



CP Transport Solutions LTD Vehicles share the roads with many other road users, some of whom are at a far greater risk than others. We recognise that some of these road users may warrant special consideration and greater vigilance to protect their safety and wellbeing.

The Company expects these measures to be adhered to, will continuously monitor and will take appropriate action against those who fail to do so. From time to time, the risks and measures taken to reduce them will be reviewed to ensure maximum effectiveness.

It is your responsibility to keep up to date with the latest highway code as it is forever changing and being updated, **CP Transport Solutions LTD** will provide each employee with the latest copy of the highway code as well as holding driver's meetings to talk about new changes.

Drivers are to observe the following top tips before they travel:

- **Prepare themselves**
 - Refresh their knowledge of the Highway Code.
 - If they need glasses (or contact lenses) to meet the Highway Code's minimum vision standards, they must wear them at all times while driving.
- **Plan their journey**
 - If they can't avoid cyclist commuter routes, try and travel at a less busy times.
 - Be particularly vigilant around schools.
- **Check their 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 sideguards, reversing alarm are fitted correctly, working and clean

Whilst driving:

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

Continued overleaf >



- **Indicate clearly and in good time**
 - Indicate their intentions clearly when turning or changing lanes, even if they don't think anyone is near them.
 - Indicate in good time to allow others to react.
 - Turn off their indicator once they have completed their manoeuvre to avoid giving false information to other road users.
- **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 they would a car.
 - Do not cross stop lines or encroach on Advance 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 broken white line unless it is unavoidable.

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