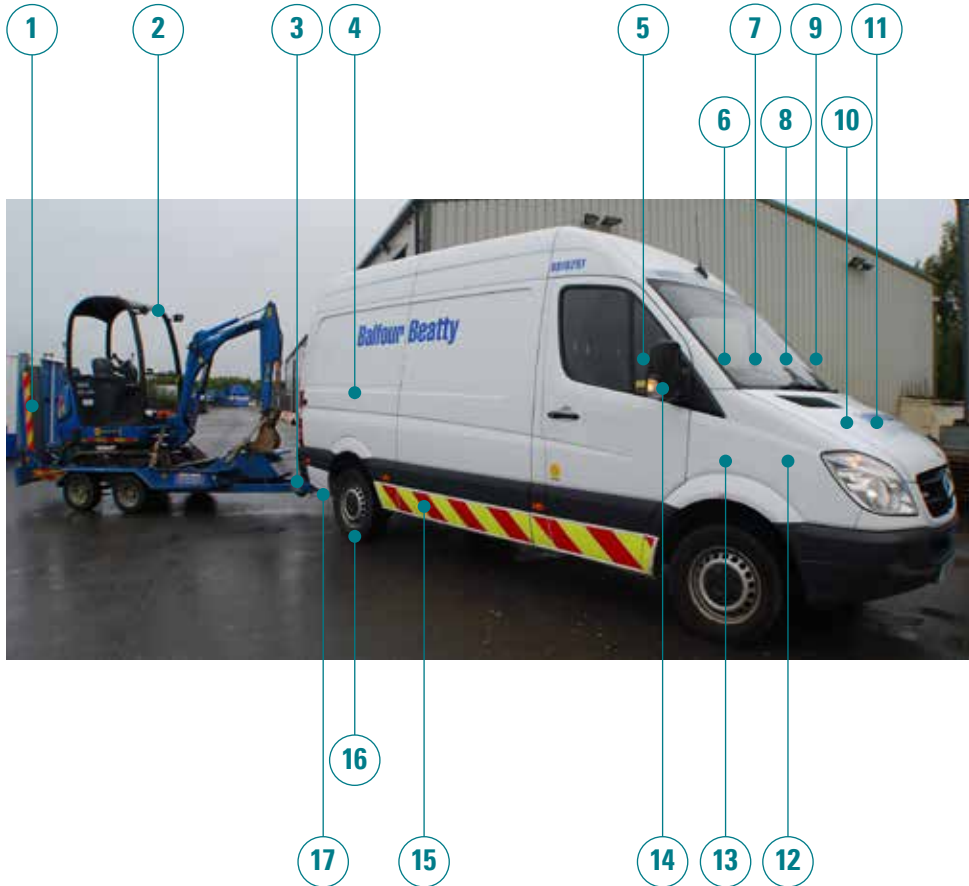
Pressures should also be checked to ensure they are set to vehicle and manufacturer recommendations to ensure tyre performance and maximize tyre life. Incorrectly inflated tyres should be resolved as soon as possible, with consideration given to potential damage caused to under-inflated tyres.

Tyres must be disposed of by the Balfour Beatty appointed tyre supplier.

### REMEMBER!

Do not use a defective vehicle. If in doubt about a vehicle's roadworthiness do not drive it. Speak to your supervisor or contact the Fleet Services Helpdesk on 01332 476071.

## LCV drivers walk around check guide



### 1) Markers / trailer boards

- Check that these are:
- Present if the type of vehicle requires them
  - Not obscured by dirt or other objects
  - Securely fastened
  - Of the correct type
  - Clearly visible
  - Check the number plate is yellow and matches towing vehicle

### 2) Trailer / load

- Check:
- Security of load
  - Weight distribution
  - Condition of ratchet straps and securing devices
  - Sufficient number of securing devices in use
  - The vehicle / trailer is not overloaded

### 3) Coupling security

- Check:
- The trailer (if applicable) is located correctly to tow hitch
  - The breakaway / secondary cable is in good order and secured correctly
  - Towbar is secure and free from debris
  - Trailer electrical socket is attached and all lights are working
  - Cables not hanging on the ground
  - Condition of jockey wheel / prop stand and leg

### 4) Security of body / wings

- Check:
- All fastening devices are present, complete, secure and in working order
  - Cab doors and trailer doors are secure when closed
  - No body panels on vehicle or trailer are loose and in danger of falling off or have sharp edges

### 5) Steering

- Check steering for excessive play
- When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged

### 6) Lights and indicators

- Check:
- All lights and indicators work correctly
  - All lenses are present, clean and of the correct colour
  - Stop lamps come on when the service brake is applied and go off when it is released
  - Marker lights are present and work (where applicable)
  - All dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp, warning lamp, parking brake warning lamp, etc)

### 7) Horn / audible warning

- Check:
- Horn unit works when control is operated
  - Are audible warning systems such as reversing bleeper operational

### 8) Windscreen wipers and washers

- Check:
- Wipers move continually when switched on
  - Wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers
  - Washers point at screen and are operational
  - Washer fluid level

### 9) Brake system

- Check:
- Check for leaks when brake pedal is depressed
  - Handbrake lever locks into position when engaged
  - The service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision
  - The trailer parking brake works by operating it as you do the walk around check

### 10) Battery security / condition

- Check:
- Battery is held securely in place by the correct means not by its cables
  - Battery is not leaking
  - Battery cover is fitted and secure

### 11) Fluid levels

- Check engine oil level, washer bottle, coolant, clutch and brake

### 12) Fuel / oil leaks

- Check:
- Underneath vehicle for any signs of fuel, oil or coolant leaks
  - Fuel filler cap is properly located and no sign of leaks on seal

### 13) Electrical connections

- Check:
- All visible wiring is insulated and is not in a position where it's likely to get chafed
  - All electrical switches operate their components correctly

### 14) Mirrors and glass

- Check that mirrors are aligned properly, secure, free from damage and clean
- Check that your view of the road (especially in the driver's side swept area) isn't obscured by:
  - Damaged or discoloured glass
  - Obstructions (stickers / dashboard clutter)
- Check that the side windows are not damaged or discoloured in a way that obscures the view to a mirror

### 15) Reflectors / hi vis markings

- Check that reflectors / hi vis markings are not:
- Obscured
  - Missing
  - Broken
  - The wrong colour (front white, side orange, rear red)

### 16) Tyres and wheel fixing

- Check:
- Minimum tread depth of 2.0mm (LCV)
  - Sufficient inflation of each tyre
  - No deep cuts / deformities
  - No cord visible anywhere on the tyre
  - No missing or insecure wheel nuts
  - No missing wheel nut indicators and all are correctly aligned
  - Security of wheel bearing hub caps

### 17) Excessive engine exhaust smoke

- Check the exhaust does not emit excessive amounts of smoke
- Check for exhaust leaks

### 5.2 Servicing

All drivers must ensure they are familiar with the servicing requirements and prompts relevant to the vehicle they are operating.

Most vehicles now have a service indicator light on the dashboard which illuminates when the service is due, but some vehicles are still scheduled on a time / mileage basis. Always check with the manufacturer's handbook to ensure you are aware of the servicing requirements.

If you are unsure ask your supervisor or call the Fleet Services Helpdesk on 01332 476071.

#### Cranes and ancillary equipment

A large number of Balfour Beatty commercial vehicles are supplied with ancillary equipment to enable you to carry out your duties safely and efficiently such as:

- Lorry mounted cranes
- Integral compressors / generators
- Taillifts
- Wacker carriers
- Swinglifts

Before you operate any ancillary equipment ensure you are familiar with its safe operation and where appropriate, hold the relevant operators' certification. If you are unsure, please contact your line manager or supervisor.

### 5.3 Working at height

A large number of Balfour Beatty vehicles are provided with access and egress steps together with body edge protection for your safety.

Ensure this equipment is used at all times and steps are kept clean and free of damage.

Any edge protection that is removed for vehicle loading should be refitted as soon as reasonably practical.

When carrying out your daily walk around checks ensure you include the steps and edge protection system.

### 5.4 Driving licence requirements

Drivers of any vehicle up to 3,500kg GVW must hold at least a current category B licence. (A full list of vehicle licence categories can be found in section 25 of this booklet.)

If you are unsure of your eligibility to drive your allocated vehicle or vehicle / trailer combination please refer to the Vehicle Licence Category Guidelines table at the rear of this booklet or contact a Balfour Beatty Transport Manager. To comply with company policy and our duty of care, all Balfour Beatty employees who drive on company business or could be called upon to drive, will have an annual driving licence check.

Failure to provide your current driving licence or sign a DVLA mandate form when requested will result in removal of permission to drive company vehicles.

If you have any medical condition that may affect your ability to drive you must inform your line manager or supervisor and DVLA Swansea if appropriate.

### Do not drive if you are medically unfit. Any driver who receives penalty points, fines or a driving ban must inform their line manager immediately. Failure to do so may result in disciplinary action.

Please refer to <https://www.gov.uk/current-medical-guidelines-DVLA-guidance-for-professionals>

### 5.5 Overloading

It is your responsibility to ensure the vehicle does not exceed its authorised carrying capacity, to ensure any load is secure and to ensure that it does not cause danger to any other road users, pedestrians or property. This also includes all loose items in LCVs.

If you are unsure as to the weight of the load you should:

- Remove part of the load until you are satisfied
- Go from the loading area directly to the nearest weighbridge and have the vehicle weighed

Under no circumstances should you take a risk and proceed on your journey - you will put yourself and Balfour Beatty at risk of prosecution.

The law states that as the driver, even if you did not load the vehicle, you are still legally responsible when driving it. If you are stopped by DVSA and found to have an unsecure load or an overloaded vehicle you can be issued with a fixed penalty notice, penalty points or, in more serious cases, prosecution in court.

### The maximum fine for an overloading offence is £5,000 plus penalty points.

How do I know the weight limits of my vehicles?

- Vehicle specific details are found on the manufactures plate in the cab axle weight – the maximum weight any single axle can impose on the road
- Gross vehicle weight (GVW) is the maximum fully laden weight

**Note: the sum of the individual legal axle weight limits will always be greater than the GVW. This is to compensate for the distribution of the load which can never be perfect due to the variations of loads carried.**

- Gross train weight (GTW) is the maximum laden weight of the vehicle and trailer combination

What can I do to prevent my vehicle being overloaded?

- Know the weight limits of your vehicle
- Know the weights of the equipment you carry
- If unsure use public weigh bridges
- If in doubt make an extra journey to get equipment to site or share the load with other teams on the same job
- Only carry what you need, don't hoard tools and equipment on the vehicle
- Plan work with consideration of getting tools and equipment to site
- If in doubt, do not take the vehicle out unless travelling directly to a weighbridge
- Seek assistance from the Fleet Compliance Team to get your vehicle weighed on 01332 476071
- Report any defects you identify to the Fleet Services Helpdesk on 01332 476071, your local Balfour Beatty workshop or supervisor.



### 5.6 Load security

Vehicles carrying unrestrained loads are a safety risk to their drivers and passengers, they also pose a danger to other road users and the public. Drivers in light commercial vehicles used for construction and highways maintenance commonly carry a variety of tools the driver uses during their work. These include small hand tools such as hammers, spirit levels, shovels and heavier items like power saws, other items of plant or generators. In all circumstances these items must be secured to the vehicle by means of a load securing system.

For example, small items in rear of a pick-up are not considered secure just because they are contained within the drop-sides. These items must be secured by appropriate measures (storage/toolbox, straps etc.) to prevent them moving whilst in transit and ejecting from the vehicle.

If the load shifts around the vehicle during transit, the vehicle can become unstable. Commercial vehicles are particularly vulnerable to rolling over because they have a higher centre of gravity than other vehicles.

If you're responsible for loading vehicles, you should make sure all loads are appropriately secured so they cannot move, and remain in a safe condition during loading, transit and unloading.

Loads can move under braking or cornering, the forces exerted can be surprisingly high even at low speeds. Sudden acceleration can also cause a load to move around. You should also remember that just because the load is heavy it does not mean that it will not slide or topple over if suitable load restraints aren't used.

Even a carefully packed load can present a risk if it is not secured properly and moves around in transit. As such it is important that you re-check load security during any breaks in your journey.

When considering your load, be aware that loose loads such as aggregates and spoil which can blow off whilst travelling should be secured by means of a sheet or netting.

**The law states that as a driver, even if you did not load the vehicle, you are still legally responsible when driving it. If you are stopped by the DVSA or the police and found to have an overload vehicle or an insecure load you can be issued with a fixed penalty notice, penalty points or in more serious cases face prosecution. The maximum fine of an overload offence is £5,000 plus penalty points.**

### 5.7 Towing

Ensure you have the correct driving licence entitlement for the vehicle and trailer combination. Are you aware of the reduced speed limits that apply? (refer to section 25 Vehicle Licence Category Guidelines).

Ensure you have carried out the appropriate vehicle and trailer specific checks listed below:

- Load positioned centrally
- Load safely secured
- Trailer axle and gross weights within the trailers' limits
- GTW within towing vehicle limits
- Tow hitch and breakaway cable fitted correctly
- Trailer lights or towing board fitted and working
- Correct number plate is fitted, clean and legible
- Correct coupling height
- Tyres, wheels, wheel nuts and wheel nut indicators

### 5.8 Drivers hours

These are guidelines (with the exception of the statutory daily driving limit) that you should not normally or regularly exceed.



#### Statutory daily driving limit:

Must not exceed 10 hours

#### Recommended maximum driving period:

2 hours (followed by at least a 15 minute break)

#### Recommended daily rest period:

11 hours not driving or working

# 06

## Driver responsibilities - Heavy Goods Vehicles (HGV) over 3,500kg (3.5T)

### 6.1 Daily vehicle checks

All vehicles must have a pre-use check. Typically, this check should take a minimum of 10 minutes and should include any trailer being towed and ancillary equipment.

This is to ensure that to the best of your ability, the vehicle is in a roadworthy condition.

All defects found should be reported to either the Fleet Services Helpdesk on 01332 476 071, your local Fleet Services Workshop or supervisor. If the defect renders the vehicle un-roadworthy, the vehicle must be taken out of service immediately, signage must be put in the vehicle that clearly states it cannot be driven and the keys must be handed to the line manager/ supervisor stating reason for the un-roadworthy defect. The line manager/ supervisor must not allow the vehicle to be driven until the defect is rectified and signed off.

### Pre-Use Check App

Drivers must use company pre-use check app. If a driver using the electronic app records a defect this will be sent electronically through to the Helpdesk. If the driver has had no response from the Helpdesk after 30 minutes, then they must phone the Helpdesk.

Check the following for correct operation, security, damage, leaks, and cleanliness:

- Oil, water, washer bottle and other fluid levels
- Battery security
- Lights, indicators, washers/wipers and driving controls, glass, mirrors, horn, and seatbelts
- Warning lights and dashboard messages that may indicate a problem
- Hazard lights and beacons
- Tyres for correct wear, damage and inflation.
- Wheels, wheel nuts and wheel nut indicators
- Wings, mudflaps, and spray suppression
- Bodywork and company livery
- Tow hitch and breakaway cable fitting
- Trailer lights or towing board
- Marker boards and hi vis reflective markings
- Excessive exhaust smoke
- Load carried - checking weight and security
- Number plates, fitted, clean and legible
- Cranes and other ancillary equipment e.g., compressors or crash cushions
- Vehicle cleanliness and presentation both in- side and outside
- Fluid leaks underneath the vehicle
- Check Vulnerable Road User Safety Equipment - Prominent warning signage, side protection, Class V/ VI mirrors, side scan/camera systems

# 06

After completing the pre-use check, continue to monitor your vehicle throughout the working day, if you notice any defects or developing problems ensure you record and report them using the ad-hoc function on the app. It is good practice to complete a post use check at the end of your shift, report any defects identified on the post use check to give the maintenance teams the opportunity to fix your vehicle before you next come on shift. This will help reduce downtime the next working day.

### Ensure you always

- Carry out checks on your vehicle prior to use
- Report defects
- Ensure defects are rectified

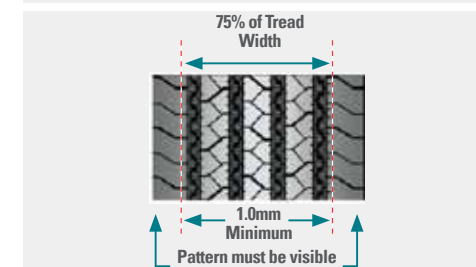
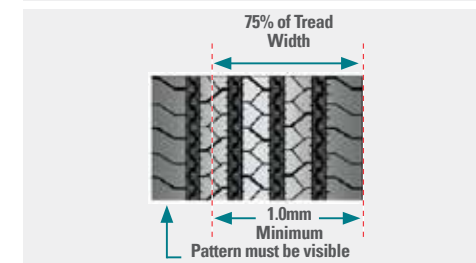
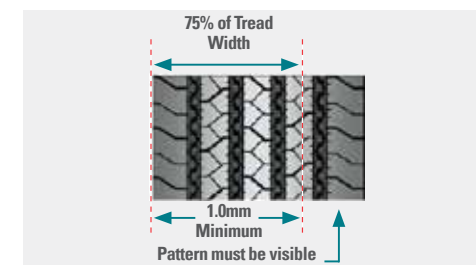
### REMEMBER!

Do not use a defective vehicle. If in doubt about a vehicle's roadworthiness do not drive it. Speak to your supervisor or contact the Fleet Services Helpdesk on 01332 476071.

### 6.2 Tyres

Company policy is that tyres should be replaced when the tread depth is at 2mm, and in any event, before the minimum 1 mm legal limit for HGV's.

**NOTE: The minimum legal tread depth for HGV tyres is not less than 1mm at any point across continuous band covering at least 70% of the width of the tyre around the circumference of the tyre, as shown below.**



Where a twin axle tyre is replaced, the non-replaced tyre must be checked and not have a difference in tread depth of more than 4mm. If there is a difference of >4mm, both tyres are to be replaced.

Tyres should be inspected by the driver as part of their scheduled daily checks. This is to ensure that, as well as the tread depths being within acceptable tolerances, there are no cuts, bulges, tears or any other damage. Pressures should also be checked to ensure they are set to vehicle and manufacturer recommendations to ensure tyre performance and maximise tyre life. Incorrectly inflated tyres should be resolved as soon as possible, with consideration given to potential damage caused by under-inflated tyres.

Tyres must be disposed of by the Balfour Beatty appointed tyre supplier.

### 6.3 Servicing

All Balfour Beatty vehicles greater than 3,500kg GVW are inspected as per our "O" licence undertakings. This can be on a six or eight weekly cycle.

Servicing is carried out as per manufactures recommendation and aligned with the appropriate schedule for your vehicle.

Inspections and servicing are scheduled by the Fleet Services team and you will be notified of booking dates via your supervisor. It is good practice for you to keep notes of future inspection dates.

When presenting your vehicle for maintenance or MOT, ensure the vehicle is unloaded and the cab is tidy with all in cab items secure.

**NOTE: If your vehicle inspection is overdue, it must be parked up and not used until the inspection has been carried out and the vehicle declared roadworthy.**

**A "VOR" note must be displayed in the cab and the keys must be locked away.**

If you are unsure ask your supervisor or the Fleet Services Helpdesk 01332 476071.

#### Cranes and ancillary equipment

A large number of Balfour Beatty commercial vehicles are supplied with ancillary equipment to enable you to carry out your duties safely and efficiently such as:

- Lorry mounted cranes
- Integral compressors / generators
- Taillifts
- Wacker carriers
- Swinglifts

Before you operate any ancillary equipment ensure you are familiar with its safe operation and, if appropriate, hold the relevant operator's certification. If you are unsure please contact your line manager or supervisor.

### 6.4 Working at height

A large number of Balfour Beatty vehicles are provided with access and egress steps together with body edge protection for your safety. Ensure this equipment is used at all times and steps are kept clean and free of damage. Any edge protection that is removed for vehicle loading should be re-fitted as soon as reasonably practical by a competent person.

### 6.5 Driving licence requirements

Drivers of any vehicle greater than 3,500kg GVW and up to 7,500kg must hold at least a current category C1 licence. Drivers of vehicles greater than 7,500kg GVW must hold at least a current category C licence.

If you are unsure of your eligibility to drive your allocated vehicle or vehicle / trailer combination, please refer to section 26 of this booklet or contact one of the Balfour Beatty Transport Managers.

To comply with company policy and our duty of care, all Balfour Beatty employees who drive on company business or could be called upon to drive on company business must hold a current and valid Balfour Beatty Permit to Drive and will be subject to a driving licence check. Failure to provide your current driving licence or sign a DVLA mandate form when requested will result in removal of permission to drive company vehicles.

If you have any medical condition that may affect your ability to drive you must inform your line manager and DVLA Swansea if appropriate.

#### Do not drive if you are medically unfit.

**Any driver who receives penalty points, fines or a driving ban must inform his or her line manager immediately. Failure to do so may result in disciplinary action.**

Please refer to <https://www.gov.uk/current-medical-guidelines-dvla-guidance-for-professionals>

### 6.6 Overloading

It is the driver's responsibility to ensure the vehicle does not exceed its authorised carrying capacity, to ensure any load is secure and to ensure that it does not cause any danger to any other road users, pedestrians or property.

If you are unsure as to the weight of the load you should:

- Go from the loading area direct to the nearest weighbridge and have the vehicle weighed. If at the weighbridge, the vehicle is found to be overloaded do not proceed until the load is partially removed and the vehicle within its weight limits
- Remove part of the load until you are satisfied your vehicle is within legal limits

Under no circumstances should you take a risk and proceed on your journey. You will put yourself and the Balfour Beatty at risk of prosecution.

The law states that as the driver, even if you did not load the vehicle, you are still legally responsible when driving it. If you are stopped by DVSA and found to have an insecure load or an overloaded vehicle you can be issued with a fixed penalty notice, penalty points or in more serious cases face prosecution.

**The maximum fine for an overloading offence is £5,000 plus penalty points.**

#### How do I know the weight limits of my vehicle?

- Vehicle specific details are found on the manufactures plate in the cab. In the case of an HGV, details are also on the brown laminated VTG6 plate in the cab
- Axle weight – the maximum weight any single axle can impose on the road
- Gross vehicle weight - the maximum fully laden weight

**Note:** The sum of the individual legal axle weight limits will always be greater than the GVW, this is to compensate for the distribution of the load which because of the variations of loads carried can never be perfect.

- Gross train weight (GTW) – GTW is the maximum laden weight of the vehicle and trailer combination

#### What can I do to prevent my vehicle being overloaded?

- Know the weight limits of your vehicle
- Know the weights of the equipment you carry
- If unsure use public weigh bridges
- If in doubt make an extra journey to get equipment to site or share the load with other teams on the same job
- Only carry what you need, don't hoard tools and equipment on the vehicle
- Plan work with consideration of getting tools and equipment to site
- If in doubt do not take the vehicle out unless travelling direct to a weighbridge
- Seek assistance from the fleet compliance team to get your vehicle weighed

**Note:** For your nearest weighbridge, please refer to <http://chrishodgetrucks.co.uk/useful-info/truck-weighbridges.htm>

#### 6.7 Vehicle and trailer load security

Vehicles carrying unrestrained loads are a safety risk to their drivers and passengers as well as posing a significant danger to other road users and the general public.

An unrestrained load can increase the risk of the vehicle rolling over or spilling its load onto the highway. If the load shifts around the vehicle during transit the vehicle can become unbalanced.

Commercial vehicles are particularly vulnerable to rolling over because they have a higher centre of gravity than other vehicles.

Loads often shift under braking or turning and the forces exerted can be surprisingly high even at low speeds. Sudden acceleration can also make a load move. You should remember that just because a load is heavy doesn't mean it won't slide or topple over if suitable restraints aren't used.

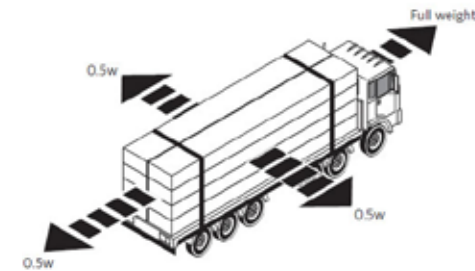
Even a carefully packed load can present a risk if it's not secured properly and moves around in transit. As such it is important that you re-check load security during any breaks in your journey.

When considering your load be aware that loose loads such as aggregates and spoil which can blow off whilst travelling should be secured by means of a sheet or netting. If you are stopped by enforcement agencies and found to have an overloaded vehicle or an insecure load you can be issued with a fixed penalty notice, penalty points or in more serious cases prosecution in court.

The law states that as the driver, even if you did not load the vehicle, you are still legally responsible when driving it.

#### Load security check list

- Can the load slip or topple backwards?
- Can the load slide or topple off the side?
- Is the load unstable?
- Is the load securing equipment in good condition?
- Is there anything loose that might fall off?



# 06

## Daily checks - visual guide to maintaining HGV roadworthiness



# 06

### 1) Electrical connections

- Check:
- All visible wiring is insulated and is not in a position where it's likely to get chafed
  - All electrical switches operate their components correctly

### 2) Mirrors and glass

- Check that they are aligned properly and are secure and clean
- Check that your view of the road (especially in the driver's side swept area) isn't obscured by:
  - Damaged / discoloured glass
  - Obstructions (stickers, etc)
  - Check that the side windows are not damaged or discoloured in a way that obscures the view to a mirror
  - Dash free from clutter

### 3) Windscreen wipers and washers

- Check:
- Wipers move continually when switched on
  - Wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers
  - Washers point at screen and are operational
  - Washer fluid level

### 4) Horn

- Check:
- Horn control is easily accessible from driver's seat
  - Horn unit works when control is operated

### 5) Steering

- Check steering for excessive play
- When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged

### 6) Ancillary equipment

- Wacker carrier is in stowage position and locked in
- Crane / grab is checked for security / operation / lubrication (e.g. the ABS warning lamp, full headlamp, warning lamp, parking brake warning lamp, etc)

### 7) Security of load

- All loads are secured adequately
- Containers should have an effective secondary locking device fitted
- Load must be evenly distributed to prevent overloading of axles

### 8) Reflectors / hi vis markings

- Check that the reflectors (if required) are not:
- Obscured
  - Missing
  - Broken
  - The wrong colour (front white, side orange, rear red)

### 9) Markers / trailer boards

- Check that these are:
- Present if the type of vehicle requires them
  - Not obscured by dirt or other objects
  - Securely fastened
  - Of the correct type
  - Clearly visible
  - Check the number plate is yellow and matches towing vehicle

### 10) Coupling security

- Check:
- The trailer (if applicable) is located correctly to the tow hitch
  - The breakaway / secondary cable is in good order and secured correctly
  - Towbar is secured and free from debris
  - Trailer electrical socket is attached and all lights are working
  - Cables not hanging on the ground

### 11) Security of body / wings

- All fastening devices are present, complete, secure and in working order
- Cab doors and trailer doors are secure when closed
- No body panels on vehicle or trailer are loose and in danger of falling off or have sharp edges

### 12) Excessive engine exhaust smoke

- Check the exhaust doesn't emit excessive amounts of smoke
- Check for exhaust leaks

### 13) Battery security / condition

- Check:
- Battery is held securely in place by the correct means not by its cables
  - Battery is not leaking
  - Battery cover is fitted and secure

### 14) Spray suppression

- Flaps should be fitted (where required)
- Stiff and secure
- Undamaged
- Not clogged with mud or debris

### 15) Tyres and wheel fixing

- Check:
- Minimum tread depth of 2.0mm (LCV)
  - Sufficient inflation of each tyre
  - No deep cuts / deformities
  - No cord visible anywhere on the tyre
  - No missing or insecure wheel nuts
  - No missing wheel nut indicators and all are correctly aligned
  - Security of wheel bearing hub caps

### 16) Fuel / oil leaks

- Check:
- Underneath vehicle for any signs of fuel, oil or coolant leaks
  - Fuel filler cap is properly located and no sign of leaks on seal
  - Hydraulic tank cap is in place and secure

### 17) Lights and indicators

- Check:
- All lights and indicators work correctly
  - All lenses are present, clean and of the correct colour
  - Stop lamps come on when the service brake is applied and go out when released
  - Marker lights are present and work (where applicable)
  - All dashboard warning lamps work correctly (e.g. the ABS warning lamp, full headlamp, warning lamp, parking brake warning lamp etc.)

### 18) Fluid levels

- Check engine oil level / washer bottle / coolant / clutch and brake

### 19) Brake system

- Check:
- Air pressure build up and check for leaks when brake pedal is depressed
  - Handbrake level locks into position when engaged
  - The service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision
  - The trailer parking brake works by operating it as you do the walk around check

## Drivers hours

- You must never drive a heavy goods vehicle on the road with another person's driver card inserted or allow other drivers to use your card
- Ensure your driver card is downloaded on a regular basis by whichever means is available at your depot, such as a DigiPropost station, managers desktop down-loader or by inserting your card into a vehicle that is equipped with a Digi DL remote downloading unit

Driver card downloads should be completed at least weekly and at intervals of no more than 14 days. If you are going on holiday or any other pre-planned absence from work, you must download your driver card as near to as possible, your last day at work.

### 7.1 Driver Monitoring

The pre-use check app on your phone also gives you provision to review and monitor your duty times, driving times, daily rest, and next weekly rest period

Simply open the app, select TruDriver, this will take you into your latest dashboard. Bear in mind that this will be data as of your last driver card download so it's important to make sure that you download your card as often as possible.

### 7.2 Definition of a driver

A driver is a person in charge of a vehicle who holds the appropriate class of driving licence and driver qualification card (DCPC).

### 7.3 Legal obligations and penalties

It is an offence for you to contravene these rules or for an employer or anyone else who instructs you, to cause or permit you to do so.

The penalty on summary conviction is a fine of up to £2,500 per offence and the operator's licence and your driver licence may be at risk.

You are not liable to conviction if you prove to the court (in the case of a driver or employer) that the contravention was due to unavoidable delay in completing the journey arising from circumstances that could not reasonably have been foreseen.

It is essential that such delays should be entered in the driver's record book at the time to avoid possible misunderstandings at a later date. If the delays become a regular occurrence, the contracts management will thoroughly investigate the driver's schedule to make sure it can be done within the prescribed hours. Should you exceed the regulation when dealing with an emergency it is essential that details are entered in your driver record book at the time along with the job number to support the contravention.

In the case of an employer (or anyone else who orders the driver is subject to), that the contravention was because that you had, during the period concerned, also been employed by someone else where you were not subject to the first employer's instructions and the first employer was not and could not reasonably have become aware of the fact.

### 7.4 Main provisions (UK domestic drivers hours rules)

There are two requirements which apply to goods vehicle drivers covered by domestic rules.

- A daily duty limit of 11 hours in any 24 hour period
- Duty covers any time spent on duty for a driving employer; the limit does not apply to non-driving days
- A daily driving limit of 10 hours within the 11 hour duty period
- Off-road driving is not included in the daily driving limit but does count toward the 11 hour duty period

#### Daily rest

Continuous 11 hours in the 24 hour period that started when the driver reported for work following the previous rest period. This may be lowered to 9 hours for essential operations, such as gritting or emergency repair work, where compensatory rest should be considered. Organisations should establish their own criteria on what is an essential operation

#### Weekly rest

Continuous 24 hours per 7 days or continuous 48 hours in a 14 day period. Where it is necessary to extend these periods risks should be fully assessed taking into account the type of work being undertaken and compensatory rest considered

#### Rest breaks

Minimum 30 minute break after 4.5 hours driving (continuous or aggregated) or after 6 hours duty or 45 minute break after 9 hours duty (combined driving and/or other work) whichever is achieved first

### 7.5 Part-time drivers

If you drive for less than four hours in each calendar day in any fixed week (commencing at midnight Sunday / Monday) you need not observe driver's hours requirements during that week. In practice this means that you can ignore the daily duty limit, but if you drive for more than four hours, even on just one day, the limit applies for the whole of that week.

Therefore, if you have driven for less than four hours on days one to four and have worked more than 11 hours taking advantage of this rule you cannot then drive for five hours on day five without breaking the law.

**Note: it is Balfour Beatty policy that regardless of how many hours driven, you must complete the logbook.**

### 7.6 Exemptions

#### Emergencies

The limits can be exceeded in the following circumstances.

Events that cause or are likely to cause:

- Danger to life or health of a person or animal
- A serious interruption in water, gas, electricity, drainage, telecommunications or post services
- Serious interruption in the use of roads, railways, ports or airports
- Events likely to cause such serious damage to property, so that immediate action is needed

During periods of emergency the company has a duty of care to ensure you are fit to work and drive.

**Note: if at any time you are unsure as to your compliance with the regulations contact your contract transport representative or a Balfour Beatty Transport Manager.**

To assist you in the decision process of 'should I exceed the driver's hours in this instance?' follow the guidelines below.

- Is there a danger to life?
- Is there a disruption to services / traffic?
- Is there an alternative method?  
Subcontractor, use another driver?
- Has this been authorised by a manager?

**Only when all of the above has been actioned should you exceed the driver's hours limits.**

### 7.7 Record keeping

As a commercial vehicle driver, it is your responsibility to ensure you record details of driving time, duty time, rests and breaks.

Historically GB Domestic driver's hours records have been recorded and stored on duplicated copy logbooks.

Since 2020, almost all Balfour Beatty heavy goods vehicle operations have migrated from logbooks to the Digital Tachograph to record GB Domestic driver's hours.

The Digital Tachograph is a far more efficient, accurate, secure and compliant way of recording GB Domestic driver hours.

Using the digital tachograph does not in any way change GB Domestic driver's hours rules, it is simply a different and more sophisticated way of recording them.

- Drivers must hold a DVSA issued tachograph "Driver card", you should ensure your driver card is valid and be aware of the 5 yearly expiry date to ensure it is renewed before its expiry date

- If you hold a Tachograph driver card you must use it when driving heavy goods vehicle to record your driving activity, unless specifically authorised by a company nominated Transport Manager to use logbooks
- At the start of your shift, wherever possible, and importantly before you commence your vehicle pre-use checks, you should insert your driver card into the tachograph vehicle unit (VU), then set the VU to "out of scope", this will ensure your driving records are recorded and analysed under GB Domestic driver's hours regulations
- Once the card is inserted in to the VU and set to out of scope, the only mode switch change you will need to use throughout your shift is the rest mode
- You must ensure your rest/breaks times are recorded
- Any manual entries must be input on the tachograph to ensure duty time is recorded if you're not on using your vehicle all day. Each time you insert your card the tachograph VU will prompt you about manual entries
- At the end of your shift change the mode to rest prior to ejecting your card. Ensure you remove your driver card from the VU and take it with you
- You must never drive a heavy goods vehicle on the road with another person's driver card inserted or allow other drivers to use your card
- Ensure your driver card is downloaded on a regular basis by whichever means is available at your depot, such as Digi post pro station, managers desktop downloaded or by inserting your card in a vehicle equipped with a DigiDL remote download unit
- Driver card downloads should be completed at least weekly

### Summary of driving limits

Daily driving	9 hours. May be extended to 10 hours twice a week.	This is the maximum driving time between two daily rest periods or between a daily and weekly rest period. Increases to 10 hours do not require compensation.
Weekly driving	56 hours maximum	
Fortnightly driving	90 hours	A fortnight is any rolling two-week period commencing midnight Sunday / Monday. 40 hours driven in week one means a maximum of 50 in week two, then only 40 hours maximum driving time in week three is possible.
Breaks from driving	Total of 45 minutes at or before the end of 4.5 hours of cumulative driving must be taken.	45 minutes may be split into two breaks, the first must be at least 15 minutes long and the second at least 30 minutes long. Once 45 minutes total break time is completed, you are free to drive for another period of up to 4.5 hours (if available). When taking a break, you are not permitted to work.
Daily rest	11 hours in a 24 hour period commencing at the end of the last daily rest or weekly rest. This may be reduced to a minimum of 9 hours three times between weekly rests.	Daily rest can be taken in a stationary vehicle fitted with a bunk.
Split daily rest	12 hours total	This can be in two periods, the first being at least three hours, the second at least nine hours.
Working day	13 or 15 hours	This is limited by daily rest requirements. Therefore, normal spread over a shift would be no more than 13 hours, but this can be extended to up to 15 hours if the minimum reduced rest is taken.
Weekly rest	45 hours reducible to a minimum of 24 hours. In any two-week period you must take at least two weekly rests, one of which must be at least 45 hours long.	To be taken no later than six 24-hour periods after you started work following last weekly rest. Can be reduced to a minimum of 24 hours. Any reduction must be compensated by a single equivalent amount by the end of the third week following the reduction and must be linked to a daily or weekly rest period of at least 9 hours long. Two or more compensating periods may be added together. As a daily rest, reduced weekly rest may be taken in a stationary vehicle fitted with a bunk. No other paid employment may be taken during this period.



# 07

## 7.8 Working time for EU regulated drivers

### Summary of working time directive

#### Weekly working time

48 hours

#### Reference period

Normally 17 weeks

#### Maximum hours in any one week

60 hours

#### Breaks

30 minutes for between six and nine hours work.  
A further 15 minutes after nine hours work.

**Weekly working time:** this must not exceed an average of 48 hours per week over a reference period. A maximum working time of hours can be performed in a single week providing the average 48-hour limit is not exceeded.

**Night work:** if night work is performed, working time must not exceed ten hours in any 24-hour period. Night time is a period between 00:00 and 04:00 for goods vehicles.

#### Breaks:

- Mobile workers must not work for more than six consecutive hours without taking a break
- If your working hours total between six and nine hours, working time should be interrupted by a break or breaks totalling at least 30 minutes
- If your working hours exceed 9 hours, working time should be interrupted by a break or breaks totalling at least 45 minutes
- Breaks should be at least 15 minutes duration
- **Rest:** the regulations are the same as the EU drivers' hours rules



## Driver licensing and competencies

All company commercial vehicle drivers should carry the following with them at all times whilst on company business:

- Photo card driving licence
- Driver Qualification Card (DQC)
- Driver card (tacho card) if a holder
- Company permit to driver card (if issued)
- Relevant ancillary equipment competency cards e.g. ALLMI card for lorry loader operators

Drivers should ensure they have the correct driving licence category entitlement for the vehicle and / or trailer / plant they intend to drive.

If unsure, **ask**.



- All HGV drivers must complete 35 hours of DVSA accredited training every 5 years to renew their DQC
- This applies to all drivers whether a regular driver or a manager / supervisor who drives a truck occasionally, no matter how infrequently
- The training must be completed in blocks of no less than 7 hours

- The training has no pass or fail criteria but attendees must produce their driving licence to allow the training, organisation to register the training with the DVSA
- On completion of 35 hours training, the DVSA will issue a driver qualification card to accompany the individual's driving licence. This will be the individual's card and not Balfour Beatty property
- 35 hours of accredited training needs to be completed every five years to maintain the qualification
- You must carry your card at all times when driving. Driving without a card and to cause or permit another person to do so is an offence that could incur fixed penalty fines, prohibiting you and action against the company's "O" licence. In addition, you would not be qualified to drive and the motor vehicle insurance is rendered invalid



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# 09

## Operating centres

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Wherever possible all HGV's, when not in use, should be parked at a Balfour Beatty Group Operating Centre as listed on the group "O" Licence.

The operating centre is defined as the base or centre at which a vehicle is normally kept.

Where operational necessity dictates or you cannot get back to base within your operating drivers hours, the vehicle must be parked safely and securely so as not to be a danger or nuisance to members of the public or other road users.

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# 10

## Vehicle enforcement encounters

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If you are subject to a vehicle stop by one of the following enforcement agencies:

- DVSA (Driver and Vehicle Standards Agency)
- Police
- Customs and Excise
- Department for Work and Pensions

You must follow the instructions of the enforcement officer and provide any information requests such as access to the pre-use check app and tachograph unit.

Enforcement stops could involve one or more of the following checks:

- Vehicle roadworthiness
- Overloading and load security checks
- Driver hours and licence checks
- Diesel checks

Whilst the above are the more regular checks, there may be others.

By following the guidance contained in this booklet all stops and checks by enforcement agencies should result in a "clear encounter". In this case you should request the document PGDN35 demonstrating a fault free examination. In the event of enforcement officers finding a fault or issuing a prohibition order, which could prevent your onward journey, you must contact your supervisor and Balfour Beatty Transport Manager immediately.

---

# 10

**All prohibition and fault free examination documentation must be returned to the fleet compliance team at Derby within 24 hours.**

**Any enforcement encounter should be reported to a Balfour Beatty Transport Manager within 24 hours.**

**Note: normally if a prohibition order is issued, the driver will also be issued with a fixed penalty fine.**

The company Transport Managers named on the Balfour Beatty Group Ltd Goods Vehicle Operator Licence are personally responsible for the continuous and effective management control of own operated Goods Vehicle operations.

To satisfy statutory requirements, Transport Managers have the authority to remove unroadworthy vehicles from use and suspend drivers from driving Heavy Goods Vehicles, including where appropriate, light commercial vehicle drivers to ensure compliance or whilst investigations are in progress.

Any vehicle stand downs or driver suspensions will be at the Transport Managers discretion based on severity of failing and circumstance surrounding it.

Examples of how BBGL Transport Manager may exercise a discretionary approach:

- Transport Manager and/or local management to conduct a documented interview with the driver (record of discussion)
- 14-day driving suspension plus risk points recorded on the Permit to drive profile
- 28-day suspension plus additional risk points recorded on the Permit to drive profile
- Escalate to Group Transport Manager and start a HR-plus disciplinary case against the offending driver

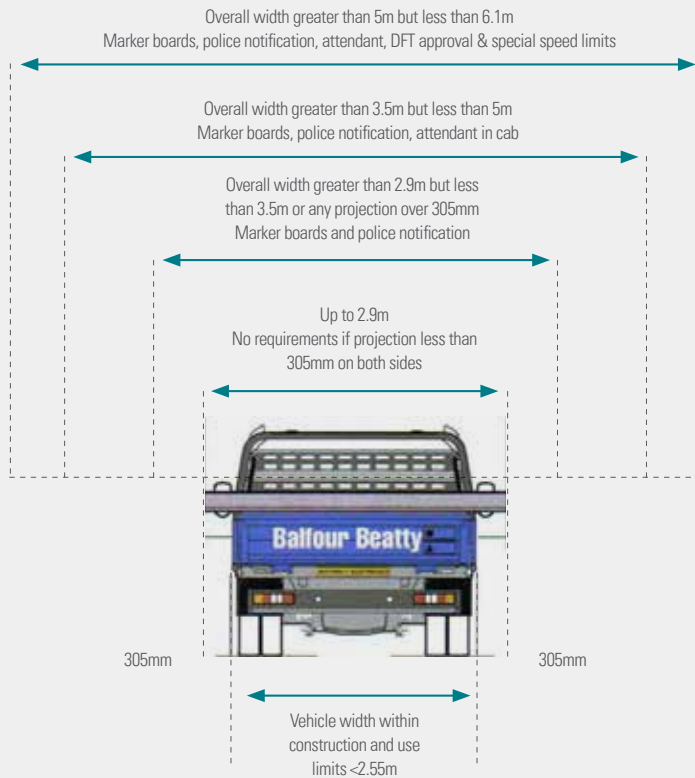
Contract and project managers must take instruction and guidance from BBGL Transport Managers as regards matters relating to Commercials vehicle and driver operations. The BBGL Transport Managers decision will be final.

## Abnormal loads

It is inevitable that one day you will be asked to transport something longer or wider than usual e.g. a length of 600mm diameter pipe, or a sheet of 8'x4' plywood. You must still make sure that you don't forget the basics in respect of safe loads.

Details of overhanging and projecting load requirements are shown on the diagrams below. Whilst the diagrams below show a 3,500kg dropside vehicle, the projecting measurements are relevant to all commercial vehicles. Ensure all lights including outlying markers are visible at all times.

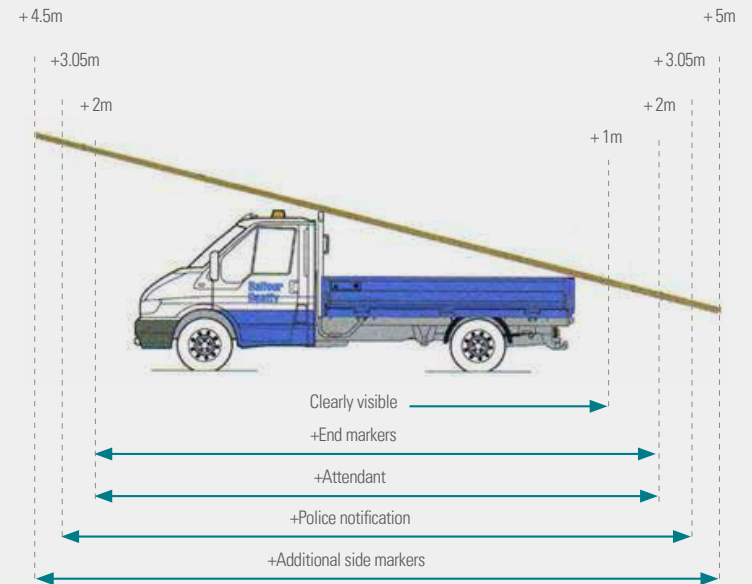
### Wide loads



### Long loads

There are no specified requirements for loads projecting rearwards up to one metre and forwards up to two metres. However, it is good practice to ensure that these are also clearly visible.

**Remember:**  
if you are unsure of any of the load limits then ask.



## Transporting dangerous goods

Balfour Beatty vehicles do not carry dangerous goods other than small ADR exempted amounts e.g. fuel for use in small plant, propane bottles for use in Hotboxes.

In the case of fuel i.e. petrol or diesel, up to 60 litres can be carried on a vehicle in approved portable containers such as jerry cans.

The requirements in this instance are:

- You should receive a documented briefing as to what to do in the event of an emergency or incident
- The vehicle should carry a 2kg dry powder fire extinguisher

You should be aware that carriage of various other dangerous chemicals, gases and substances, even in small quantities will mean certain rules have to be adhered to.

It could be that certain loads may fall into the scope of full ADR (European agreement concerning the international carriage of dangerous goods by road). In this case you would need to be formally ADR qualified, documentation would need to be in place and the vehicle would have to meet certain criteria in terms of onboard equipment and markings.

If a box, container, drum, bottle or other form of packaging displays a UN (United Nations) number and a diamond hazard label indicating one of the opposite, and you are unsure, seek help from your manager or Transport Manager.



**Class 1**  
Explosive substance



**Class 2**  
Gases



**Class 3**  
Flammable Liquids



**Class 4.1**  
Flammable solids and self  
reflective substances



**Class 4.2**  
Substances liable to  
spontaneous combustion



**Class 4.3**  
Substances which in  
contact with water,  
emit flammable gases



**Class 5.1**  
Oxidizing substances



**Class 5.2**  
Organic peroxides



**Class 6.1**  
Toxic substances



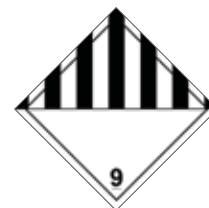
**Class 6.2**  
Infectious substances



**Class 7**  
Radioactive substances



**Class 8**  
Corrosive substances



**Class 9**  
Environmentally hazardous and miscellaneous  
dangerous substances

# 13

## Best practice

### 13.1 Planning and preparation (all vehicle classes)

You should undertake a check of your vehicle and proposed route before each journey, particularly if using an unfamiliar vehicle. These checks should include, but are not limited to:

- Establishing the controls layout for an unfamiliar vehicle
- Taking the time to adjust the seat and ensure you are comfortable
- Adjusting head restraints on all occupied seats (centre of headrest level with ears)
- Checking mirrors are clean and adjusted correctly
- Checking windows are clean and vision is clear
- Checking seat belts work – always wear yours and ensure passengers do so as well
- Ensuring screenwash fluid is topped up with additive
- Checking your route and planning the journey. If you have a sat nav, set it before starting your journey. You should not adjust your sat nav whilst driving.

For long journeys plan your rest breaks – at least 15 minutes every two hours. If the return journey is to be made on the same day, ensure you give yourself enough time. If not, plan to stay overnight.

### 13.2 Parking

When parking your vehicle ensure it is in a safe and secure, and where possible, illuminated area causing no danger or nuisance to any member of the public or other road users. When parking on incline, leave the vehicle in gear and turn the front wheels in to the kerb to help prevent any risk of roll away. When parking ensure all equipment either in the cab or rear of the vehicle, is locked away and where possible not visible.

All heavy goods vehicles should be parked at an authorised goods vehicle operating centre when not in use.

Wherever possible vans and light commercial vehicles should be parked at secure Balfour Beatty premises when not in use, this is particularly important during prolonged holiday periods such as annual leave and Christmas holiday shut down.

Drivers of vans and light commercial vehicles should have permission from project/contract management to park vehicles at locations other than Balfour Beatty approved sites.

Where vans and light commercial vehicles are parked at non Balfour Beatty sites, care must be taken to ensure the vehicle is parked legally, where ever possible in a well-lit area, and doesn't cause any obstruction or nuisance to local residents, businesses or other road users.

# 14

## Mobile phones and electronic devices

The control of the vehicle is your responsibility and it is a criminal offence to hold and / or use a mobile telephone or similar device while driving. The use of hands free mobile telephones whilst driving is not by itself unlawful providing you do not have to hold the telephone during the making or receiving of a call.

### Balfour Beatty policy

From February 2014, and in line with our policy of elimination of fatal risks, Balfour Beatty prohibits the use of handheld or hands free mobile phones, or any associated telecommunications equipment or technology, whilst a person is driving.

Independent research has proven that the use of a mobile phone whilst driving causes a reduction in driver concentration. Research has demonstrated that if you drive and use a mobile, you are four times more likely to have an accident.

You should follow the guidelines given below to reduce these risks as much as possible:

- Use your answer phone message to inform the person calling that you are driving
- Stop in a safe place during your journey to retrieve messages and make calls

Mobile phones must never be used in petrol filling stations, on some customer sites (hospitals, chemical works) and in other restricted places. Make sure the phone is off when required and use the phone network voicemail service.

**Note: a driver with HGV entitlements who is convicted of using a handheld phone or mobile device whilst driving, can have his vocational licence revoked by the Traffic Commissioner.**

# 15

## Fatigue

Tiredness and lack of attention whilst driving are serious problems that result in many road accidents each year. Research shows that a significant number of accidents on monotonous roads (i.e. motorways) are fatigue related.

Some of the warning signs of fatigue are:

- Cannot remember the last few miles
- Wandering or discontinued thought
- Difficulty focusing or keeping eyes open
- Having trouble keeping your head up
- Repeated yawning
- Drifting from lane or jerking vehicle back into lane
- Tailgating or missing signs
- Micro-sleeps (in 10 seconds of sleep a vehicle can travel 880 feet)

The safest option is for you to avoid driving when sleepy, when you would normally be sleeping and in particular when you are ill or taking medication that advises against driving or using machinery.

You should try to ensure you are well rested, feel healthy and are not taking medication which advises against using machinery before starting long journeys. Plan the journey to include regular rest breaks of at least 15 minutes every two hours.

If necessary, plan an overnight stop and:

- Avoid setting out on a long drive after having worked a full day
- Avoid driving during the period when you would normally be asleep
- If you feel sleepy during a journey stop somewhere safe, take drinks containing caffeine or have a short sleep

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# 16

## Smoking

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It is illegal to smoke in commercial vehicles. This applies to any vehicle used for work, regardless of whether it is an HGV or van.

Regulations provide for vehicles to be smoke free when used for work by one or more persons, even if they are all smokers.

Failure to comply can result in a fixed penalty fine; failure to pay may lead to both prosecution and an increased fine. All company vehicles affected by this legislation must display at least one 'No Smoking' sign, showing the international 'No Smoking' symbol.

Vehicles operating in Scotland must also display an outward facing sign detailing a contact number where members of the public can report offenders.

If the signage is missing from your vehicle, report and rectify it in the normal manner through the daily vehicle check process.

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# 17

## Eyesight

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Ensure you have your eyes tested regularly by an optician – the recommendation is generally every two years.

If you need eye correction for driving, ensure you wear it at all times when behind the wheel. The police are empowered to take immediate action against you if you fail roadside eye tests. The police notify the driver and Vehicle Licensing Agency (DVLA) electronically with details of eyesight test failures and a notice of revocation of your licence will be issued to you within hours.

The company policy is that all drivers are subject to an eyesight check every six months. This is to confirm that drivers can read a standard vehicle number plate from a distance of 20.5 metres as per Highway Code and driving test standards. It does not replace the need for a professional eyesight test.

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# 18

## Fuel cards

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If you are provided with a fuel card for your vehicle you are responsible for using the card in accordance with the Group fuel card policy. Your supervisor will be able to show this to you.

Fill the vehicle at an approved fuel station outlet that will accept the card. Your supervisor will be able to advise you. If in doubt contact 01332 476071.

After refuelling present your fuel card for payment, check the details are correct and that they include the vehicle registration and current mileage.

Sign to authorise the payment and retain any receipts in case of query.

### REMEMBER!

- Do not leave the fuel card in the vehicle – keep it safe
- The fuel card must only be used to fuel up company assets
- Non-authorised expenditure will be recovered from the card holder
- You are responsible for using the card in accordance with the Group fuel card policy
- If your card is lost or stolen, email [fastadmin@allstarcad.co.uk](mailto:fastadmin@allstarcad.co.uk) and notify Asset & Technology Solutions on 01332 476 071 and also your supervisor.

## Winter driving tips

### 19.1 Vision

#### Ensure you keep your windscreen clean!

Through the winter months dazzle from the low sun can be a particular problem. Improve vision significantly by making sure that the windscreen is clean – inside and out. Scratches, abrasion and chips on the outside can also worsen the dazzling effect of the sun.

Use air conditioning if fitted for faster demisting and to reduce condensation on cold windows.

Keep the windscreen and other windows clear – if your vision is obscured through dirt, snow, stickers, newspapers and rubbish on the dashboard you could face prosecution.

Check windscreen wipers and replace if necessary. Windscreen washer fluid should be topped up with additive to reduce the chance of freezing in cold weather. Remove snow from the roof as well as from windows. Snow piled up on the roof can fall onto the windscreen obscuring your view and can also be a hazard to other road users.

### 19.2 Headlights and number plates

Check that all lights are working and clean. You must use headlights when visibility is reduced. You may also use front or rear fog lights (when visibility falls below 100 metres) but these must be switched off when visibility improves as they can dazzle other road users and obscure your brake lights. Keep number plates clean too as you can be fined if they are dirty and illegible.

### REMEMBER!

Put safety before punctuality, especially when bad weather closes in.

### 19.3 Driving in snow and ice

Stopping distances are ten times longer in ice and snow. Gentle manoeuvres are the key to safe driving.

When climbing a hill, it's important to avoid having to stop on the hill by waiting until it is clear of other vehicles or by leaving plenty of room between you and the vehicle in front. Try to maintain a constant speed, choosing the most suitable gear well in advance to avoid having to change down on the hill.

When driving downhill reduce your speed before the descent, use a low gear and try to avoid using the brakes. Leave as much room as possible between you and the vehicle in front.

Always apply brakes gently.

### 19.4 Floods and standing water

Only drive through water if you know that it's not too deep for your vehicle. Drive slowly and steadily to avoid creating a bow wave. Water ingestion into the engine can cause catastrophic damage which will result in engine failure and an expensive repair.

As you drive slowly through standing water keep the engine rev's high by using a lower gear.



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# 20

## Fixed penalties and prosecutions

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You are personally responsible for the payment of fines for parking or motoring offences incurred by the use of the vehicle.

Your details will be provided to the prosecuting authority who will re-issue the notice direct to your home address.

It is your responsibility to inform your line manager and the compliance team at Derby of any notice of prosecution or actual prosecutions in a timely manner.

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# 21

## Collision reporting

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Road Traffic Collisions (RTC) cost Balfour Beatty time and money and are potentially distressing for those involved. Every effort must be made to reduce the risk and involvement in RTCs.

### 21.1 Report procedure

If you have a collision you should telephone the Fleet Services Helpdesk 01332 476071 as soon as possible and select Option 1 to be transferred to an incident controller. Phones are manned 24/7, 365 days of the year but firstly, you must do and check the following:

Do not admit liability: Regardless of fault. Avoid admitting liability at the scene of the accident. Instead focus on gathering necessary information as below.

- Check to see if you or any passengers with you were injured in the incident. Do not hesitate to call 999 for help if anyone needs medical attention or if your vehicle is in an unsafe location (this includes the motorway hard shoulder)
- Safely get out of the way of traffic. If you are not able to start the vehicle, turn on your hazard lights to warn other drivers in the area. Your safety is most important – never remain in the vehicle unless for some reason it is unsafe outside
- Call the police if the incident involves serious damage, injury or death
- Obtain information from all other drivers and witnesses involved in the incident, including:
  - Name
  - Address
  - Telephone Numbers (mobile, home, work)
  - Email
  - Insurance Company
  - Policy Number

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# 21

- Obtain Police Officer information (if applicable):
  - Name
  - Badge Number
  - Constabulary
- Write down the incident information:
  - Date
  - Time
  - Other vehicle make
  - Model
  - Colour
  - Registration number
- Take pictures of everything involved in the incident, as long as it can be done safely. Pictures could include each driver, each vehicle, any property damage, skid marks and incident location
- Create a sketch / diagram of the incident. This may help to ensure clarity when describing the incident at a later stage
- If you feel that you have sustained an injury as a result of the collision you should schedule an appointment with your doctor for an examination at the earliest opportunity. Many injuries do not become apparent until several hours or days after a collision. A doctor's appointment should be arranged as soon as any injuries become apparent

### 21.2 Removal of the company vehicle

If the police are present the company vehicle is not to be removed from the scene until they give permission.

### 21.3 Roadworthiness after an accident

If there is doubt about the roadworthiness of the vehicle after being involved in an accident, it is not to be driven until a competent person has inspected it. If you are in any doubt you need to telephone or radio the site or depot.

### 21.4 Serious and fatal accidents

As well as the police, immediate notice by telephone is to be given to the Helpline on 0800 121 4444, your transport manager, line manager or supervisor.



## Police, breathalyser and statements

If a police officer arrives at the scene of the accident please note the following points:

### Breathalyser

If the police officer asks you to take a breathalyser test you must either comply or alternatively offer to give blood. Refusal to do either may make you liable to prosecution.

### Statement

If you are required by the police officer to make a statement you should do this only to the police officer and out of hearing of any other witness. You should consider appointing legal representation before making a statement.

### Admission of liability

No statement is to be made to any person other than a police officer and no admission of liability is to be made at all.

## Breakdown procedure

The primary concern is to protect the driver and passengers and then to make sure the vehicle is in a safe position with hazard lights on to warn other road users. A breakdown recovery number should be kept in the vehicle at all times.

### 24/7 Driver Assistance line - Call 01332 476071

When you call the Fleet Services Helpdesk for any breakdown, tyre or windscreen issues please have the following details to hand:

- Location of vehicle (road number and name, village, near landmark etc.)
- Telephone number you are phoning from
- A brief description regarding the nature of the fault
- Type of load you have on your vehicle if any
- How urgent your journey is
- Number of personnel within the vehicle

This is to ensure the Helpdesk staff are able to call the appropriate assistance and call you back as soon as possible.

You may need to inform your line manager that you will be delayed or unable to carry out your duties.

If a commercial vehicle wheel/tyre needs replacing, (including fitment of a spare wheel), drivers should contact the Helpdesk on 01332 476071 for assistance.

The Helpdesk team will dispatch a specialist tyre supplier who will be equipped with the correct jacks, stands, calibrated torque wrenches and suitable trained staff to replace the wheel and correctly tighten the wheel nuts. Drivers should only change tyre in exceptional circumstances, such as very remote locations, or where not replacing the tyre would represent a greater risk to the driver and/or its occupants.

If a driver changes a wheel in exceptional circumstances, they should go direct to a workshop or tyre specialist to have the wheel fitment checked by a competent fitter and the wheel nut torque checked.

Drivers must **never** attempt wheel changes on the hard shoulder of motorways or high-speed roads.

# 24

## Speed limits for company vehicles

It is your responsibility to ensure you are aware of the type of vehicle you are operating and relevant speed limits.

- Transit Connect
- Mercedes Sprinter
- Ford Transit

As a guideline, examples of **car derived vans** are:

- Fiesta van
- Any van which has been converted from a car and has a GVW of less than 2,000kgs

Examples of **rigid goods vehicles**:

### Maximum permitted speed limits

Type of vehicle	Built-up areas mph (kph)	Single carriageways mph (kph)	Dual carriageways mph (kph)	Motorways mph (kph)
Cars and vehicles (including dual-purpose vehicles and <b>car derived vans</b> up to 2 tonnes max laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars towing caravans or trailers (including <b>car derived vans</b> and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
<b>Rigid goods vehicles</b> (not more than 7.5 tonnes maximum laden weight)	30 (48)	50 (80) Scotland - 40 (64)	60 (96) Scotland - 50 (80)	70 (112) if articulated, or towing a trailer, limit is 60 (96)

# 25

## Vehicle licence categories guidelines

Category	Description
B	You can drive vehicles up to 3,500kg maximum authorised mass (MAM) with up to 8 passenger seats with a trailer within the gross train weight of the vehicle. Note previous 750KG limit removed on 16/12/21. However, drivers that do not currently have the E category on their licence need to undergo training to tow a trailer.
C1	You can drive vehicles weighing between 3,500 and 7,500kg (with a trailer up to 750kg).
C1+E	You can drive C1 category vehicles with a trailer over 750kg, but the trailer, when fully loaded, can't weigh more than the vehicle.  The combined weight of both can't exceed 12,000kg.
C	You can drive vehicles over 3,500kg with a trailer up to 750kg
C+E	You can drive category C vehicles with a trailer over 750kg..
D1	You can drive vehicles with: <ul style="list-style-type: none"> <li>- no more than 16 passenger seats</li> <li>- a maximum length not more than 8 metre</li> <li>- a trailer up to 750kg</li> </ul>

If you are unsure on your entitlements, please follow the online instructions on <https://www.gov.uk/vehicles-you-can-drive> or contact your supervisor or transport manager.

# 26

## Who can drive a company vehicle?

To minimise risk, Balfour Beatty reserves the right to restrict those who are eligible to drive commercial vehicles. Eligibility to drive a commercial vehicle will be verified prior to commencing employment or prior to commencement of a new position but can also be granted or restricted during employment. To be eligible to drive a commercial vehicle, employees are required to obtain a Permit to Drive (PtD).

There are several criteria that employees must meet prior to a PtD card being issued: holding the correct licence and competencies, completion of a driving risk profile, and the completion of a driver declaration. Where the driver's risk profile requires intervention, targeted training will be provided to support employees and mitigate their driving risk exposure.

### Licensing & competencies

Employees will be asked to provide their full driving licence details and complete a signed mandate allowing the Company to complete periodic checks with the relevant Licensing Authority. All drivers of Balfour Beatty commercial vehicles must hold a valid driving licence for the category of vehicle and trailer that the driver is operating and hold all necessary competencies. Failure to produce a licence and / or consent for its validity to be checked whenever the company deems necessary may render the driver unable to drive and may lead to disciplinary action.

### Driver risk profiling

As part of Balfour Beatty's commitment to its Zero Harm programme, and the reduction of road traffic incidents, we utilise online driver profiling tools to assess the risks faced by our drivers. Completion of such an assessment is mandatory in order to obtain a PtD for commercial vehicles.

### Driver declaration

Employees must declare that they have read and understood the policies and procedures they must comply with relating to their roles and responsibilities as a commercial vehicle driver.

### Changes to circumstances

All Balfour Beatty employees and those authorised to use a commercial vehicle must comply with the following requirements with respect to driving licences:

- Immediately inform the appropriate line manager and relevant Balfour Beatty personnel if your licence is endorsed, suspended or revoked
- It is the driver's responsibility to notify the relevant Licensing Authority and the relevant Balfour Beatty personnel if they have any medical condition that affects driving ability
- To drive a commercial vehicle whilst banned would invalidate insurance cover and result in disciplinary action being taken against the employee in accordance with the Company's disciplinary procedures

Drivers are required to notify the relevant Licensing Authority to update driving licence details in the following circumstances:

- Name changes through marriage or divorce (or for any other reason)
- New penalty points on driver's driving licence or removal of old penalty points on a licence (typically after 4 years)
- Any medical conditions update

**If you do not hold a valid Balfour Beatty Permit to Drive then you are not authorised to drive Balfour Beatty hired or owned vehicles.**

**Instances of overloading and unroadworthy vehicles will be recorded on an individual's Permit to Drive. If a second failure is found relating to a driver within one year, their Permit to Drive will be suspended and removed for one month. The PtD will only be reinstated after the one month period has elapsed, and only if approved training has been successfully completed.**

**Further failings will result in longer term actions and possibly even permanent removal of the PtD.**





## Vulnerable road users

Through social and environmental changes, the numbers of cycles, walkers, horse riders and other vulnerable road users has increased significantly in the recent years. Tragically, the number of serious and fatal collisions involving commercial vehicles and cyclists has also increased significantly. Such incidents mainly occur when a vehicle is making a left turn manoeuvre and a cyclist is in the blind spot to the near side of the vehicle.

Good route planning and avoidance is the best approach, but where this is not possible, drivers, in particularly commercial vehicle drivers, need to consider their actions and the size of their vehicle in areas that may bring them into contact with vulnerable road users. The Construction Logistics and Community Safety (CLOCS) Scheme has introduced requirements for additional cycle safety equipment on vehicle together with specific cycle awareness driver training.

### Motorcyclists

- Can be difficult to see, especially at junctions
- Are often moving quicker than you might think
- Can be affected by side wind

### Horse riders

- Prefer not to use the roads, but still need to reach bridleways and other off-road facilities
- Sometimes ride in double file to protect novice riders or nervous horses
- Are often able to see and hear further ahead than a motorist and may signal to you
- Are dealing with powerful animals which are easily frightened and can panic in traffic
- May be children
- More than a half of all road accidents involving horses happen on minor roads

### How you can help horse riders

- Drive slowly past horses. Give them plenty of room and be prepared to stop
- Keep engine noise as low as possible and avoid sounding the horn
- Look out for horse riders' signals and be aware that they may move to the centre of the road before turning right

### Vulnerable pedestrians

More than 60 child pedestrians are killed or seriously injured every week. Children often misjudge the speed and intentions of drivers. They are easily distracted, and may dash into the road without looking.

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.

#### How you can help pedestrians

- Remember you are a pedestrian sometime too
- Give them time and room to cross, especially the elderly or disabled. Your speed can literally make the difference between life or death
- Remember, they may be hard to see, especially children

### Cyclists

- Can be difficult to see, especially at junctions
- Have a tendency to wobble, and are easily affected by side wind, when being overtaken
- Are particularly vulnerable at roundabouts
- Cannot move off very quickly
- Ride away from the kerb to avoid drains and debris and to be more easily seen



### How you can help cyclists

- Think bike. Expect to see cyclists and give them time and room
- Always check your mirrors for cyclists. Be especially careful that your nearside is clear when turning left and at roundabouts
- Give cyclists plenty of room when overtaking them
- Respect cycle lanes and advance stop lines
- Slow down
- Never overtake a cyclist and then turn left shortly afterwards

### Direct Vision Standards

- All Heavy Goods Vehicles weighing more than 12 tonnes GVW entering or operating in Greater London need to hold a valid safety permit
- The scheme is enforced across Greater London, 24 hours a day, seven days a week by Automatic Number Plate Recognition (ANPR)
- You need to ensure the vehicle you are driving has a Safety Permit prior to taking the vehicle into the Greater London area
- Permits are issued electronically only, and no hard copy is issued by Transport for London (TfL)
- A Heavy Goods Vehicle found to be in breach of the permit scheme will be issued a Penalty Charge Notice (PCN) of up to £550. TfL have the ability to revoke or suspend a permit if a vehicle that has been granted a permit is later found to be in breach of the permit conditions
- Current permits are valid until 2024
- To apply for a HGV Safety Permit, please contact your line manager or Fleet Services on 01332 476071





## Vehicle idling

Engine idling is “the running of an engine which is not required for the examination or operation of machinery other than that used for driving”.

### Why are we targeting idling?

Excessive idling of engines can be a waste of fuel and money, resulting in unnecessary environmental impact as well as poor air quality and negative health impacts.

As a Company we are committed to doing our part in reducing emissions and each and every one of us can contribute by making small but effective changes in the way we behave. We are targeting idling to reduce unnecessary vehicle idling which will:

- Improve air quality
- Protect health
- Reduce wasted fuel
- Reduce costs

### Why should we reduce our emissions?

- Reducing the amount of time you spend idling will save fuel
- Saving fuel will help reduce harmful emissions
- Reducing harmful emissions results in cleaner air

It is important to remember that with modern vehicles the cost to switch off the engine and starting up again is usually less than the cost of leaving an engine idling. But it is not just about saving money, reducing our emissions can have a positive impact on air quality and health – we can all play a part in helping reduce pollution and prevent illnesses.

Minimising engine idling helps us all to contribute to Balfour Beatty’s ambition to go Beyond Net Zero Carbon by 2040. Balfour Beatty monitors idling levels by means of telematics fitted to the vehicles.

### Clean Air Zones/ Low emission Zones:

The introduction of Clean Air Zones/Low Emission Zones across UK cities means that if the vehicle you are driving exceeds emission standards, you may not be able to enter or you may have to pay a charge if you drive into a Clean Air Zone/Low Emission Zone at any time. There are four types of Clean Air Zones/Low Emission Zones across the UK and differ between cities. Class A to D:

### Class A B C D

Type: Buses, coaches, taxis, private hire vehicles heavy good vehicles, vans, minibuses, cars. The local authority has the option to include motorcycles.

The majority of Balfour Beatty owned vehicles meet the required emission standards, but you should always check if you need to pay a charge. Vehicle Type: Buses, coaches, heavy good vehicles vans, minibuses, taxis, private hire vehicles, cars Clean Air Zone minimum standard Euro 6 (diesel) and euro 4 (petrol). The list of cities adopting Clean Air Zone initiatives is growing. Please ensure you check prior to your journey to prevent any fixed penalty fines.

### Ultra-Low Emission Zone



The Ultra-Low Emissions Zone (ULEZ) is in operation in all London boroughs with the exception of the M25 motorway. The ULEZ applies to HGVs, cars and vans and requires them to meet certain Euro emissions standards. As with clean air and low emission zones in other major cities, the ULEZ operates 24/7 for 365 day a year. Vehicles that do not meet the ULEZ emissions standard can pay a daily charge to access the zone. Failure to pay the charge will result in a Penalty Charge Notice (PCN) that will be charged to the driver.

You must check prior to your journey if you will be required to pay a emission, clean air or congestion charge.

For London journeys you can check your vehicle on Check your vehicle (tfl.gov.uk)

Use internet searches to check for other major cities as different scheme criteria can apply.

## Working at height

More than 2,000 serious injuries to people falling from vehicles are reported to the HSE each year. Balfour Beatty has previously worked with vehicle suppliers and manufacturers to find ways to reduce the number of injuries. However, the behaviour of those using the vehicles has a very important part to play in their safe use.

- Falls from stationary vehicles are one of the most common accidents in the workplace
- Over 800 incidents involve major injuries, and of those over half result in broken bones
- More than 75% of falls involve loading/unloading vehicles and climbing/descending vehicle steps
- On average five people die each year as a result of a fall from a vehicle
- Profitability is also affected, with over 80,000 days a year across all industries being lost to falls from vehicles

**It is your responsibility to report any hazardous situations, and to follow any safe systems of work.**

1. Don't jump from the vehicle – it's bad for your knees, and you are more likely to injure yourself
2. Always use the steps and handholds provided
3. Keep three points of contact with the vehicle
4. Report any damaged/worn steps or handholds
5. Always carry out a pre-use check on your vehicle
6. Keep the vehicle tidy – remove any slip and trip hazards
7. Where possible use vehicle washing facilities. Diesel, grease or mud greatly increases the likelihood of slipping on steps and load areas
8. Wear your safety footwear correctly
9. Keep the soles of your footwear clean to reduce the risk of slipping. Remove any build-up of mud or diesel contamination
10. Where possible get out of a vehicle onto the footpath side
11. Always follow safe systems of work for loading and unloading vehicles
12. Ensure any edge/fall protection provided with the vehicle is fitted and in good order, report any defective equipment
13. DO NOT climb on, or work on, the back of open-backed vehicles that do not have edge-protection installed unless a thorough risk assessment has been undertaken and implemented

## Drugs and alcohol

Balfour Beatty is committed to providing a safe, healthy and secure environment for all our employees and those affected by our operations and activities. Our policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol or other substances such as solvents. It applies to all our people, agency and supply chain employees while at their workplace, and to visitors to company premises or workplaces. Please ensure that you have read and understood the full company Drugs and Alcohol Policy.

**The essential requirements of the policy:**

- Our people must always be in a fit state to carry out their duties when at work
- Our people must not possess, consume or be under the influence of alcohol or other impairing substances, and anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, must immediately be removed from the workplace

Anyone taking prescribed drugs must consult their doctor, before reporting for duty, about the risk of the drug affecting their fitness to work and report any identified risk to their supervisor before starting work. A risk assessment must be carried out.

It will be a condition of contract with supply chain and agency firms that this policy applies to anyone sent to work in a Balfour Beatty workplace. Any employee found in breach of any of these requirements will be permanently excluded from all company workplaces. Visitors to company workplaces should be notified of the requirements of this policy.

The Company will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. The Company also reserves the right to carry out random testing where it is considered appropriate. Pre-appointment and periodic testing will be conducted as required.

The disciplinary process will be invoked and may lead to summary dismissal, for employees who are in breach of this policy.

The Company will treat sympathetically requests for help from employees with a drink or drug problem (but not after, or immediately before, testing for alcohol or drugs). During any regime of treatment, the individual will remain subject to the requirements of this policy while at work.

## Noise

We must ensure that as a company, we must protect people from the risks caused by noise at work. Below is a list of preventative actions you can take to reduce the impact of noise to both yourself and the public:

- Wherever possible carry out any noisy activities during day time hours
- Use noise barriers if required and ensure you adhere to the required exclusion zone for the work you are carrying out
- Be considerate when leaving site
- Take extra care and consideration when loading and unloading your vehicle and where possible use rubber matting to help dampen the noise
- Ensure you operate any PTO equipment on low revs especially at night time.
- Wear suitable hearing protection
- Limit your exposure to noisy activities
- Do not slam doors, especially at night time
- Between the hours of 23:00 – 07:00 please ensure audible warning devices are set to silent mode
- Limit the use of the vehicles' horn
- Do not leave your vehicles idling unnecessarily

Please remember, you are representing Balfour Beatty. It is your responsibility to report any hazardous situations and to ensure you are following a safe system of work for both yourselves and members of the public.

If unsure, please contact your health and safety representative or line manager.

## Bridge strikes

Bridge strikes, where vehicles, their loads or equipment collide with bridges.

Drivers should:

- Know your vehicle height including any load or burden
- Be aware that they commit an offence if the overall travelling height of your vehicle is over 3 metres and the correct maximum height is not displayed in the cab
- Know your route
- Obey traffic signs - traffic signs are provided at bridges to show the maximum permitted vehicle height when less than 16'-3" (4.95 metres):
  - Red circles prohibit
  - Red triangles warn



Use a height measuring pole to carry out the checks to the various vehicle height validation areas in the list below. If you do not have access to a height measuring pole, contact your manager or Transport Manager.

- The security and safety of the load
- The height of the cab
- The height of the load and equipment
- That the correct maximum height is displayed in the cab
- Deflection in the vehicle's suspension can affect the overall load height – always measure the height of the load in-situ on the vehicle

- You plan your route to avoid low bridges on the journey
- Remember, your vehicle height can change for a variety of reasons, for example, if the vehicle is unloaded or reloaded
- Avoid shortcuts to save time as this may lead you to a low bridge
- Use a HGV specific satellite navigation system. Don't rely on a system designed for cars as these will not avoid low bridges

**STOP** and seek advice on an alternative route if you:

- Are diverted from your planned route
- Realise that your route is obstructed by a bridge lower than your vehicle



### What action should be taken if a bridge strike occurs?

On the approaches to bridges with a vehicle height restriction, signs may be provided to give you advance warning of the restriction. Drivers should be aware, however, that advance warning signs are not provided at all low bridges.

1. Report the bridge strike to rail authority (or other as applicable) immediately so that trains may be stopped from crossing the bridge. Telephone the number is shown on the identification plate on the bridge. Do not wait until you return to your depot before reporting the bridge strike.
2. Advise the police using the 999 system. Any road traffic collision that causes damage to a 3rd party must be reported. Each bridge strike causes damage to a bridge and must therefore be reported.
3. Report the bridge strike to your line manager.



# 33

## Telematics and in-cab technology

Vehicle telematics is defined as on-board technology, often retro-fitted, that enables the gathering of data from the vehicle. This can include in-vehicle data recorders (e.g. tracking devices) and in-vehicle cameras (e.g. dash cams).

Vehicle telematics devices are fitted in all Balfour Beatty commercial vehicles. The vehicle telematics devices interface with a telemetry system and will record journeys and monitor location, speed, driving behaviour, unauthorised journeys, fuel usage, images, footage etc.

By driving a Balfour Beatty commercial vehicle, you acknowledge that vehicle telematics devices and systems will process and monitor your personal data. This data relates to you and your driver behaviour and vehicle usage as further defined below.

Balfour Beatty shall process and/or monitor such personal data in accordance with the privacy statement, which is available [here](#).

Balfour Beatty reserves the right to use this data for health and safety purposes, optimise utilisation of resources, where a legitimate interest in the data is generated, for disciplinary purposes and for the reasons set out in the privacy statement.

Drivers must:

- Not tamper with any part of the telemetry device
- Always use the correct key fob assigned to you
- Immediately inform your line manager if your key fob is lost or if any defects are identified with the telemetry device
- Never wilfully drive without using your key fob, this could lead to disciplinary action

# 34

## Vehicle manoeuvring

All Balfour Beatty sites operate a reverse parking policy, this must be adhered to at all times.

You must observe and comply with site specific:

- Speed limits
- Access and egress points
- Manoeuvring areas
- Safe pedestrian routes including crossing points
- Areas for loading/unloading
- Storage areas
- Emergency vehicle routes
- Exclusion zones

Commercial vehicle reversing and movements on site must be carried out under the supervision of a Plant and Vehicle Marshal (PVM).

It is the PVM's function to ensure segregation and supervise the movement of vehicles/plant, loading and unloading activities.

You should identify the PVM and follow their instructions when carrying out vehicle manoeuvres on site.

Any incidents or near misses on site should be reported through the near miss/close call systems and reported to the PVM.

# 35

## Coupling and uncoupling of trailers

Coupling and uncoupling of large drawbar and articulated semi-trailers introduces risks of crushing, trailer roll away and falling from height.

Balfour Beatty operate a minimal number of large trailers. Best practice applying to large and small plant trailers is as follows:

- An exclusion zone must be established for the operation and engage the assistance of a Plant and Vehicle Marshal (PVM)
- If you lose sight of the PVM when manoeuvring – stop immediately
- Ensure the trailer is parked/coupled/uncoupled on flat stable ground in a straight line with the towing vehicle
- When exiting the towing vehicle always ensure the vehicle handbrake is applied
- When coupling/uncoupling the trailer ensure that the trailer handbrake is on
- Where possible, use chocks in the coupling/uncoupling activity
- When coupling the trailer ensure the towing pin is correctly engaged and the safety pin/device is correctly engaged

- Ensure the breakaway cable is correctly connected
- Ensure the lights/electrical plug is correctly connected
- Ensure the trailer number plate is fitted and matches the towing vehicle registration number
- In addition to the vehicle itself, complete a pre-use check on the trailer including all lights, tyres, wheels, number plate, towing frame/eye/pin, breakaway cable and security of items
- Ensure the jockey wheel is correctly stowed in the upright position and is secure
- Lastly, ensure the trailer handbrake is released before moving away



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# 36

## Routing/scheduling

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All journeys must be planned so that operations run as smoothly and efficiently as possible and the risk of coming into contact with vulnerable road users is reduced, as well as environmental impact.

Route planning ensures that you know the most efficient, safe and appropriate vehicle and route to use. Also that any vehicle routes, specific to task, client, site or operating centre conditions are adhered to, unless otherwise directed.

### **When planning routes, you should take into consideration:**

- Specific route instructions
- Road restrictions e.g. timings, constraints on vehicle size, banned routes, weight restrictions, low bridges etc.
- Preferred routes and alternatives in case of an unforeseen event
- Using motorways and major trunk roads wherever possible
- Journey length in order to reduce the risk of fatigue
- Where and when you plan to stop for a rest break. Balfour Beatty, ROSPA and the Highway Code recommend a 15 minute break after two hours driving
- Avoidance of areas with heavy pedestrian footfall
- Where contact with vulnerable road users will be higher than average. Examples include schools, hospitals, universities, train stations, shopping centres and retail parks
- Avoidance of peak hour traffic (where possible).
- Use your local knowledge of the area if you have operated there before

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# 37

## Complaints

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All complaints from members of the public, encounters with regulatory bodies, near misses, incidents and positive observations you experience must be reported via one of the following routes:

- How's My Driving – 0800 3280019
- General Helpline – 0800 1214444
- Fleet Services Helpdesk – 01332 476071
- Balfour Beatty Observation app
- Close call cards
- Line manager/supervisor

All inputs via these communication routes are captured centrally for trend reporting and are allocated to the appropriate person for investigation, action and closure.

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## Private use

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Private use of Balfour Beatty's commercial vehicles is prohibited and is not covered by Balfour Beatty's vehicle insurance. Vehicles must only be used for home to work travel, where authorised, and for business journeys. If an employee does use a vehicle for private journeys, they will be subject to disciplinary action and the vehicle use will be declared to HMRC, resulting in taxable vehicle and fuel benefits being charged to the employee. (£3,600 / £688 for 2022/2023).

Balfour Beatty commercial vehicles can only be used for business journeys; therefore, it is not permitted to carry any passengers other than persons engaged by Balfour Beatty, either directly or indirectly, to work on our behalf).



# HGV pre-use check & defect reporting app

TruChecks driver app - for HGV drivers

TruChecks is a mobile application (App) to enable HGV drivers to complete pre-use checks and report defects on their smartphone/tablet.

The App and system are fully compliant with Driver and Vehicle Standards Agency (DVSA) requirements for HGV pre-use checks and defect reporting.

The system is configured to identify vehicles from the main fleet database and allocate a check list that covers both the basic vehicle checks, plus additional items depending on the vehicle type e.g. Traffic Management vehicle, lorry loader, road sweeper etc.

It allows HGV drivers to complete the checks but also take images of any defects or damage that need repair, the electronic check list details are immediately transmitted to the Fleet Helpline for action to get any problems repaired.

**NOTE: You can also check your driver hours on the same app.**

Drivers must complete pre-use checks at the start of their shift, once completed drivers are free to carry out further checks throughout the day if appropriate.

Balfour Beatty also require drivers to complete post-use checks to identify any defects that have developed in the day. This gives the vehicle maintenance teams the chance to repair before the next working day.

When you login to the app for the first time, the system will remember your details and keep you logged in until you choose to log out.

Select the TruChecks option from the list, then start typing in your registration number and tap to select then go on to complete your pre-use check. When complete, tap submit and the electronic details will be sent off.

## How to Download

The TruChecks Application can be downloaded by using the links to the below (if electronic) or by searching TruChecks in your app store.

**Username:** First 6 numbers of your Permit to Drive - Driver ID **Password:** Balfour01



## TruChecks login support

Any login issues please contact:

[fleetcompliance@bbfleetservices.com](mailto:fleetcompliance@bbfleetservices.com)

## TruChecks Application & website support

Any other issues relating to the use of the TruChecks Application or TruChecks website please raise your support ticket using the QR code below.



# Driving a company HGV or Van?

You are required to complete the Driver Responsibility E-Learning Module

Following completion and successful application for a Balfour Beatty Permit to Drive, it is a company requirement that you complete either the Heavy Goods Vehicle Driver Responsibilities E-Learning or the Van and Light Commercial Vehicle Driver Responsibilities E-Learning depending on what you drive for Balfour Beatty. The training will take approximately 30-40 minutes to complete.

The training can be accessed by using a PC/ Laptop, tablet or smart phone by selecting the relevant QR code below:

## Van & Light Commercial vehicle driver



Once completed, select the certificate button on the screen:



Manually fill in your name and permit to drive number on the certificate and select the email icon.



## Heavy Goods vehicle driver



This will send an email confirmation that you have successfully completed the course.

You can check if the email has been sent by checking in your sent items. Alternatively you can take a screen shot of the certificate and send to: [fleetcompliance@bbfleetservices.com](mailto:fleetcompliance@bbfleetservices.com)

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# Notes

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## Breakdown recovery names and numbers


## Useful contact names and numbers


## Public weighbridges


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# Notes

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## Breakdown recovery names and numbers


## Useful contact names and numbers


## Public weighbridges


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