

Dual Seal Glass are aware that all vehicles, which are used for company or business use must be safe, legal and roadworthy always. This is to ensure we operate safely, within the law and with consideration for the environment and other users of the road network. This policy applies to all senior managers, transport management, supervisory staff, drivers both HGV and van, contracted services, and staff who are responsible for loading. Dual Seal recognise that we are obliged to maintain any vehicle operating on public roads in a safe and roadworthy condition. We have a firm management commitment to ensuring all vehicles driven for business use are legal, safe and roadworthy always. This can only be achieved by having a regular servicing, inspection and maintenance system. All vehicles are to be serviced and inspected in accordance with the manufacturer's recommendations. We also have a robust system for drivers to report any vehicle defects. It is an offence to use an unsafe vehicle on public roads, and drivers have a responsibility to ensure the vehicle is legal and fit for purpose when the vehicle is in their control. All staff must be aware that an unsafe vehicle being in operation identifies a failure in our transport safety system, and that both company and driver may be prosecuted for using, causing or permitting the use of a defective vehicle. We will implement the following Transport safety system to ensure that vehicles remain safe and roadworthy always:

- A vehicle record folder is maintained to document each individual vehicle's details and history of usage
- A vehicle servicing, inspection and maintenance system is in place to ensure that all vehicles are subject to regular and timely inspections:
  - 1) First use inspection (PDI)
  - 2) 6-weekly for HGV safety inspections with brake tests
  - 3) Annual for all MOTs
  - 4) 6 months for LOLER inspections
  - 5) 2-year Tacho-calibration
  - 6) All remedial work to be carried out when identified
- Records of maintenance, inspections, defects and repairs are documented on the vehicle record card, kept for a minimum of 15 months and made available for inspection on request by the relevant authorities
- Drivers must carry out walk around checks before, during and at the end of every shift
- Drivers must report safety faults and other defects using the driver walk around report or defect reporting form
- All legal documentation such as vehicle testing, safety inspections, preventive maintenance inspections, LOLER certification, Vehicle Excise Duty and insurance must always be valid and up to date
- All fuel and tyre usage are entered on the vehicle record card and monitored on a monthly basis
- Load documentation is provided with every load, showing what the load contains, its weight, height and width, how it has been secured and details of any special precautions that should be taken.

## Roles and responsibilities

### Senior Management

Senior managers must ensure the company's intent regarding vehicle safety is consistent with the Transport Safety Policy. To demonstrate this effectively, senior management must ensure:

- That all line managers and other transport staff are fully aware of their duties and responsibilities under the policy.
- There is a responsible and authorised person who will ensure that safe vehicles are taken out of operation until all defects have been rectified.
- That the demands expected of the organization's staff do not exceed an employee's ability to carry out their work without risk to themselves or others, or of compromising the safety of a vehicle.
- That any other related company policies and procedures are consistent and complementary with the Transport Safety Policy.
- That staff responsible for vehicle safety are resourced, trained and empowered to conduct the duties outlined in the policy.

## Transport Management

Transport managers are to promote 'safe vehicles' within the workplace and ensure safe practices are being used. They have a responsibility to assist the company in meeting its obligations, and to the staff they manage to ensure they can fulfil their duties with regards to vehicle roadworthiness. Transport managers must ensure that:

- They are familiar with all procedures and documentation relating to transport and which are outlined in the Transport Safety Policy, and that the policy is fully implemented.
- All vehicle inspection and maintenance records are properly completed, kept for a minimum of 15 months and compliant with all relevant legislation and the Transport Safety Policy.
- Load documentation is provided to drivers before they leave the depot, including details of what the load contains, its weight, height and width, how it has been secured and details of any special precautions that should be taken.
- All new and existing employees who drive on company business understand their responsibilities to help ensure vehicles are always roadworthy.
- All drivers and loading staff are aware of their duties and responsibilities under the driver's handbook and Transport Safety Policy.
- Drivers have signed the Driver Declaration, have undertaken a risk assessment, and any additional training needs have been identified.
- Drivers have been issued with a high visibility Jacket and any other personal protective safety equipment that is appropriate. Driver performance is managed and the competence and capabilities of drivers, identifying those most at risk and that Issues and risks are reported to senior management.
- The vehicle safety system is audited to check that it is working efficiently and effectively.
- They do not expect any member of staff to conduct any duties that they are not appropriately qualified or trained to do.
- Defect reports are reviewed, and any action is taken in a timely manner. 'Nil' defect reports are recorded, and these are kept until the next scheduled safety inspection is undertaken for audit purposes.
- Vehicles do not go back on public roads until defects are repaired and the vehicle has been reassessed as safe and roadworthy.
- Vehicles are prepared and presented for annual (MOT) Inspections as planned
- Defects and repairs are monitored so that trends, reasons for defects and possible preventative measures can be identified.
- They provide drivers with an appropriate induction into the organisation including a driver development plan.
- They routinely inform drivers of safety-related issues, using briefing notes and toolbox talks.
- They support drivers in their duties through on-the-job training, coaching and mentoring.
- They conduct follow-up checks on driver documentation, walk around checks, load documentation and security to ensure the correct procedure is being followed.

## Drivers

All drivers have the following responsibilities, which must be adhered to in order to comply with the law and with the requirements of the company Transport Safety Policy. These responsibilities are applicable to all employees who drive on company business. Drivers must ensure that:

- They have signed the Driver Declaration to show they have received a copy of the driver's handbook and understand all the relevant policies relating to the transport department and their responsibilities.
- They undertake walk around checks before, during and at the end of their shift and an additional check before the 6weekly inspection, service or MOT.
- They allow enough time for the completion of walk around checks. The DVSA expects to see 10-15 minutes recorded on a tachograph at the start of a shift.
- Their walk around checks consist of an examination of the whole vehicle or vehicle combination, including the external condition, lights, tyres, wheel fixings, bodywork, trailer coupling when applicable, load security and ancillary equipment.
- Any defects found during walk around checks or while the vehicle is in use are reported promptly and recorded on the walk around report or defect-reporting form.
- If any defects are found, the vehicle must not be used on the road until it has been repaired and/or assessed as roadworthy.

## Drivers involved with loading - Moffett

- Ensure that the load is loaded in contact with or close to the headboard. If there the load must be placed further back for load distribution (axle weights), additional securing must be used to prevent forward movement of the load.
- Check the gross vehicle and axle weights and ensure that the load is distributed so as not to exceed either.
- Ensure the load is secured before the vehicle is moved. Drivers should check webbing straps for obvious damage, such as holes or tears in their straps before use.  
**Damaged straps should not be used.**

### Drivers who haven't loaded their own vehicle

- Ensure that they visually inspect the vehicle and its load as much as they can when
- completing walk around checks before, during and after journeys. Any defects or issues with the manner of loading or the load securing should be reported promptly.
- Check lashings regularly, and re-tension where necessary.
- Know the gross vehicle and axle weights and check that the load is distributed so as not to exceed either.
- Know the height and width of the vehicle and load, and ensure that the correct maximum height is displayed in the cab if the overall height of the vehicle is over three meters (9ft 10in).
- Request that the vehicle is weighed or measured if in any doubt.

This policy will be freely available to the public via our company webpage.

Signed: *N-D. Meredith* Date: 23/07/2021

Position: Managing Director

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