



The aim of **CP Transport Solutions LTD** is for all our employees to complete their duties in a safe manner, with no-one hurt, no damage caused, we want everyone to make it home safe at the end of the day.

Manoeuvring is probably the activity that brings most danger to others and venerable road users, including pedestrians, cyclist, etc., so it therefore important you give it your complete attention. Manoeuvring will normally happen on sites, customers premises and on smaller roads where the use of a roundabout is not present, to enter/exit sites or turn around.

**It is important that you risk assess the situation for yourself at the time, asking questions like;**

- Is there a lot of pedestrian traffic?
- Is there a school and young children around?
- Is there a playground near you?
- Is there a roundabout I can use nearby?
- Are there cycle lanes to be aware of?
- Restrictions on the road?

**If you deem it safe to manoeuvre, is there anything you can do to further lower the risk to yourself and the public, these can be things like:**

- If doing a delivery, can the contact act as your banksman, stopping traffic, pedestrians and cycles?
- Is any of the incoming traffic controlled by lights? If so can you wait till they on red so eliminate that hazard?

Get out the cab, if possible, and make yourself familiar with all the hazards that maybe hard to see when in driving seat (ensure you follow the securing vehicle policy). As a professional driver, you should always be in control and know what is around you. Here are guidelines for you to follow

## REVERSING

Reversing is the most hazardous manoeuvring you will normally do, hazards will be coming from behind you, as well as from the side and front, and must be done only when necessary and with great care. The use of reversing cameras is a great assistance when reversing, if they are fitted (all new vehicles ordered by **CP Transport Solutions LTD** will have them fitted) use them alongside this policy, don't rely on them only, reversing should only be done when no alternative is present.

**Before you reverse, ask yourself;**

- Can you use a roundabout?
- Can you drive around the block staying in a forward motion?
- What alternative do you have?

If you find that you need to reverse and don't have the assistance of a banksman, you must get out of the vehicle and spend about 30 seconds walking completely around, wearing Hi-Vis and following securing vehicle policy, to familiarise yourself with all hazards around you, with a banksman still ensure you are familiar with the hazards to ensure safety at all times for everyone in the area.

**When you don't have a banksman present, ask yourself;**

- Is there anything so close to the vehicle, I can't see it in my mirrors?
- Are there side roads traffic can exit from?
- Are there cycle lanes to the side of the road or pavements?
- Will you be crossing these if reversing around a corner?
- What assistance can you get?
- Have you got out the cab (following the securing vehicle policy and wearing your Hi-Vis) to check what hazards there are?
- Are you as happy as you can be that you done all you can to minimize risk to yourself and other vulnerable road users?

Only when you are sure that it is safe to reverse, should you proceed with the manoeuvre at a safe, slow speed, paying attention to everything that is happening around you, checking your mirrors, behind you, in front and to the side.

If while reversing you think something might have come behind you or into the path you are taking **STOP!** and recheck, never continue in hope, the risk of harm is too great to take a chance.

Reversing in areas of high pedestrian, cycle, road and near likely areas of children (schools, playgrounds, etc.) should NEVER be done, find somewhere quiet with less traffic, extra time and distance is nothing compared with the safety of yourself and other road users, vulnerable members of the public and property.



## DRIVING FORWARD

Although we drive in a forward motion most of the time, there are many hazards still to be aware of, these can change depending on what sort of roads travelling on, but your full attention should always be given and following the Highway Code fully.

Speed limits state the maximum speeds that can be travelled at, but if the roads are busy, wet, covered in snow, road works present, schools, etc., you are required to travel at a safe speed, ensuring everyone's safety. We have listed some hazards on different roads below, please feel free to add others which will be added and all employees made aware of.

## MOTORWAYS

Do you have enough stopping distance? Other traffic may pull in front of you, into the space you left for your stopping distance, slow down and increase the distance again to ensure you can stop without colliding with other vehicles.

Are you coming up to or just passed a junction? Near junctions, other traffic will be changing lanes a lot more to either exit or enter the motorway, ensure you pay extra attention to your mirrors and traffic in front of you, watching for indicators, remembering that not all drivers are courteous enough to use them. Be prepared to take action and have a plan for 'just in case'.

Make your indications clear and in plenty of time, if coming up to your exit, move over safely in plenty of time, indicating clearly, checking mirrors and ensuring you have plenty of room, not moving in/out to close to other vehicles, leaving no stopping distance or moving in to theirs.

## MAIN AND MINOR ROADS

All the hazards from a motorway also apply to main roads, the differences being you will encounter oncoming traffic with a barrier between you, traffic emerging from both sides at slow speed as they enter/exit the road, traffic cutting across your path and obstructions as part of the road layout. These can be roundabouts, traffic lights, junctions, pedestrian crossings, central barriers, etc. All these should be completed as you have been trained to, following the Highway Code and in a safe way for everyone concerned.

There are extra hazards that will not be present on motorways, these are mainly vulnerable road users. When pulling away, check your front class 6 mirror to ensure that there is no hazard, person, cyclist in front of your vehicle and you can't see them clearly by looking straight out the windscreen. A small child on a bike directly in front of your truck, will not be visible from the driver's seat by using the windscreen only, CHECK that mirror!

Other vulnerable road traffic, cyclist and motorbikes mainly, but can also be scooters, skateboards, etc., may try to undertake you when either stationary or in slow moving traffic, always use your mirrors and wait for the hazard to clear before moving off, this is the safest way.

Traffic is more likely to slow/stop than it is on a motorway, you full attention, as always, should be given to what traffic, including pedestrian, cycle, etc., is around you at all times.

## TURNING/CHANGING DIRECTION

When you are turning or changing direction, you are likely to be crossing someone else's path, whether that is a pedestrian walking down the pavement, a cyclist cycling down the side of the road or a car coming towards you for example, in all these situations the danger of contact with any of them is high.

You need to ensure you use your mirrors properly and in advance of turning so you know what is behind and possibly beside you. You need to check if there is a cycle lane down the side of the road – on both sides of the road esp. if turning right, look for traffic emerging from the road/turning you are wanting to take and beware of how your vehicle moves when turning.

### Things to check are,

- Is there a cycle lane to the nearside that the rear of the vehicle might enter? If so, are there any cycles using it?
- Is there any traffic, like motorbikes, trying to pass on the inside? If so, wait for them to clear and only turn when you know the rear of the vehicle will not collide with anything, this includes



stationary objects like posts, railings, signs, etc., and there is no hazard in your path. Because you know how your vehicle reacts and where you are going, don't assume other road users do, expect to think for them.

What traffic is coming towards you and whose path you may need to cross? This can mean other vehicles, pedestrians on the pavement, cycles on the road or pavement, you need to be aware of all traffic around you and coming towards you from all directions. This can be difficult but this why you are professional drivers, because of the extra care, thought and diligence.

**You must consider not only what is there, but what will be there when you turn the corner or take the turning.**

- Is there traffic coming out?
- Is the road turning on to big enough for your vehicle?
- What restrictions are there?
- If you need to, can you get out again?

We know that driving can be stressful and we have time commitments to keep, but safety is always the number one priority, we want everyone, drivers, public, employees, pedestrians, cyclist, that bloke walking his dog, everyone to get home safely and accept this may add a little time, but that is a small discomfort compared to an accident.

Failing to adhere to these rules will lead to disciplinary action or termination of contract.

This policy will be kept under review to ensure that it continues to meet its aims.

**This policy applies to all employees of CP Transport Solutions LTD.**

**Signed**

**Daniel Peach – Company Director**

**Date: 06.09.17**