



Roadsense Guide

Helping to keep your drivers
safe on the road



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Foreword

Incidents involving vehicles cause the greatest number of work related deaths in Ireland. Vehicles can be lethal weapons both on the road and in the workplace and for many employees the vehicle is their workplace. In current times, some people may believe that other business pressures are more important and outweigh the management of health and safety. However, there is clear evidence that businesses that embrace workplace health and safety are more competitive and more productive.

The main objective of managing work related vehicle safety is to ensure that employees get home safely to their families at the end of the working day. Preventing vehicle accidents will reduce costs and most importantly, save lives and reduce the pain and suffering of employees, their families and members of the public who may be affected by work related vehicle activities. Employers are particularly well placed to change the attitudes and behaviours of their employees to vehicle safety both on and off the road. Employees who work for companies with high vehicle safety standards are more likely to continue to apply the same standards when driving or being a pedestrian outside of work.

This guide will be a valuable resource for employers in all work sectors who want to improve their company's safety and profitability. As part of the Health and Safety Authority's commitment to working with employers and partners, the Authority is pleased to introduce this guide aimed at reducing the harm caused by vehicles at work.

A handwritten signature in blue ink that reads 'Martin O'Halloran'.

Martin O'Halloran
Chief Executive Officer
Health and Safety Authority

Preface

This guide is designed to help hauliers, storage and distribution companies manage their work-related road risk and workplace transport risk. It is based mainly on guidance from the Health and Safety Authority as well as the Road Safety Authority and offers practical advice in a clear and concise manner.

If you want to manage your work-related vehicle (WRV) safety you should build on the safety practices and management structure that already exist in your company for managing health and safety in the workplace. Managing safety is a collaborative process so you should also get people from a broad cross section of your company - at driver and management level - involved in the process, as they will help you ensure your WRV safety system is comprehensive and effective.

In the appendices we have included some useful checklists and additional references that may help you develop your WRV safety system.

Please note:

- This document is a guide only and, as a guide, it is expressed in broad terms and limited to general information rather than detailed analyses or any legal advice. Specialist advice should always be obtained to address legal and/or issues arising in specific contexts.
- This guide does not deal with people who work on or near the road, the carriage or transportation of dangerous goods (ADR) as described in the Carriage of Dangerous Goods by Road Regulations 2007 (S.I. 288 of 2007) or the transportation of abnormal loads, as described by the Road Traffic (Construction Equipment & Use of Vehicles) Regulations 2003 (S.I. 5 of 2003).

Acknowledgement

We are grateful to the Health & Safety Authority and Road Safety Authority for their assistance in preparing this guide.

Introduction

Studies* show that of the 3,166 fatal road collisions between 1998 and 2006, 22% involved vehicles that were being used for work purposes. 85% of these fatalities occurred whilst operating transport machinery in the workplace and almost 10% occurred whilst driving at work. Studies also show that people who drive company cars have between 30% and 40% more collisions than ordinary drivers, and this risk increases for drivers who drive more than 40,000km a year.**

Some employers are under the impression that once vehicles are classed roadworthy and their drivers hold the appropriate licence and Certificate of Professional Competence, they have done everything that could be asked of them to keep their drivers and members of the public safe. This is far from the truth. The duty of care that health and safety law places on an employer applies to on-the-road work activities as well as to all work activities. As an employer, you must put in place the same policies and procedures in managing work-related road safety as you do for managing health and safety in the workplace.

We have prepared this guide to help you achieve this goal and keep your drivers safe, whether they drive goods or passenger vehicles, vans or cars or whether they operate forklift trucks at your premises. It offers practical advice on how to manage your work-related vehicle safety.

*Road safety at work conference, 15th June, 2009. Presented by Mick Brosnan, Research Manager, RSA & Sheena Notley, Inspector, Transport Safety Unit, HSA.

**30-40% of company car drivers citation: Safe Driving for Work guide - RSA and HSA.

What is Work Related Vehicle Safety (WRVS)?



Work Related Vehicle Safety (WRVS) is the management of the hazards and risks associated with work activities involving vehicles and mobile equipment. This includes the risks to employers, self-employed people, employees and members of the public. WRVS encompasses both workplace transport safety and work related road safety.

Workplace Transport Safety (WTS) is the management of hazards and risks associated with any vehicle or piece of mobile equipment that is used by an employer, employee, self-employed person or a visitor in a fixed or temporary workplace but excludes work related road safety.

Work Related Road Safety (WRRS) is the management of the hazards and risks to persons engaged in or affected by work related driving or work activities on or near a road.

Why manage WRV Safety?

Companies with good road-safety records have certain things in common. For them, safety:

- is as important as making a profit;
- is managed using a step-by-step approach;
- is planned ahead;
- is a team effort;
- is a continuous process; and
- is aimed at identifying the cause rather than the effect.

How to manage WRV safety

To manage work-related road safety, you must deal with the following:

- The company and its management
- The vehicle
- The driver
- The journey
- The workplace
- Accident information
- Responding to emergencies

Individually these will not make a difference to improving safety standards. To be effective, these areas must link together. One has an effect on and feeds into the other. It is also vital for you to remember that to raise your company's safety standard successfully, you must also change your company's behaviour and attitude towards risk. In other words, you must promote and develop a 'culture' of road safety.

Your legal responsibilities

The Safety, Health and Welfare At Work Act 2005 provides the basic legal framework for preventing accidents and ill health at work. Health and safety legislation covers employees whose place of work is a vehicle and not only those who work at a workshop or a factory. Several other acts and regulations, including road traffic law and EU rules on driver hours, put more responsibility on employers.

The law covers things such as:

- vehicle roadworthiness;
- carrying goods;
- work equipment;
- recording equipment;
- personal protective equipment;
- handling loads manually;
- first aid;
- exposure to noise;
- giving notice of accidents and dangerous events; and
- driver hours: rules and licensing

Employers must now identify, evaluate, avoid and control the risks drivers face while driving and whilst at the workplace.

In practice, this means that an employer's duty of care will cover the following:

- How suitable vehicles are
- Maintaining vehicles and equipment
- Organisational measures such as:
 - › planning routes;
 - › working hours and breaks;
 - › securing the load
 - › loading and unloading;
 - › monitoring loads during transport;
 - › shifting loads;
 - › preventing fire damage;
 - › repairing the vehicle; and
 - › using mobile phones.
- Medical surveillance
- Emergency evacuation
- Consultation, information and training

The Safety, Health and Welfare At Work Act 2005 set out “essential principles” for companies on how to meet their legal obligations.

- Strong and active leadership from the top – visible, active commitment from the senior management; allocating responsibilities and making people accountable, assigning sufficient resources, clear ‘downward’ communication and management systems; the integration of good health and safety management with business decisions, and the creation of a positive safety and health culture.
- Worker involvement – engaging the workforce in the promotion and achievement of safe and healthy conditions; effective ‘upward’ communication; providing high quality training.
- Assessment and review – identifying and managing health and safety risks; accessing (and following) competent advice; monitoring, reporting and reviewing performance.

If you are convicted of a serious breach of health and safety law, whether it has been caused by your negligence, authorisation, consent, or connivance, it is important that you realise that it can result in you being prosecuted under the law and fined up to €3 million or imprisoned for up to two years. You may also be fined under Road Traffic Law.

Remember, in a court of law ignorance does not mean innocence.

**22% of vehicles
are used for work
purposes***

*Road Safety at Work conference, June 2009.



The company and its management

What are the areas that make an effective safety management system?

- Policy
- Responsibility
- Organisation and structure
- Systems
- Monitoring

Policy

The policy should be the one clear statement of where the company stands on the issue of work-related road safety and its management. It should be contained within your company's overall safety statement or be treated separately. It should:

- See the road safety of your workforce as an important value.
- Recognise that transport is a vital part of your business.
- See road safety as an important part of creating and maintaining a safe working environment.

The policy document should be simple, concise and reflect your company's structure and business activities. It is important that any business decisions you make reflect the core values set out in your overall safety and health policy.

Your workforce, including your drivers, can help you prepare your policy. They have an intimate knowledge of the business and its processes so they are ideally placed to tell you what safety aspects need to be addressed. Your senior management team should review your policy regularly, particularly if there are incidents or near-misses, changes in the workplace, workforce, organisation or method of work or type of goods transported.

To be effective the people tasked with overseeing or implementing your safety and health programme must be competent in carrying out their duties, that is to say they should possess the necessary knowledge, training and experience to meet their legal responsibilities. You need to:

- determine what competencies exist within your company and what training is needed
- provide training;
- evaluate the effectiveness of the training provided; and
- keep records of a person's experience, training and qualifications.

Responsibility

Strong leadership is vital in delivering effective work-related vehicle safety practices. Everyone in your company must believe that you are committed to the continuous improvement of safety and health performance and must know what its expectations are of them and how they should deliver what is expected of them. By involving all staff in the development and maintenance of work-related vehicle safety, the issue of safety and health becomes everyone's business.

The key tasks that the senior management team should carry out in ensuring that they accept collective responsibility and meet their legal obligations include:

- reviewing, and where appropriate, endorsing the safety statement when prepared by the senior management team;

- receiving regular reports on progress, performance and implementation of work-related vehicle safety plans;
- ensuring sufficient resources are made available to achieve and implement these work-related vehicle safety plans;
- ensuring that senior managers and the workforce are actively involved in the management of work-related vehicle safety policy;
- developing a communications plan to show your commitment to the company's work-related vehicle safety policy;
- making sure the necessary organisational structures exist to ensure that work-related vehicle safety is properly managed;
- keeping aware of all matters in relation to work-related vehicle safety, especially major incidents and changes in legislation; and
- ensuring work-related vehicle safety audits are undertaken to monitor all aspects of work-related vehicle safety policy implementation.

Organisation and structure

Whether in a large or small company, the people given responsibility must develop close links to work effectively. Equally they must understand and respect each other's point of view.

- Do you make the necessary arrangements to create this environment?
- Do you involve all your staff in issues that affect their safety and health?
- Do you provide daily safety and health leadership in the areas you control?
- Have you allocated responsibility and authority for work-related vehicle safety to specific people in your company – are they clear on what they have to do and what they are to be held accountable for?
- Do you have sufficient information about the risks your staff are exposed to and the preventative measures they must take?
- Do you consult and involve your staff in key decision-making on work-related vehicle safety issues?

The best way to improve safety standards within your company is to adopt the following management structure or incorporate its key components:

Appoint a Safety and Health Director

Appoint a person within the senior management team with overall responsibility for work-related vehicle safety and make them directly accountable for the continued success of this capability.

Appoint a safety committee

Put a consultation mechanism in place, e.g. create a committee where management and employees, including drivers, meet regularly to discuss and resolve work-related vehicle safety issues.

Systems

Do you have a system to make sure that your programme runs smoothly? For example, are you confident that all your new drivers' training needs are assessed, your vehicles are regularly inspected and serviced, and all accidents are reported?

Monitoring

Do you know how well your programme is performing?

- Are there fewer accidents this year compared with last year?
- Do you know if a particular driver, route, type of vehicle and so on is causing most of your accidents?
- Do you know whether your driver-training programme has led to fewer crashes?
- Are you able to say what measures are working for or against you and why?

The vehicle

A properly-maintained vehicle can make a significant contribution towards road safety. There are five areas to consider/be aware of:

1. Individual responsibility
2. Selection and replacement
3. Safety equipment
4. Maintenance
5. Security

Individual responsibility

- Do employees and management understand what their responsibilities are?
- Are only authorised drivers allowed to drive the vehicle?
- Are vehicles released for servicing and repairs when the maintenance manager asks for them?
- Are vehicles given to specific drivers where possible?
- What checks are in place to make sure vehicles do not carry more than their maximum load weight? For example, do you keep to your weight limits on plating certificates?

Selection and replacement

- Are you satisfied that vehicles are roadworthy, safe and fit for their intended purpose?
- When buying vehicles, you should make sure that they are equipped with the best safety features including seat belts and air bags, a safety screen behind the driver's seat, antilock brakes, load safety devices and blind-spot elimination equipment (do you install Cyclops mirrors for example?).
- Do you replace vehicles on a new-for-old basis every few years?
- Do new vehicles and new trailers (from 2012), comply with European Community Whole Vehicle Type Approval (ECWVTA)?
- When you buy a new vehicle, as well as reviewing the need for further driver training, do you prepare a vehicle reference sheet? This would give details of:
 - › the main characteristics of the vehicle including height, weight, carrying capacity, maximum speed; and
 - › the minimum licence and training requirements for someone to drive that vehicle.

Safety equipment

Are all vehicles provided with:

- a warning triangle;
- a flashlight;
- a high-visibility jacket, which is readily accessible;
- a fire extinguisher, which is safely secured;
- a first-aid kit;
- a crash kit, which will include copies of the incident and accident report forms, a disposable camera, gloves, chalk, a pen and a tape measure; and
- a drivers' handbook?

Maintenance

- Are you satisfied that vehicles, including trailers, tachographs and speed limiters are maintained in a safe and fit condition?
- Are vehicles (including any trailer units) regularly serviced and maintained in line with a set schedule?
- Do drivers regularly inspect their vehicles?
- Is there a procedure in place for taking vehicles off the road immediately and repairing them where a serious safety defect has been found?
- Do you keep records of service history, fault and correction reports, roadworthiness certificates (CRW) for vehicles and trailers over 3.5 tonnes GVW and employees' safety inspections for at least 5 years?

Note: Failure to have a current CRW certificate is an offence under Section 18 of the Road Traffic Act 1961. Conviction for this offence carries five penalty points and the courts may impose a fine of up to €2,000 and/or up to three months' imprisonment.

Vehicle logbook

Do you keep a logbook of all work carried out on each vehicle? For example, the log should record:

- service details including the date, location, mileage and details of work carried out and who carried it out;
- all crashes involving that vehicle, and the result of the crash investigation.

Security

You must consider several areas.

- work practices;
- vehicles;
- the premises

Work practices

- Do you provide drivers with training in security measures at induction and issue them with guidelines?
- Do you constantly stress the need for vigilance among staff?
- Do you check drivers' credentials or references before employing them?
- Do you control access to keys on site to avoid unauthorised people getting access & duplicating or stealing them?
- Do you issue drivers and contractors with identity cards to make sure they are authorized to be on site and drive the particular vehicle?
- Do you ban staff from offering lifts to the public, or having unauthorised people in the cab?
- When transporting high value goods do you keep the vehicle's route and travel time confidential, avoid unnecessary stops and, for example, fill the vehicle with fuel before leaving the depot?

Vehicles

- Do you equip vehicles with GPS tracking devices to control the opening and closing of trailer doors, monitor a driver's progress, detect unnecessary stops and route deviations?
- Do you secure trailer doors during transport and whilst parked?
- Do you use a tagging system to make sure the trailer doors haven't been tampered with?

- Do you park vehicles overnight in a secure compound, i.e. fitted with perimeter fencing, exterior security lighting, controlled gate access and CCTV cameras?
- Do you employ the services of an Alarm Receiving Center, CCTV cameras and access control systems to control entry and exit to your compound?
- Do you, where possible, make sure the trailer is emptied when parked overnight?
- Do you check that security devices are working properly and being used correctly by drivers?
- Do you use security products that are sourced from reputable suppliers, which comply with industry standards, and are fitted by competent installers?

Premises

To prevent your vehicles being stolen, you should consider the following:

- Perimeter protection
- Site entry
- Exterior security lighting
- Surveillance (closed-circuit television cameras)
- Alarm protection

The driver

82% of crashes are caused by drivers making a mistake*

*Safe Driving for Work guide - RSA/HSA (Road Collision Fact Book 2007).

So what should you do?

There are two main areas you need to consider.

1. The driver's fitness and attitude to driving for work.
2. What training the driver needs.

Recruiting new drivers

- Do you have a recruitment process that helps you to identify the most suitable candidate? At the interview, do you review for example:
 - › pre-employment history?
 - › health?
 - › evidence of CPC (Certificate of Professional Competence)?
 - › past accidents and prosecutions?
- Do you assess a driver's attitude towards driving by carrying out an in-vehicle driver assessment, which includes vehicle manoeuvring, steering, stopping and reversing?
- Before sub-contracting work to another operator do you check their references, whether their insurances are adequate and if their drivers hold the appropriate licence? Do you set out their responsibilities in a contract to avoid any disputes or misunderstandings?

Note: Road Traffic Law, which is enforced by An Garda Síochána and RSA Transport Officers, sets out penalties for driving without a valid Driver CPC.

The following penalties apply:

- Failure to produce Driver CPC – fine of up to €2,000
- Fake documentation – fine of up to €5,000
- Driving without a valid Driver CPC – fine of up to €2,000
- Employer allowing a third party who does not have a valid Driver CPC to drive a relevant vehicle – fine of up to €5,000 (for employer/third party)

Training drivers

- Do you assess the training needs of your drivers?
- Do you provide induction training for drivers – for example, to get them used to the vehicle, explain the dangers of driving when tired or using mobile phones, or taking alcohol or drugs? Studies show that people who use a mobile phone while driving are 4 times more likely to have a crash.
- Can existing employees who drive on company business do so legally and safely?
- Does the job description set out the level of skill and experience needed for a driver to safely carry out their role?
- What checks are in place to make sure that these levels are met, for instance do you check if a driver holds a Certificate of Professional Competence (CPC)?
- When providing training, do you give priority to those most at risk – for example, young or inexperienced drivers, and those with high yearly mileage or poor accident history?
- Do you use Approved Driving Instructors licensed by the Road Safety Authority to meet your training requirements? Is training carried out in-house to the industry's best codes of practice with well-experienced qualified instructors who are able to provide training at all levels?

- Do drivers undergo periodic refresher training as required under the CPC, for instance that drivers undergo 35 hours training taken 1 day per year over 5 years?
- Have you set aside money for refresher training?
- Are drivers given defensive driver training? A driver's standard of driving will vary over time and would need to be refreshed.
- Do drivers know how to use antilock brakes (ABS) in an emergency situation?
- Are drivers trained in safe loading and unloading procedures and made aware of the height of their vehicle (both loaded and empty)?
- Are drivers able to carry out vehicle safety checks?
- Do you insist on drivers using the vehicle's safety equipment – for example, wearing the seat belts provided?
- Do drivers drive with a vehicle's daytime running lights switched on so they are more visible?
- Do drivers know what precautions to take to protect their own safety if their vehicle breaks down?
- How do you make sure that drivers maintain a safe standard of driving?
- Have drivers aged over 40 had their eyesight examined in the past two years?

Driver's Handbook

Have you prepared a "Driver's Handbook" which explains clearly and concisely how a driver is expected to carry out their duties? Specific aspects include:

- › the vehicle – daily inspection and general use of the vehicle, use of vehicle documents and advice on reporting defects;
- › the tachograph– use of the instrument, keeping records and returning record sheets, downloading driver smart cards;
- › the driver – maintaining customer satisfaction and how the driver is expected to act in various situations (for example at a roadside enforcement or roadworthiness check);
- › driving – instructions on safe and reliable driving techniques, driving hours and breaks, plus advice on complying with maximum speed limits relevant to the type of vehicle and road, and driving at low speeds in adverse weather or road conditions;
- › management – procedures to follow when specific incidents occur (for example accidents), form filling, record book completion and general administration (e.g. reporting illness).
- Does your induction training include familiarization with the "Driver Handbook"?
- Do you include a test on the contents as part of your training programme?
- Do you ensure all drivers sign for receipt of their "Driver Handbook" and state that they are familiar with its contents and will act according to its instructions? This way, if a driver regularly disobeys the instructions, you could discuss the handbook during that driver's performance evaluation
- Do you make sure drivers whose first spoken language isn't English understand any company literature you provide them with?

Pick the safer option

The journey

Routes

- Do you always choose the safest route, bearing in mind the type of vehicle you are driving. For example, do you avoid accident black spots, choose motorways instead of narrow winding country roads and take account of roads with low bridges or weight restrictions?

Time and scheduling

- Do you allow for rest breaks, road types and conditions and unexpected delays when planning drivers' work schedules?
- Do drivers feel pressured to break the speed limit or drive dangerously to meet delivery times, for instance in order to meet customer contracts that include schedules?
- Do you encourage drivers, particularly those who do not drive for a living, to stay overnight at a hotel, rather than having to make a long road journey at the end of the working day?
- Do you take full advantage of times when traffic is not heavy?
- Do you allow extra time for inexperienced drivers or drivers who may be unfamiliar with the route?
- Do you monitor a driver's duty roster to make sure they take the sufficient time off work?
- Have you appointed a Transport Manager or an independent contractor for checking or analyzing tachograph record sheets to see if drivers are following your safety guidelines, complying with driver hours rules and working time regulations, and not putting themselves and others at risk?
- Do you download digital tachograph records at least every 3 weeks to ensure the data is not overwritten by mistake?
- Do you keep tachograph records for at least two years after the end of the period covered?
- Do you store all tachograph records in a secure area and keep a back-up of records either in a fireproof safe or off-site?

Note: RSA guidance material on the working time requirements is available at the RSA website www.rsa.ie

Distance

- Are all journeys necessary? For example, do you make full use of video conferencing, or hiring haulage contractors for one-off deliveries to remote parts of the country?
- Do you share the burden of long journeys among drivers?
- Do you try to reduce the distances your staff commute – for example, by allowing them to work from home?

Weather conditions

- Do you try to prevent drivers from having to drive in bad road and weather conditions by rescheduling deliveries?
- Are vehicles properly equipped to drive in bad road and weather conditions?
- Have drivers been instructed in how to drive safely in bad road and weather conditions – for example, by allowing much greater braking distances in icy road conditions?
- Do drivers feel pressured to finish journeys in bad road and weather conditions, putting themselves and others at risk?

The safety of loads on vehicles

A Code of Practice – The Safety of Loads on Vehicles (Department of Transport, UK) is a useful source of reference in dealing with aspects of safe loading and addresses issues such as:

- understanding the forces involved in restraining loads;
- selecting restraining systems and load securing equipment;
- securing containers, pallets, engineering plant, general freight, timber, metal and loose bulk loads during transportation.

A short checklist of DOs and DON'Ts is shown below to help you load vehicles correctly.

What you need to remember is the basic principle on which the Code is based, that 'the combined strength of the load restraint system must be sufficient to withstand a force not less than the total weight of the load forward and half the weight of the load backwards and sideways'.

DO

- Do make sure your vehicle's load space and the condition of its load platform are suitable for the type and size of your load
- Do make use of load anchorage points
- Do make sure you have enough lashings and that they are in good condition and strong enough to secure your load
- Do tighten up the lashings or other restraining devices
- Do make sure that the front of the load is abutted against the headboard, or another fixed restraint
- Do use wedges, scotches, etc so that your load cannot move
- Do make sure that loose bulk loads cannot fall or be blown off your vehicle

DON'T

- Don't overload your vehicle or its individual axles
- Don't load your vehicle too high
- Don't use rope hooks to restrain heavy loads
- Don't forget that the size, nature and position of your load will affect the handling of your vehicle
- Don't forget to check your load:
 - › before moving off;
 - › after you have travelled a few miles;
 - › if you remove or add items to your load during your journey.
- Don't take risks.

This extract is taken directly from the Code of Practice on the Safety of Loads on Vehicles (Department for Transport, UK). You can download the entire Code of Practice from <http://www.dft.gov.uk/pgr/roads/vehicles/vssafety/safetyloadsonvehicles.pdf>

Further guidance is also available from European Commission Directorate-General For Energy and Transport; http://ec.europa.eu/transport/road_safety/vehicles/doc/cargo_securing_guidelines_en.pdf

Delivering safely

Whether it is a customer you deliver to regularly or only once you should check what arrangements have been made for delivering your goods safely. Have you considered:

- The site: are there certain types or sizes of vehicle that cannot be facilitated, for example are there narrow roads leading to the site, or awkward access points that limit a vehicle's turning circle or whether trucks need to be equipped with CCTV cameras or reversing sirens?
- Loading & unloading arrangements: are there restrictions on the time of day deliveries can be made, whether reversing must be supervised by a signaller, is there a designated area for unloading, what unloading equipment is permitted, the procedure for unsheeting a vehicle?
- The driver: where does the driver wait during unloading, does he need to wear a high-visibility jacket or vest, who does he report to, what is the handover procedure for delivery?
- Emergency arrangements: are there protocols for dealing with a load that has shifted dangerously during transport, for reporting a near-miss or accident and for the "hand-over" procedure for completing the delivery?

Further advice is available on this issue from the Health and Safety Executive, UK at their website <http://www.hse.gov.uk/workplacetransport/information/cooperation.htm>

Visiting drivers

The steps you take for delivering safely should also be applied to drivers visiting your premises. You need to tell them where to park or unload, the route they should take, who they report to, what lifting aids are available for unloading, and if there are any special dangers they need to be aware of, such as pedestrian crossings or forklift bays.

Further advice is available on this issue from the Health and Safety Executive, UK at their website <http://www.hse.gov.uk/workplacetransport/factsheets/visiting.htm>

The Workplace

Traffic management

- Make sure security and loading staff are made aware of the dangers of moving vehicles
- Take precautions to allow pedestrians and drivers to move safely while on site, e.g. provide dedicated walkways (ideally with pedestrian barriers), cordon off areas from vehicular traffic, have separate access ways for pedestrians and vehicles and install adequate lighting.
- Have arrangements in place on site for moving and parking vehicles safely, including those belonging to customers and visitors.
- Manage traffic movements i.e. use one-way systems and avoid the need for reversing where possible. You should only consider appointing a signaller as a last resort as this person is being put in a danger zone. Accident statistics show that a number of people have been killed whilst assisting in reversing vehicles. The signaller must be competent, wear high visibility clothing and use recognizable hand signals.
- Put a speed limit in place which traffic must observe or use traffic calming measures, for example ramps.
- Make sure drivers have good all round visibility, particularly during reversing. The provision of longitudinal guides, lateral white lines on the ground or fixed mirrors can all be of assistance to the driver in positioning the vehicle correctly. Remember, if left hand drive vehicles visit your premises, they may have different lines of visibility.
- Place fixed mirrors in reversing areas.
- Provide vehicles with extra visibility aids if necessary such as convex internal rear view mirrors or convex segment wing mirrors or CCTV cameras to eliminate blind spots.
- Eliminate any vehicle routes that have sharp or blind bends/corners.
- Make sure forklift trucks are maintained, certified, equipped with rollover cage and reversing siren, recharged safely and driven by a competent person.
- Where vehicles have to reverse up to structures, services or edges, provide physical stops such as barriers, bollards, buffers or wheel stops to warn drivers that they need to stop and to prevent vehicles from overrunning edges. All physical stops should be highly visible, appropriately positioned and well maintained.
- Consider reversing aids or safety devices if appropriate, for example "sensing" or "trip" systems can assist in the detection of people or obstacles behind the reversing vehicle. Such systems must be correctly installed, set up and maintained. It is important to remember that these systems are an aid and are no substitute for good all round visibility and driver awareness.
- Fix a guard, where required, to the rear wheels / hazardous vehicle access points to prevent people from being dragged under the vehicle.

Loading and unloading

- Provide loading areas and turning zones and maintain them.
- Make sure the loading and unloading of vehicles is done safely, for example, drivers always use trailer-parking brakes when parking and don't rely on disconnecting the red line.
- Are stabilizers used when operating lorry-mounted cranes?
- Are there safe means of opening and closing trailer curtains?
- Are there systems for checking whether a load has shifted in transit and for dealing with bulging loads on curtain-sided vehicles?
- Devise a procedure to stop a vehicle moving off before it has been unloaded.
- Is the loading/unloading carried out so that, as far as possible, the load is spread evenly to avoid the vehicle or trailer becoming unstable?

- Do not exceed the weight limit of the vehicle.
- Are tipping vehicle bodies always propped when people work under them or under tilting cabs?
- Make sure tail lifts meet British Standards 6109 and 5304.
- Examine tail lifts annually and make sure the safe working load is not exceeded.
- Keep tail lift in the raised position when not in use and fitted with skirt plates and toe guards.
- Do you and your drivers know what hazards they may be exposed to and what rules they should follow at customer sites?
- Regularly check dock levellers for damage and maintain them.

Fall risks

- Avoid working at height by purchasing a vehicle with gauges and controls which are at ground level or use automated sheeting systems.
- Reorganise loading systems so that loads are palletised and can be lifted off using mechanical lifting aids in the correct order of delivery.
- If working at height on vehicles cannot be avoided, do you keep the number of people to a minimum, make sure there is no passing traffic and have a shelter area from strong winds and bad weather?
- Provide gantries for refuelling or sheeting, which are securely fixed in position and fitted with guard rails and toe boards.
- Provide On-Vehicle Fall Protection Systems such as collapsible guardrails, Fall Arrest Equipment or safety mats.
- Consider using anti-slip coatings or finishing on critical areas or non-slip colour contrast on the edges of load areas, steps and tailboard goods lifts.
- Provide proper on-vehicle storage for equipment such as tarpaulins and lashings.
- Provide drivers with safety footwear that has compatible slip resistance with the surfaces they will be walking on. Remember that the slip resistance of shoes can vary greatly. In some cases, shoes that are compatible with the surface of the cab steps may not be compatible with the catwalk surface. Involve and consult with employees if purchasing vehicles and equipment including safety equipment such as safety footwear.
- Provide appropriate vehicle washing facilities and foot scrappers in order to remove mud, diesel or grease.
- Are elevated work platforms equipped with lifting controls and a fail-safe lifting device to prevent collapse?
- Do you minimize the amount of climbing on lorries during the sheeting process?
- Is there an inspection, maintenance and report procedure for all equipment such as ropes, straps, curtains, sheets, nets, fall arrest equipment etc to ensure they are safe to use?

Manual handling and lifting

- Have you identified and assessed workers' possible exposures?
- Avoid unnecessary handling by using mechanical aids, such as pulley trucks or forklifts.
- Train workers in safe lifting techniques and maintain training records.
- Ensure staff share heavy or awkward loads that have to be manually lifted.

Responding to emergencies

Emergency procedure in the event of an accident

- Move your vehicle to a safe position where it does not obstruct traffic or risk causing an accident.
- Ensure your own safety first. If exiting a vehicle wear a high visibility jacket or vest, which should be readily accessible in the vehicle.
- Help any injured person.
- Call the Gardai and emergency services if someone is hurt – dial 999 on a landline or 112 on a mobile phone.
- Explain to the emergency services the type of load you are carrying in case it poses a danger to people or nearby property.
- Exchange contact details as well as the vehicle's registration and insurance details.
- Record the details of the collision on the Accident Report Form.
- Notify your employer as soon as you can about the accident.
- Take pictures of the scene if possible.
- Report the collision to the Health and Safety Authority, where relevant – for example, if someone is seriously injured or killed due to the collision. Details can be found at www.hsa.ie.

Other emergencies

- Have you developed a policy and safety protocol to deal with other possible emergencies such as:
 - › Vehicle breakdown
 - › Goods falling from the trailer during transportation
 - › Overturning vehicle
 - › Refuelling the vehicle using the wrong type of fuel
 - › Theft of trailer or hi-jacking of vehicle
 - › Discovery of stowaways in a trailer unit

Prepare for the worst

Accident information

Learn from your mistakes

If you know why an accident happened, you can try to prevent it from happening again. You will be able to tell whether a particular driver, route or type of vehicle is causing your accidents and take the necessary corrective action. Having this information will also help you defend your company against a claim.

You need to consider the following:

- Reporting
- Investigation
- Analysis

Reporting

- Do you gather as much information as possible at the scene of a crash?
- Do you report crashes as soon as possible so that you can limit the damage?
- Do you encourage drivers to report near misses without fear of action being taken against them?
- Have you installed vehicles with Event Data Recorders which capture details of the accident such as the vehicle's speed, steering wheel movement or braking?

If only significant crashes are reported you have an incomplete and false picture of the number of crashes that actually happen.

Investigation

Do you try to identify the cause rather than the effect of any crash or unsafe work so that you may learn from it? For example:

- who was involved?
- what were the road conditions?
- what was the driver's action?

Analysis

Do you see whether there is a trend to these crashes?

Do you review crashes by:

- type of accident – for example, single vehicle or fatal or non-fatal?
- driver's age, sex and driving experience?
- the type of vehicle and any faults?
- the day, time, traffic conditions, and road or weather conditions?

You can then identify whether the crash or unsafe work practice was caused by:

- a lack of driver training;
- a problem with the vehicle; or
- poor route planning.

- Do you send reports to senior managers and site managers and review them at monthly or three-monthly management meetings?
- Do you give the results of analysis to drivers so that they may learn from the experience?
- Do you put into practice what was learned from the crash – for example, providing driver training, a proper vehicle maintenance schedule or a change of vehicle routes?
- Have you appointed a competent person at management level to manage the company's road safety performance?
- Do you provide a forum for drivers so they can voice their safety concerns & can receive feedback from management on dangerous driving?
- Do you make safe driving part of a driver's job description and salary performance review?

References and further information

“Driving for Work: A Guide for Employers”

Health and Safety Authority

http://www.hsa.ie/eng/Vehicles_at_Work/Driving_for_Work/

‘Driving at work - Managing work-related road safety’

HSE (Health and Safety Executive) Books

www.hsebooks.com

“Workplace transport safety: Guidance for employers”

<http://www.hse.gov.uk/pubns/indg199.pdf>

‘Managing occupational road risk’

Royal Society for the Prevention of Accidents

<http://www.rospa.com/driverandfleet>

‘Code of practice - Safety of loads on vehicles’

Third edition, the Stationery Office, 2002

ISBN: 0 11 5525475

“Preventing Road Accidents involving Heavy Goods Vehicles”

European Agency for Safety and Health at Work (Fact Sheet)

<http://osha.europa.eu/en/publications/factsheets/18>

Appendices

We have enclosed sample checklists and guidance that you may find useful, including:

- Driver application form
- Pre-driving vehicle checks
- Weekly vehicle-safety checklist
- Monthly vehicle maintenance checklist
- Re-coupling and uncoupling procedure
- Simplified accident analysis form

General websites

Road Safety Authority

www.rsa.ie

Health and safety Authority

www.hsa.ie

Transport and Logistics Research Unit, University of Huddersfield

www.hud.ac.uk

The Motor Insurance Repair Research Centre (security)

www.thatcham.org

Euro NCAP (passenger survivability car testing)

www.euroncap.com

The Automobile Association

www.aaireland.ie

Road Haulage Association

www.irha.ie

Rules of the Road

www.rulesoftheroad.ie

Penalty Points

www.penaltypoints.ie

Our websites

www.aviva.ie
www.riskasyst.ie
www.aviva.co.uk
www.nurs.co.uk
www.aviva.com

Legislation

- The Safety, Health and Welfare At Work Act 2005 (No.10 of 2005)
- Safety Health & Welfare At Work (General Application) Regulations 2007 (S.I. No.299 of 2007)
- Part X Safety Health & Welfare At Work (General Application) Regulations 1993 (S.I. No.44 of 1993)
- The Road Traffic Act 1961 and later amendments
- The Carriage of Dangerous Goods By Road Act 1998 & the Carriage of Dangerous Goods by Road Regulations 2007 (S.I. 288 of 2007)
- The European Communities (Vehicle Drivers Certificate of Professional Competence) Regulations 2008 (S.I. No.91 of 2008)

You can get details of these from:

Government Publications Sales Office, Molesworth Street, Dublin 2



Pre-driving Checks

Name

Date

Vehicle No.

Trailer No.

Under Bonnet Checks

Attention

In order

Oil

Water

Pipes/Hoses

External Checks

Attention

In order

Tyres

Wheel nuts

Anti-spray equipment

Bodywork

Rear underrun/sideguard

Reflectors/reflective plate

Secure load

Doors/tail lift

Battery

Air/electrical lines

Landing gear/handle

Safety clip/Kingpin

Number plate/light

Tail lights

Fog lights

Brake lights

Reverse lights

Indicators/hazard lights

Attention	In order	
<input type="checkbox"/>	<input type="checkbox"/>	Side lights
<input type="checkbox"/>	<input type="checkbox"/>	Head lights (dipped/main)
<input type="checkbox"/>	<input type="checkbox"/>	Marker lights
<input type="checkbox"/>	<input type="checkbox"/>	Swivelling spot lamp
<input type="checkbox"/>	<input type="checkbox"/>	Mirrors
<input type="checkbox"/>	<input type="checkbox"/>	Windscreen/certification
<input type="checkbox"/>	<input type="checkbox"/>	Steps/handrail
Internal Checks		
Attention	In order	
<input type="checkbox"/>	<input type="checkbox"/>	Seat
<input type="checkbox"/>	<input type="checkbox"/>	Seat belt
<input type="checkbox"/>	<input type="checkbox"/>	Parking brake
<input type="checkbox"/>	<input type="checkbox"/>	Gear lever in neutral
<input type="checkbox"/>	<input type="checkbox"/>	Gauges
<input type="checkbox"/>	<input type="checkbox"/>	Warning lights
<input type="checkbox"/>	<input type="checkbox"/>	Warning buzzers
<input type="checkbox"/>	<input type="checkbox"/>	Reverse warning buzzer
<input type="checkbox"/>	<input type="checkbox"/>	Windscreen washer
<input type="checkbox"/>	<input type="checkbox"/>	Windscreen wipers
<input type="checkbox"/>	<input type="checkbox"/>	Horn
<input type="checkbox"/>	<input type="checkbox"/>	Safety equipment
<input type="checkbox"/>	<input type="checkbox"/>	Tachograph equipment
<input type="checkbox"/>	<input type="checkbox"/>	Tachograph charts
<input type="checkbox"/>	<input type="checkbox"/>	Speedometer
<input type="checkbox"/>	<input type="checkbox"/>	Moving brake test
<input type="checkbox"/>	<input type="checkbox"/>	Steering response



On the last occasion that you drove this vehicle...

- | | | |
|---|------------------------------|-----------------------------|
| Was the tachograph equipment working? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the speed limiter working? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Was the braking system working effectively? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you notice any handling difficulties? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you notice any strange smells? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you hear any unusual noises? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did you feel any unusual vibrations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Signed _____

Dated _____

Coupling Procedure

- Ensure that the trailer brake is applied
- Check the trailer height against the tractive unit (to receive it safely)
- Reverse slowly up to the trailer until you hear the Kingpin mechanism locking into place
- Select a low gear and try to move forward (twice) to check that the locking mechanism is secure
- Ensure that the vehicle parking brake is applied
- Connect the safety clip to secure the Kingpin release handle
- Connect the air and electric lines
- Turn on the taps
- Raise the landing gear and stow away the handle
- Release the trailer parking brake
- Start up the engine
- Check that the air is building up in the storage tanks
- Check the operation of all the lights
- Fit the correct number plate to the trailer
- Carry out the necessary pre-driving checks

Uncoupling Procedure

- Select a safe and legal place to park
- Ensure that the tractive unit and trailer brakes are applied
- Lower the landing gear and stow the handle away safely
- Turn off the air line taps (if fitted)
- Disconnect the airlines and stow them away safely
- Disconnect the electric line and stow it away safely
- Remove any safety clip securing the Kingpin release handle (if fitted)
- Release the Fifth Wheel coupling locking bar (if fitted)
- Remove the number plate (if necessary)
- Drive the tractive unit away slowly, checking the trailer in your mirrors



Simplified accident analysis form

Type of Accident or Occurance	Non-avoidable	Avoidable
Windscreen	<input type="checkbox"/>	<input type="checkbox"/>
Fire Damage	<input type="checkbox"/>	<input type="checkbox"/>
Theft of vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Theft from Vehicle - radio	<input type="checkbox"/>	<input type="checkbox"/>
Theft from Vehicle - excluding radio	<input type="checkbox"/>	<input type="checkbox"/>
Malicious damage	<input type="checkbox"/>	<input type="checkbox"/>
Damage by storm/ flood	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury - pedestrian	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury - cyclist	<input type="checkbox"/>	<input type="checkbox"/>
Bodily Injury - other	<input type="checkbox"/>	<input type="checkbox"/>
Collision with animal	<input type="checkbox"/>	<input type="checkbox"/>
Collision with oncoming vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Damage due to overturning	<input type="checkbox"/>	<input type="checkbox"/>
Damage to own trailer	<input type="checkbox"/>	<input type="checkbox"/>
Damaged by tipping	<input type="checkbox"/>	<input type="checkbox"/>
Damaged trailer of third party	<input type="checkbox"/>	<input type="checkbox"/>
Door opened by third party	<input type="checkbox"/>	<input type="checkbox"/>
Door opened onto path of third party	<input type="checkbox"/>	<input type="checkbox"/>
Hit in the rear by third party	<input type="checkbox"/>	<input type="checkbox"/>
Hit rear of third party	<input type="checkbox"/>	<input type="checkbox"/>
Location - crossroads collision	<input type="checkbox"/>	<input type="checkbox"/>
Location - entering main road	<input type="checkbox"/>	<input type="checkbox"/>
Location - hit fixed object excluding above	<input type="checkbox"/>	<input type="checkbox"/>
Location - hit lamp post/ traffic sign	<input type="checkbox"/>	<input type="checkbox"/>
Location - hit whilst parked	<input type="checkbox"/>	<input type="checkbox"/>
Location - motorway / national primary route accident	<input type="checkbox"/>	<input type="checkbox"/>

Type of Accident or Occurance	Non-avoidable	Avoidable
Location - pot hole	<input type="checkbox"/>	<input type="checkbox"/>
Location - roundabout entering	<input type="checkbox"/>	<input type="checkbox"/>
Location - roundabout leaving	<input type="checkbox"/>	<input type="checkbox"/>
Location - third party entering main road	<input type="checkbox"/>	<input type="checkbox"/>
Location - traffic light collision	<input type="checkbox"/>	<input type="checkbox"/>
Lost control - hit fixed object	<input type="checkbox"/>	<input type="checkbox"/>
Multiple collision	<input type="checkbox"/>	<input type="checkbox"/>
Reversing	<input type="checkbox"/>	<input type="checkbox"/>
Third party reversing	<input type="checkbox"/>	<input type="checkbox"/>
Skidded on liquid on road including water	<input type="checkbox"/>	<input type="checkbox"/>
Skidded on mud - loose surface	<input type="checkbox"/>	<input type="checkbox"/>
Skidded on snow/ice - no other vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Third party turned across	<input type="checkbox"/>	<input type="checkbox"/>
Turned across third party	<input type="checkbox"/>	<input type="checkbox"/>
Incident collision less than 5MPH	<input type="checkbox"/>	<input type="checkbox"/>
Incident collision between 5 & 30 MPH	<input type="checkbox"/>	<input type="checkbox"/>
Incident collision greater than 30 MPH	<input type="checkbox"/>	<input type="checkbox"/>
Driver aged under 20	<input type="checkbox"/>	<input type="checkbox"/>
Driver aged 21 to 25	<input type="checkbox"/>	<input type="checkbox"/>
Driver aged 26 to 30	<input type="checkbox"/>	<input type="checkbox"/>
Driver aged 30 to 50	<input type="checkbox"/>	<input type="checkbox"/>
Driver aged 51 & over	<input type="checkbox"/>	<input type="checkbox"/>
Purpose of journey - private	<input type="checkbox"/>	<input type="checkbox"/>
Purpose of journey - business	<input type="checkbox"/>	<input type="checkbox"/>
Unknown	<input type="checkbox"/>	<input type="checkbox"/>
Total	<input type="text"/>	<input type="text"/>
Total Percentage	<input style="text-align: right; width: 50px;" type="text" value="%"/>	<input style="text-align: right; width: 50px;" type="text" value="%"/>



Give details of any traffic accidents during the last five years

Date	Brief description of accident
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Driving experience

Have you taken any form of advanced or defensive driving training? Yes No
If 'Yes' give details

<input type="text"/>
<input type="text"/>
<input type="text"/>

Medical

	Yes	No	Details
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Declaration

I confirm that the above details are correct

Signed Date

For official use only

Driving licence checked by Date

Medical checked by Date

Authorised to drive the following types of vehicles



<input type="text"/>

Signed manager Date



Weekly vehicle safety checklist

Periodic	Spot Check	Handover/Takeover
Driver	<input type="checkbox"/>	<input type="text"/>
Vehicle type	<input type="checkbox"/>	<input type="text"/>
Registration number	<input type="checkbox"/>	<input type="text"/>
Speedometer reading	<input type="checkbox"/>	<input type="text"/>
Documentation	Checked	Comments
Manufacturer's handbook	<input type="checkbox"/>	<input type="text"/>
Service record book (up to date?)	<input type="checkbox"/>	<input type="text"/>
Driver handbook	<input type="checkbox"/>	<input type="text"/>
Accident report form	<input type="checkbox"/>	<input type="text"/>
Vehicle interior	Serviceable	Remarks
Door handles and locks	<input type="checkbox"/>	<input type="text"/>
Alarm	<input type="checkbox"/>	<input type="text"/>
Seats	<input type="checkbox"/>	<input type="text"/>
Seat belts/operational/damage	<input type="checkbox"/>	<input type="text"/>
All instruments/wipers	<input type="checkbox"/>	<input type="text"/>
Lights and indicators - front	<input type="checkbox"/>	<input type="text"/>
Lights and indicators - rear	<input type="checkbox"/>	<input type="text"/>
Interior light	<input type="checkbox"/>	<input type="text"/>
Window operation	<input type="checkbox"/>	<input type="text"/>
Window (glass) condition	<input type="checkbox"/>	<input type="text"/>
Heated rear window and wash wiper	<input type="checkbox"/>	<input type="text"/>
Cleanliness	<input type="checkbox"/>	<input type="text"/>
Boot compartment	Serviceable	Remarks
Cleanliness	<input type="checkbox"/>	<input type="text"/>
Boot lid secure & operational	<input type="checkbox"/>	<input type="text"/>
Spare wheel jack & brace	<input type="checkbox"/>	<input type="text"/>
Spare wheel tyre pressure & condition	<input type="checkbox"/>	<input type="text"/>

Engine compartment	Serviceable	Remarks
Engine oil level	<input type="checkbox"/>	<input type="text"/>
Coolant level (anti freeze)	<input type="checkbox"/>	<input type="text"/>
Battery electrolyte level	<input type="checkbox"/>	<input type="text"/>
Battery security	<input type="checkbox"/>	<input type="text"/>
Battery terminals secure and clean/greased	<input type="checkbox"/>	<input type="text"/>
Brake fluid level	<input type="checkbox"/>	<input type="text"/>
Clutch fluid level	<input type="checkbox"/>	<input type="text"/>
Washer bottle full and correct frost protection fluid	<input type="checkbox"/>	<input type="text"/>
Compartment clean	<input type="checkbox"/>	<input type="text"/>
Exterior	Serviceable	Remarks
Tyre condition (damage)	<input type="checkbox"/>	<input type="text"/>
Tyre thread depth (min 1.6mm)	<input type="checkbox"/>	<input type="text"/>
Tyre pressure correct	<input type="checkbox"/>	<input type="text"/>
Positioning of wheel nuts	<input type="checkbox"/>	<input type="text"/>
Exterior cleanliness	<input type="checkbox"/>	<input type="text"/>
Condition of vehicle-detail all damage		
		
		
General remarks <input type="text"/>		
Driver's signature	<input type="text"/>	Date <input type="text"/>
Manager's signature	<input type="text"/>	Date <input type="text"/>



Monthly vehicle maintenance checklist

Return for the month of	<input type="text"/>
Registration number	<input type="text"/>
Driver	<input type="text"/>
Odometer reading beginning of month	<input type="text"/>
Odometer reading end of month	<input type="text"/>
Monthly mileage	<input type="text"/>
Total mileage	<input type="text"/>
Fuel used during the month (litres)	<input type="text"/>
Consumption rate (M.P.L.)	<input type="text"/>

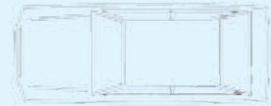
Brief details of Servicing/Repairs completed during the month

Date	Odometer reading	Brief details/cost	Name of garage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Monthly checklist

	Checked	Comments
Tyre thread	<input type="checkbox"/>	<input type="text"/>
Wheel rims	<input type="checkbox"/>	<input type="text"/>
Spare wheel	<input type="checkbox"/>	<input type="text"/>
Tool kit	<input type="checkbox"/>	<input type="text"/>
Roof rack	<input type="checkbox"/>	<input type="text"/>
Wiper blades	<input type="checkbox"/>	<input type="text"/>
Front lights	<input type="checkbox"/>	<input type="text"/>
Rear lights	<input type="checkbox"/>	<input type="text"/>
Panel gauges	<input type="checkbox"/>	<input type="text"/>
Oil level	<input type="checkbox"/>	<input type="text"/>
Water level	<input type="checkbox"/>	<input type="text"/>
Cleanliness	<input type="checkbox"/>	<input type="text"/>

Condition of vehicle-detail all damage



General remarks

Driver's signature

Date

Manager's signature

Date

Aviva is the world's sixth largest* insurance group, serving 53 million customers across Europe, North America and Asia Pacific. In Ireland 1.2 million customers trust us to look after their financial and personal assets.

We are very proud of our established and trusted heritage in Ireland spanning over 100 years. We are committed to understanding our customers, recognising their individual needs and providing worldclass service through our nationwide network of branches and independent brokers together with our customer contact centre and website www.aviva.ie

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*based on gross worldwide premiums at 31 December 2009.



**For our joint protection,
we may record and monitor phone calls**

Aviva Insurance Europe SE

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