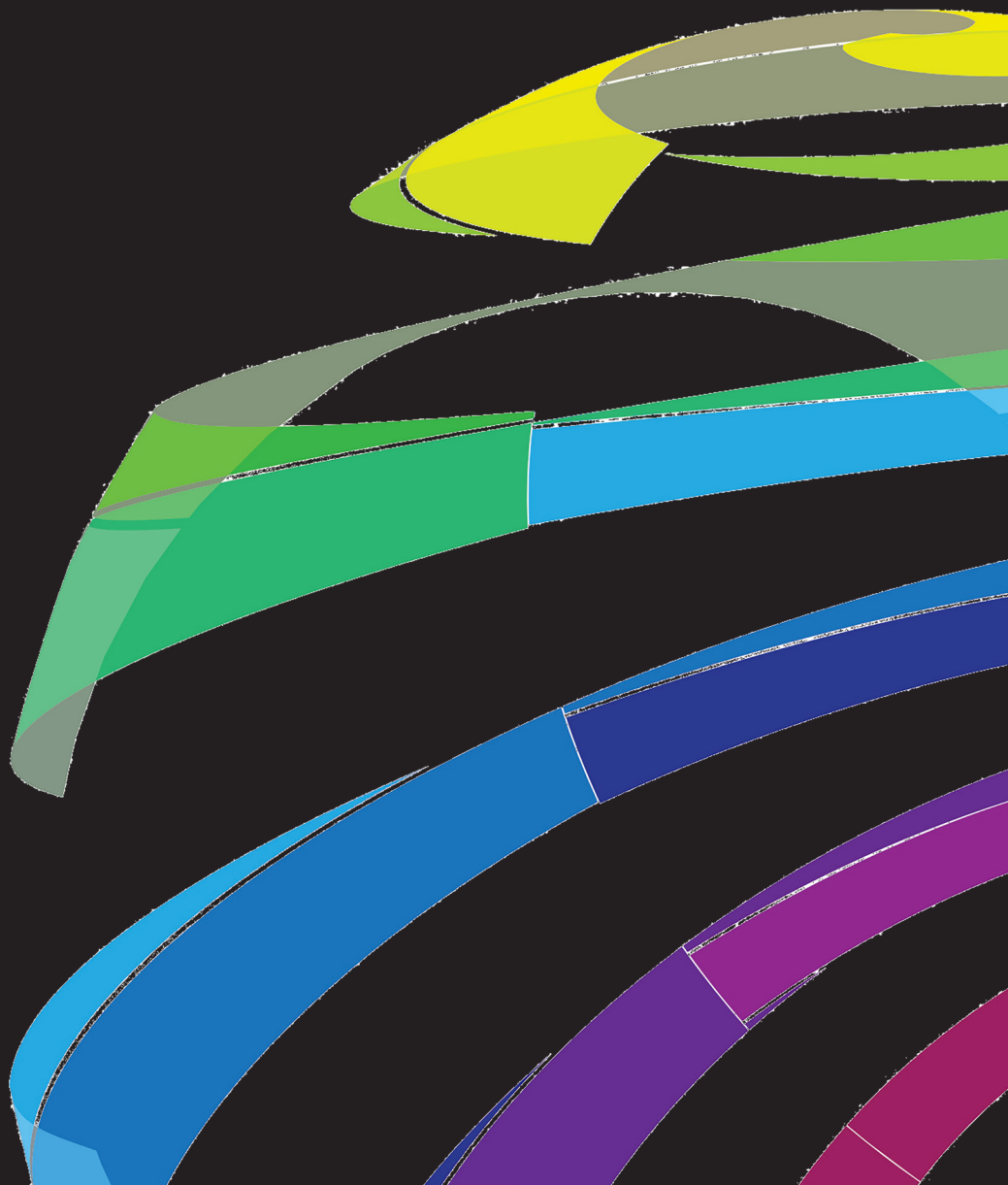


OCCUPATIONAL ROAD RISK PROCEDURES





Occupational Road Risk Procedures

All drivers are given a copy of our driver's policy which is shown below. They are required to sign to say they have received this and understood the information contained in the policy.

All our vehicles are fitted with trackers where we can monitor their driver performance in a live situation. If any non-conformances are identified the driver of the vehicle is has to report to the transport manager and the incident is reviewed.

Highway Code

All drivers are issued with a copy of the highway, a copy of the TFL' Van Smart Handbook' and 'TFL Cycle Safety Plan'.

Eye Tests

We carry out six monthly eye tests using the online number plate checker

<http://www.vutest.com/seedrive/>

Driving Licences

All drivers are required to submit copies of their driving licences on an annual basis. They have to notify us of any driving offences.

Drivers Policy

As a vocational driver for Inner City Environmental you have a duty of care to share the road with all road users. This is particularly vital within the urban environment where vulnerable road users are at a greater risk.

As drivers you must ensure that:

Before you travel

- Prepare yourself
- Plan your journey
- Check your vehicle

While driving

- Look out for cyclists
- Indicate clearly and in good time
- Leave space
- Take regular breaks if you are feeling fatigued

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Prepare yourself

- Refresh your knowledge of the Highway Code
- If you need glasses (or contact lenses) to meet the Highway Code’s minimum vision standards, you must wear them at all times while driving
- Set your phone to voicemail

Plan your journey:

- If you can’t avoid cyclist commuter routes, try to travel at less busy times
- Be particularly vigilant around schools
- Check your vehicle (MIST) Complete a walk-round check to ensure that:
Mirrors are clean, correctly adjusted and set to minimise blind spots
- Indicators are working, clean and can be seen
- Signs for cyclists are clean and easily visible
- Technology, including Fresnel lenses, side proximity sensors, blind spot cameras and sideguards, is fitted correctly, working and clean

Look out for cyclists

- Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic
- Check your mirrors for cyclists before you indicate, vary your speed or change direction
- Keep scanning your mirrors when approaching junctions in case a cyclist enters your blind spot
- Before pulling away from junctions look over the dashboard (even if you have a Class VI mirror fitted) and try to make eye contact with cyclists so they know you’ve seen them
- Check your nearside blind spot every time you turn left
- Check over your shoulder for cyclists before opening your door to ensure it doesn’t open into their path

Indicate clearly and in good time

- Indicate your intentions clearly when turning or changing lanes, even if you don’t think anyone is near you
- Indicate in good time to allow others to react
- Turn off your indicator once you have completed your manoeuvre to avoid giving false information to others



Leave space

- Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car doors
- When overtaking, give cyclists and motorcyclists at least as much space as you would a car
- Do not cross stop lines or encroach on Advanced Stop Lines
- Cycle lanes are for cyclists; do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable

Signed;

Anthony Richardson

Director

Inner City Environmental Ltd

Dated; 1/11/18