

Drivers Handbook





Our Lifesaving Rules



Always be sure the required plans and permits are in place, before you start a job or go on or near the line.



Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.



Always use equipment that is fit for its intended purpose.



Always test before applying earths or straps.



Never undertake any job unless you have been trained and assessed as competent.



Never assume equipment is isolated – always test before touch.



Never work or drive while under the influence of drugs or alcohol.



Always use a safety harness when working at height, unless other protection is in place.



Always obey the speed limit and wear a seat belt.



Never enter the agreed exclusion zone, unless directed to by the person in charge.

Safe behaviour is a requirement of working for Network Rail.

These Rules are in place to keep us safe and must never be broken.

We will all personally intervene if we feel a situation or behaviour might be unsafe.

We will always comply with our Lifesaving Rules

For more information about our Lifesaving Rules go to safety.networkrail.co.uk/LSR



Acknowledgement

This driver handbook has been jointly developed between Network Rail's Road Fleet, Finance, Tax, and Safety, Technical and Engineering functions as a tool for all employees driving on behalf of Network Rail.

It aims to help drivers understand and manage the risks that they face when driving vehicles for work. The handbook will help people make safer choices about the way they drive and behave around vehicles.

This is a guidance document. Using the information given should help you to comply with your statutory duties in respect of safe driving and working practices. The document is not exhaustive and provides information on the main risks and responsibilities that drivers may encounter as part of their everyday working duties.

All information contained in this document is accurate at the time of publication (October 2017). The handbook is subject to annual review to keep up to date with industry and organisation changes. It is the responsibility of the reader to ensure they update themselves regularly on any changes to Road Traffic legislation and stay up to date with Network Rail's wider safety policies.

More detailed information on relevant company policies can be found in the appendices at the end of this document.

Driver Code of Conduct

Before driving a Network Rail vehicle, employees should familiarise themselves with the following code of conduct. By driving a Network Rail vehicle, the employee has responsibilities under both the Life Saving Rules and UK Health & Safety legislation to maintain fitness for duty and not accept unsafe practices or breaches of the law. Network Rail drivers share the road with other road users and their behaviour whilst on the road directly impacts the general public and the public perception of Network Rail.

1. I recognise and accept my obligations as a driver of a Network Rail vehicle

- ✓ **DO** – Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for Network Rail and the industry
- ✓ **DO** – Ensure you drive with consideration for all road users and pedestrians
- ✓ **DO** – Support safety initiatives within the workplace
- ✓ **DO** – Encourage safe driving on the road

2. I will comply with all road laws and be considerate of others by doing the following:

- ✓ **DO** – Act professionally at all times
- ✓ **DO** – Ensure I'm fit for duty – alert, healthy and prepared to drive
- ✓ **DO** – Adhere to speed limits, always wear a seat belt, and follow the 'Highway Code'
- ✓ **DO** – I will be fit to drive, having adhered to the appropriate rest periods (WTD, EU Drivers Regs)
- ✓ **DO** – Adhere to Network Rail's Life Saving Rules and Drugs and Alcohol Policy
- ✓ **DO** – Leave a safe stopping distance between my vehicle and others
- ✓ **DO** – Travel in the leftmost lane unless overtaking
- ✓ **DO** – Adopt a considerate driving style, reducing noise when operating in a built up area

3. I understand that driver distraction is a risk I will reduce this by doing the following:

- ✓ **DO** – Fully prepare for each journey ahead of time to avoid becoming distracted whilst driving. This means allowing myself time to carry out vehicle checks and log into Sat Nav devices
- ✗ **DON'T** – Use mobile phones, sat-nav, two-way radios or programme any other electronic device whilst the vehicle is in motion

4. I take pride in the Network Rail vehicle I use and will conduct vehicle checks on a daily basis to ensure my vehicle remains safe and roadworthy.

Introduction



Driving is a critical part of Network Rail's operation. Every year, our vehicles cover in excess of 100 million miles across the UK, transporting staff, tools and kit to worksites, depots and other operational locations.

Driving is the most hazardous activity that we carry out as an organisation. Every year in the UK, between 800 and 1000 people are killed in work-related road traffic accidents. Despite the introduction of the Life Saving Rules in 2013, hundreds of employees have still been injured in road traffic accidents.

The purpose of this Drivers Handbook is to make all drivers of Network Rail vehicles aware of the risks that they may face while driving, and how to manage those risks. It also sets out the maintenance and driving behaviours that are expected from all employees driving Network Rail vehicles, in terms of vehicle use, vehicle maintenance and driving behaviours.

There is also a variety of useful information provided towards the back of the handbook regarding common queries that drivers may have, and what action to take in an emergency.

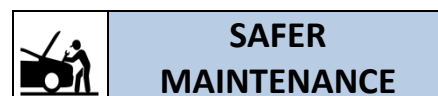
This handbook contains basic guidance for the use of road vehicles up to the **maximum permitted load** of 3,500kg on Network Rail business. It sets out all the rules, processes and regulations that all drivers must follow to play their part in minimising road risk

If you drive a vehicle where the maximum permitted load is over 3500kg, you must also familiarise yourself with the contents of the  [LGV Handbook](#), which is available on the Route Services Road Fleet website  (<https://www.nr-rs.co.uk/roadfleet/>).

A 'Cars Policy' and 'Fuel Policy' will be available on Connect from 2018 onwards. These will support this Drivers Handbook by providing a more in depth understanding of the financial implications of vehicle use.

All authorised drivers must familiarise themselves with the contents of this handbook. Failure to comply may lead to disciplinary action, the withdrawal of a vehicle or Network Rail's refusal to accept liability for expenditure. The contents of the handbook apply to road vehicles only. Alternative legislation and corporate policies exist for the use of road-rail vehicles.

This handbook is split into four key areas, which helps us ensure that our fleet remains safe and compliant as a whole:



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Using a Network Rail Vehicle



SAFER DRIVERS

It is the responsibility of all Network Rail employees to ensure that they are using company resources in the most cost-effective way. Network Rail vehicles are made available to employees for business travel, i.e. travel between Network Rail business locations, and in exceptional circumstances, for travel between an employee's home and a "temporary workplace" (generally a place where an employee is scheduled to work for a period of less than 24 months).

Private use of Network Rail vehicles is prohibited unless such private use (which includes "ordinary commuting", i.e. travel between the employee's home and a "permanent workplace") has been specifically authorised and confirmed in writing. **This includes hired vehicles** (except if replacing a job requirement vehicle). Permitted use excludes competitions, rallies, trials, pace making, speed testing, driving tuition, and the carriage of passengers for hire or reward.

For necessary business travel, e.g. where teleconferencing is not appropriate, train travel should be considered. If train travel is not possible, you should utilise a pool car. Any journey in a pool car which is not business use (such as on call, commuting) will be subject to tax even if permission is provided.

If not available, you may utilise a short term hire. Only in situations where the above options cannot meet requirements and travel is an absolute business requirement should you utilise a personal vehicle. To utilise a personal vehicle you must have presented proof of MOT certificate and business insurance to your line manager and have obtained their permission.

Short Term Hires

If a Network Rail vehicle is not available, drivers can hire vehicles from our approved short-term hire providers. Hires are usually intended for a short period (1 day or 2 days). All vehicle hires are subject to the same lifesaving rules and vehicle management rules as Network Rail vehicles.

All Short-Term hires must be approved by line management and budget holder, and the vehicles requested must be fit for purpose. The first option for employee travel should always be public transport. Where this is not practical, pool vehicles should be considered. Extensions to the original booking will require additional sign off from the requesting employee's Line Manager and Budget Holder.

For more information on hire vehicles and booking procedures see the Road Fleet Website:

 <https://www.nr-rs.co.uk/roadfleet/vehicle-hire>



Travelling Abroad



SAFER DRIVERS

If you require a vehicle to be driven outside of the United Kingdom, you must inform the RS Road Fleet team (✉ RouteServicesRoadFleet@networkrail.co.uk), you must also inform the appropriate leasing company and obtain permission for the vehicle to be taken outside of the United Kingdom. When travelling abroad, it's important that you are able to show you are allowed to use the vehicle via the vehicle on hire certificate (VE 103). The certificate may be obtained from the following organisations:



- RAC
- AA - Automobile Association
- RHA - Road Haulage Association
- BVRLA - British Vehicle Rental and Leasing Association
- FTA - Freight Transport Association

The RS Road Fleet team can arrange for the appropriate insurance cover for your vehicle and forward the required insurance documentation and a copy of the registration document to you. You must not take the vehicle outside of the United Kingdom until you have received permission to do so and received the relevant paperwork.

You must take out vehicle recovery insurance cover at your own expense to cover the vehicle whilst being used outside of the UK. This must cover the cost of recovering the vehicle to the UK in the event of breakdown and/or the cost of permanently exporting the car if the vehicle is 'written off' whilst outside of the UK. The RS Road Fleet Team can advise on companies that provide this cover.

If you do not purchase breakdown cover and the vehicle breaks down or is involved in an accident, you may be charged for recovery or repatriation. It is your responsibility to be familiar with motoring legislation for all the countries you intend to visit.

Only personal issue vehicles can be taken abroad. Pool vehicles should not be taken abroad. Fuel cards will not be active when used abroad.

Inform Road Fleet & Leasing Company



Obtain Vehicle on Hire Certificate



Arrange Extended Insurance Cover



Arrange Breakdown Cover



Driver Licensing




SAFER DRIVERS

You must have the adequate legal entitlement to drive the Network Rail vehicle that you have been assigned. It is an offence to drive a vehicle on a public highway without a valid driving licence for the type of vehicle being driven. You must also notify the DVLA if you have or incur any medical impediment that may affect your driving ability. Non-disclosure is an offence that will be dealt with by the DVLA, which can include licence revocation.



Select a vehicle that is appropriate for your driving licence, the journey, conditions, and the task. Consider vehicle type, size, seating, weight constraints, ancillary equipment, towing and loading capability. Network Rail prohibits the use of motorbikes for business journeys under any circumstances. The following table outlines the maximum size of vehicle that can be driven on the stated driving licence entitlements:

Category	Rules (MAM = Maximum Authorised Mass)
B Pre-1997	If you passed your test before 01/01/1997 - You're usually allowed to drive a vehicle and trailer combination up to 8,250kg MAM. You're also allowed to drive a minibus with a trailer over 750kg MAM.
B Post-1997	If you passed your test on or after 01/01/1997 - You can drive vehicles up to 3,500kg MAM with up to 8 passenger seats (with a trailer up to 750kg). You can also tow heavier trailers if the total MAM of the vehicle and trailer isn't more than 3,500kg.
BE	You can drive a vehicle with a MAM of 3,500kg with a trailer. The size of the trailer depends on the BE 'valid from' date shown on your licence. If the date is: <ul style="list-style-type: none"> before 19 January 2013, you can tow any size trailer on or after 19 January 2013, you can tow a trailer with a MAM of up to 3,500kg
C	You can drive vehicles over 3,500kg (with a trailer up to 750kg MAM).
CE	You can drive category C vehicles with a trailer over 750kg.
C1	You can drive vehicles between 3,500 and 7,500kg MAM (with a trailer up to 750kg).
C1E	You can drive C1 category vehicles with a trailer over 750kg. The combined MAM of both can't exceed 12,000kg.
D	You can drive any bus with more than 8 passenger seats (with a trailer up to 750kg MAM).
DE	You can drive D category vehicles with a trailer over 750kg.
D1	You can drive vehicles with: <ul style="list-style-type: none"> no more than 16 passenger seats a maximum length of 8 metres a trailer up to 750kg
D1E	You can drive D1 category vehicles with a trailer over 750kg MAM. The combined MAM of both can't exceed 12,000kg.

All drivers of vehicles over 3500kg must have a Driver's Certificate of Professional Competence (DCPC) qualification. See the  [LGV Handbook](#) for more information.

Drivers who passed their Category B (car and small goods vehicle) test prior to 1st Jan 1997 were additionally granted C1 and C1+E entitlement automatically once they reached 18. Effected individuals have "Category Restriction 107" endorsed on their licence. Those who have passed their Category B test since 1st January 1997 only have a Category B entitlement, unless further training has been completed. For more information see 📞 [Vehicles You Can Drive – Gov.UK](#)

How to get your Driver Licence checked

There are only two valid forms of driving licence check:

Method 1

Electronic Licence Check - Fill out the D796 form (search 'D796' on Connect) and follow instructions on form to submit to Licence Bureau.

Your licence check will be carried out automatically for you for the next 3 years.

Method 2

View My Licence - If you are uncomfortable providing data to a third party company then you can carry out a "View My Licence Check". A self-declaration check is no longer valid.

To do this, the driver should log on to <https://www.gov.uk/view-driving-licence>, enter details to generate a code, this should then be emailed to their Line Manager along with the link.

The Line Manager will then need to take a screen print and submit it to VSWSELCadmin@networkrail.co.uk (Including driver's employee number). The team will then issue relevant VSWS Driver ID Pack(s).

This licence check will need to be manually repeated every six months.

For any further queries on the licence checking process, please contact VSWSELCadmin@networkrail.co.uk

Any Changes to Your Licence

You must notify your immediate line manager if you (or any approved driver of your vehicle) have or incur any impediment that may affect your driving. You are not permitted to drive a Network Rail vehicle if you are deemed unfit to do so by a doctor.

Your Line Manager must also be made aware of any of the following as the corporate insurance may be invalidated in certain circumstances:

- You suffer from any disease or infirmity that impairs your ability to drive
- Your eyesight has deteriorated (it is recommended that you have an eye test annually, or sooner depending on any possible medical condition which dictates sooner)

- You have been refused motor vehicle insurance cover
- You have convictions, during the last five years, for any of the following motoring offences:
 - Dangerous driving (by any terminology)
 - Failing to stop after an accident
 - Any offence which resulted in suspension from driving
 - Driving under the influence of alcohol or drugs
- You have any driving conviction not disclosed to Network Rail (other than parking fines)

For any of these circumstances a Line Manager may contact Route Services Road Fleet for further advice.

At the discretion of their designated Network Rail manager, a subcontractor or agency worker may drive on Network Rail business providing they follow these criteria and have completed a licence check. The same legislation, restrictions, expectations and disclosures apply as to employees.

Permission to Drive**SAFER DRIVERS**

What do I need to do if I **don't** intend to drive on behalf of Network Rail?

Complete D796 Driver Declaration (First Page of D796)



What do I need to do if I **do** intend to drive on behalf of Network Rail?

Complete D796 Driver Declaration (First Page of D796)



Complete either ELVIS Check (Second page of D796) or VML Check



Sign and Return Code of Conduct at end of Driver Handbook



Obtain VSWS Login Details from VSWSELCadmin@networkrail.co.uk



In order to drive for Network Rail, you must also meet the following criteria:

- Have held a current full driving licence valid in the UK for one year, and had your licence checked via one of the two approved methods
- Have not, during the last five years, been convicted of: driving offences for drugs or drinking, dangerous driving or failure to stop after an accident
- Have not been involved in 3 or more 'own fault' accidents in the last 12 months

If you do not meet all of these criteria – line managers may, on a case by case basis, consider exceptions. These exceptions are for employees whose ability to drive is an operational requirement. They must be supported by a letter with director level approval and in addition, completion of Network Rail Driver Training: [Driver Training Booking Form](#).

You can only drive a Network Rail vehicle, hire car or your own vehicle on company business (provided you have business insurance cover), if you have completed a valid licence check. The company's preferred process is for you to complete and return the Electronic Licence Checking form. However, if you have concerns about completing a mandate for an electronic licence check then you must use the DVLA online service – 'View my Licence' (VML) by going to <https://www.gov.uk/view-driving-licence>. The licence should be checked by the driver and then the code that is produced should be shared with line manager. The line manager should then submit a screenshot of the check to VSWSELCadmin@networkrail.co.uk along with the driver's employee number.

You must not drive without submitting an ELVIS check or VML. Drivers of personally allocated vehicles, who are permitted to delegate driving responsibility for their vehicles, are held responsible for ensuring that they are driven by approved persons who have submitted licence checking forms.

If you choose to use the DVLA VML service then your manager **must** retain a copy of this for our records. The VML must be re-declared every 6 months or upon any change to your driving licence. Updated copies must be sent to VSWSELCadmin@networkrail.co.uk.

To drive before this time, contact Route Services Road fleet for more information:

📧 RouteServicesRoadFleet@networkrail.co.uk

Spouses, Contractors and Unauthorised Use

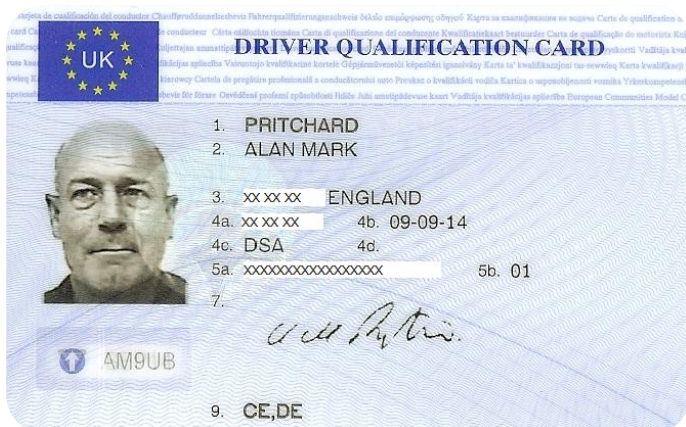
Provided the three requirements overleaf have been completed, the following groups are permitted to drive Network Rail vehicles:

- Any contractor employed by Network Rail (i.e. on a temporary or agency contract) who has an operational requirement to drive on Network Rail business
- For employees with contractually allocated personal issue vehicles, spouses or permanent cohabiting partners are authorised to drive the vehicle, provided:
 - The Network Rail employee has specific contractual entitlement
 - The spouse or permanent cohabiting partner is over the age of 18
 - The spouse or permanent cohabiting partner has a full UK licence to drive; and
 - The spouse or permanent cohabiting partner has fully completed a D976 permission form

The following groups are not permitted to drive Network Rail vehicles:











- Any member of the public with no association with Network Rail e.g.
 - A friend or neighbor who needs a lift
- An employee of a another company, who is not a registered contractor for Network Rail
- Any Network Rail employee who has not completed the three requirements overleaf


If you have any doubt please contact the Route Services Road Fleet team before making any journey.


Driver Training**SAFER DRIVERS**

Driver training courses are available to all Network Rail drivers subject to budget holder's approval. It is required that all employees unfamiliar with driving any work specific vehicles undertake vehicle familiarisation training before driving on Network Rail business.



Available Driver Training Courses Include:

-  [On Road Training](#)
-  [Advanced Performance](#)
-  [EST Fuelsave Driver Training](#)
-  [Speed Awareness Training](#)
-  [UK Driving Induction Familiarisation Training](#)
-  [Winter Driver Training](#)
-  [Winter Driver Training Designated 4x4 Driver](#)
-  [LGV On-Road Manoeuvring](#)
-  [Off Road 4x4 Driving Safety](#)
-  [Trailer Towing](#)

Driver profiling tool: - When booking on a course you will be asked to complete this, which will help identify areas of training that may be of benefit to you  [Driver Training Booking Form](#)

Driver CPC: - For vehicles weighing over 3.5t you will need to hold a Driver Certification of Professional Competence (Driver CPC) and have a category C1 or C1+E listed on your license before driving. For enquires and further information relating to the Driver CPC please refer to the Road Fleet Website or alternatively to book a course please complete  [Driver CPC Booking Form](#)

An apprentice must undergo a Training Course to become accustomed to driving commercial vehicles before driving on Network Rail business.

For more information about booking these course or to talk about if they might benefit you please contact your local RVCM or RS Road Fleet ( RouteServicesRoadFleet@networkrail.co.uk or  **0845 600 6767**)

Life Saving Rules



SAFER DRIVERS

All employees should be familiar with Network Rail's Life Savings Rules.

- Network Rail's lifesaving rules apply both at work and whilst using company supplied equipment such as a car or a mobile phone at all times, including use in your own time e.g. speeding in a company car. Failure to comply with the lifesaving rules could result in disciplinary action.
- Never work or drive while under the influence of drugs or alcohol.
- Never use a handheld or hands free phone or any other mobile device, while driving.
- Always obey the speed limit and wear a seat belt.

Drivers should adhere to the following practices in order to comply with Life Saving Rules:

Satellite Navigation (VSWS Display Unit)

- ✓ **DO** – Log in to the device at the start of each journey
- ✓ **DO** – Programme journey type and enter destination before beginning your journey
- ✗ **DON'T** – Mute them as this might encourage you to take your eyes off the road
- ✗ **DON'T** – Tamper with or damage TomTom devices



Other Electronic Devices (iPod or equivalent)

- ✓ **DO** – Set up entertainment device to the vehicle's radio system before you begin your journey
- ✓ **DO** – Position device out of reach to prevent use of device during journey
- ✗ **DON'T** – Use headphones or earpieces whilst driving



Mobile Phones

- ✓ **DO** – Make any necessary calls prior to beginning your journey
- ✓ **DO** – Turn off or silence phone before beginning journey and place out of reach
- ✗ **DON'T** – Use hand-held phones or hands-free devices to make or receive calls whilst the vehicle is in motion



Seatbelts

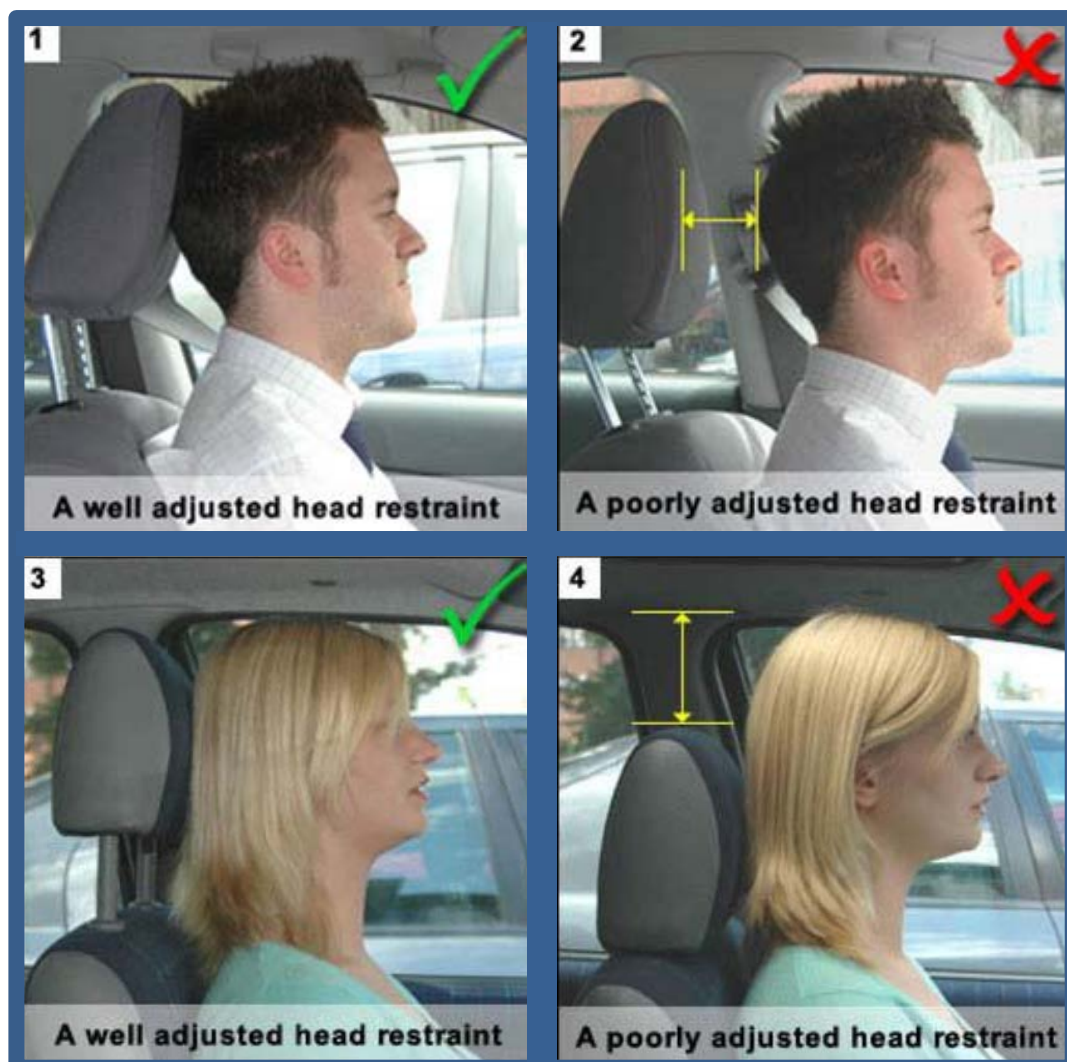
Seat belts must be worn at all times in the front and rear of the vehicle, whether you are driving or a passenger. Passengers have a responsibility for ensuring that they wear seatbelts but the driver of the vehicle should oversee compliance. Seat belts must be maintained in proper working order. You should only sit in a seat while the vehicle is in motion if there is a seatbelt fitted.

Fluorescent Green Seatbelt covers are available on iStore for drivers and line managers to order. The catalogue number for these is 0111/111662. These allow for greater visibility of whether passengers are wearing seat belts at all times. All new vans will be fitted with green colored seatbelts as standard for all rear seats.

Head Restraints

Head restraints help to protect the neck from whiplash injuries. In some vehicles the head restraints used can be individually adjusted. It is important that the driver and passengers adjust head restraints properly.

- The head restraint top should reach the top of the head or no lower than 5 cm
- Move the head restraint close to the rear of the head, it should be no more than 5 cm away from the back of the head



Driver Health and Wellbeing



SAFER DRIVERS

Drugs and Alcohol

Network Rail Drugs and Alcohol Policy sets a clear limit that is significantly below the legal drink drive limit. You also must not drive under the influence of certain drugs and pharmaceuticals, advise your line manager regarding any new or multiple medications you are taking, your line manager should refer to <https://networkrail.ohassist.com/services-available/medication-enquiry-line/>.

- ✓ **DO** – Tell your line manager about any prescription or over the counter medication you are taking, or any medical condition which might affect your ability to drive safely.
- ✓ **DO** – Read the Drugs and Alcohol Policy if you wish to learn more about Network Rail's stance on Drugs and Alcohol, available on HR Online
- ✗ **DON'T** – Drink alcohol, take drugs or be under the influence of alcohol/drugs at work. Remember that Drugs and Alcohol can remain in your system for some time and factor this in before driving.
- ✗ **DON'T** – Consume a substance of any kind that may impair your ability to drive either on site, in company vehicles or before coming onto site.

Driving whilst under the influence of drugs or alcohol is highly dangerous. The effects are unpredictable, and may result in a serious or fatal road accident. Regardless of circumstances, in the event of a drink or drug related conviction, permission to drive will be immediately revoked and your status in relation to the use of Network Rail vehicles will be re-assessed.

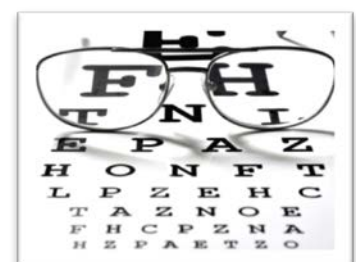
Smoking and Vaping

Smoking and vaping is banned in all Network Rail vehicles. This includes owned, leased and hired vehicles.

- ✓ **DO** – Ensure that your vehicle has a no smoking sticker displayed inside
- ✓ **DO** – Advise your line manager if you see another employee smoking or vaping in a Network Rail vehicle
- ✗ **DON'T** – Smoke or vape in any Network Rail vehicle including cars, vans, lorries, plant

Eyesight Checks

All drivers must be able to read a vehicle registration plate, in good daylight, from a distance of 20 metres. If you need to wear glasses or contact lenses to do this, then these must be worn at all times whilst driving. The police have the power to request a driver undertakes an eyesight test should they be involved in an incident. It is recommended that all drivers get their eyesight checked at least annually to ensure capability to drive legally.



Daily Vehicle Checks



SAFER VEHICLES

All vehicles should have a daily first use check as a minimum to ensure the vehicle is in safe working order. These checks are mandatory for all vehicle types and it is the driver's responsibility to complete the check thoroughly and diligently. It is the line manager's responsibility to review these checks and ensure they are taking place to an appropriate standard.

It is an offence to use an un-roadworthy vehicle on the public highway; this may incur fines, penalty points or both on **your** licence. Drivers must promptly report any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done.

For more information see the Route Services Road Fleet Safety Information page documents:



[Driver Vehicle Checks – what to look for](#)



[Driver Walk Around Checks \(Apr 14\) – further information](#)

Vehicle Checklist

You should always monitor the vehicle you are driving as part of your daily routine and report any suspected problems or defects.

LIGHTS
Check that:

- all lights and indicators work correctly
- all lenses are present, clean and are the correct colour
- stop lamps come on when the service brake is applied and go out when released
- marker lights are present and work
- all dashboard warning lamps work correctly including:
 - ABS
 - airbags (SRS)
 - EPS
 - full beam headlamp warning lamp
 - parking brake warning lamp

HORN AND STEERING
Check that:

- horn control is easily accessible from driver's seat
- horn works when its control is operated
- steering has no excessive play

WASHERS AND WIPERS
Check that:

- wipers move continually when switched on
- wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
- washers point at the windscreen and are operational
- washer fluid is topped up

MIRRORS AND GLASS
Check that:

- all mirrors that should be there are properly aligned and secure
- your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS
Check that:

- seats are secure
- seatbelts operate correctly and are free from cuts and damage

BRAKES
Check that:

- foot / service brake works correctly and does not have any excessive travel
- hand / parking brake works correctly and does not have any excessive travel

BATTERY
Check that:

- battery is held securely in place by the correct means and not cables
- battery is not leaking

BODYWORK AND DOORS
Check that:

- all doors shut properly and are secure when closed
- there are no sharp edges or damage
- no body panels are loose or in danger of falling off

LOAD
Check that:

- any load is adequately secured
- van doors have an effective locking device

TOW BARS AND TAIL LIFTS
Check that:

- tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
- tail lift is secure and free from damage, functions correctly and the electrics are working correctly

EXHAUST
Check that:

- exhaust doesn't emit excessive amounts of smoke

FLUIDS, FUEL AND OIL
Check that:

- brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
- fuel filler cap is securely fitted
- there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

TYRES AND WHEELS
Check as much of your tyres and wheels as you can see. There must be:

- a minimum tread depth of 1.6mm
- sufficient inflation of each tyre
- no deep cuts in the sidewall
- no cord visible anywhere on the tyre
- no missing or insecure wheel-nuts

Failing to ensure a tyre is safe and legal can result in receiving 3 penalty points on your licence per tyre.

With the engine on, check:

- underneath the van for any fuel and oil leaks looking for puddles on the ground


Vehicle Condition

The driver of any vehicle is expected to keep the vehicle in a good condition. The vehicle reflects upon both the driver and Network Rail. Moreover, if you allow the vehicle condition to deteriorate through neglect it could be dangerous and cause serious injury. Fuel Cards with a car wash symbol on the back are accepted

at many garages or cleaning should be paid for by the driver and then claimed back through the usual expenses processes.



Care and routine maintenance of the vehicle is your responsibility; weekly checks should include:

- Engine oil and Coolant levels
- Brake fluid
- Windscreen condition and Screen wash level
- Tyre pressures and tread condition (when the vehicle is cold)
- Lights including indicators

Any faults found on NR owned vehicles when completing the driver daily/weekly vehicle checks should be recorded in the log book and reported to both the **Network Rail Driver Helpline** ( **0845 600 6767 Option 3**) and your Line Manager immediately to arrange for the fault to be rectified.

Any faults found on new leased vehicles should be reported to the appropriate leasing provider – see 'Insurance, Tax and MOT' for contact details.

Tyres


For owned and leased cars and light vans up to 3,500kg the legal minimum depth of tire tread is 1.6mm however:  **Network Rail Tyre Policy** is that tread must be at least 3mm at any point across the width of the tyre. Network Rail will replace tyres at 3mm, drivers should ring the **Driver Helpline** ( **0845 600 6767 Option 4**) to book a replacement.

Tyres in poor condition impair the vehicle's performance, increasing stopping distance and the possibility of sudden tyre failure. Pressures are indicated on the wheel arch of all NR vehicles and also in the maintenance manual. Pressure, tread and condition should be checked on daily walk rounds.


Lights and Driving in Darkness

All lights must be clean and in working order. Headlights must be adjusted properly by the maintenance provider. Even in daylight hours, lights must be in full working order. You must check your lights during daily walk around checks. Vehicles are required to be lit by front and rear lights. In poor visibility, by law you must drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights.

Windscreen, Horn and Speedometer

Windscreens must be totally transparent. If there are even small chips in the windscreen contact the **Driver Helpline** ( **0845 600 6767 Option 5**) immediately to organize a replacement or repair. You should check your windscreen daily.

All motor vehicles should have a functional horn, speedometer and working windscreen washers/wipers.

Vehicle Types	 SAFER VEHICLES
COMPANY VAN	<ul style="list-style-type: none"> ✓ Assigned to a specific role which requires use of a van ✓ Fitted with Network Rail Livery ✓ Speed limited to a maximum of 70mph, or 60mph if over 2T ✓ Fitted with VSWS ✓ Only used for Business Mileage ✓ Commuting to regular place of work permitted ✗ Never to be used for private journeys ✗ Vehicle does not go with you when you move jobs ✗ Spouses, children, pets not permitted in vehicle ✗ Smoking and vaping not permitted in vehicle ✗ Bluetooth function disabled
COMPANY CAR	<p>Either: ✓ Assigned to a specific role which requires use of a car (Liveried)</p> <p>Or: ✓ Assigned to a specific employee as stipulated in T's and C's (Not Liveried)</p> <ul style="list-style-type: none"> ✓ Speed limited to a maximum of 70mph ✓ Fitted with VSWS ✓ Used for Business and Private Mileage (Commuting classed as private) ✗ Pets not permitted in vehicle ✗ Smoking and vaping not permitted in vehicle ✗ Bluetooth function disabled
POOL VEHICLES (CAR OR VAN)	<ul style="list-style-type: none"> ✓ Assigned to a specific Budget Holder ✓ Can be a car or a van ✓ Fitted with Network Rail Livery ✓ Speed limited to a maximum of 70mph ✓ Fitted with VSWS ✗ Never to be used for private journeys ✗ Cannot be driven by the same person on a regular basis ✗ Only to be used if public transport not available/feasible ✗ Not kept overnight at Non-NR premises without line manager approval ✗ Spouses, children, pets not permitted in vehicle ✗ Smoking and vaping not permitted in vehicle ✗ Bluetooth function disabled

Vehicle Safety Warning System (VSWS)



SAFER VEHICLES

All Network Rail vehicles have now been fitted with vehicle telematics. This consists of an internal telematics unit wired into the vehicles CANbus system which takes a real-time data feed and features a TomTom bridge satnav mounted onto the dashboard. The satnav is provided as a driver aid, alerting the driver when he/she exceeds the speed limit. All drivers are expected to logon to the device before beginning any journey.

The TomTom bridge is an Android device and currently provides the following functionality:

- Satellite Navigation
- Digital Driver Check
- Network Rail Points of Interest (Stations, Depots, Signal Boxes, Level Crossings)
- Live Speed Reporting
- In Case of Emergency (ICE) Panic Button

In line with Network Rail's lifesaving rules, the satnav should never be programmed whilst the vehicle is in motion.

Please note: the Digital Driver Check (Fault Logging) is not yet fully configured to report defects back to BT Fleet. Until advised otherwise by Road Fleet, please continue to log faults manually and report to BT Fleet via the driver helpline.



For General Project Queries - SafetyCommunications@networkrail.co.uk

For Driver Licencing / Driver Logins - VSWSELCadmin@networkrail.co.uk

For Forgotten Passwords - VSWSPasswordReset@networkrail.co.uk

To Report Speed Discrepancies on SatNav - nrsupport@traffiloguk.com

To report an issue with SatNav which needs repair – nrsupport@traffiloguk.com

To arrange for fitment to your vehicle – VSWS@networkrail.co.uk

To Request Vehicle Telematics Data - VSWS@networkrail.co.uk

Heavy Goods Vehicles (HGVs)



SAFER VEHICLES

Vehicles above 3.5T in Gross Laden Weight are subject to stricter rules when it comes to driving hours. Drivers are subject to both EU legislation, UK domestic legislation and the Working Time Directive.

Any vehicle over 3.5T and any vehicle fitted with a towbar will be fitted with a tachograph system. The process of tachograph management is owned and operated by the DVSA. Tachographs record information about driving time, speed and distance. They are used to make sure drivers and employers follow the rules on drivers' hours. This works hand in hand with Network Rails commitment to get 'everyone home safe every day'.

Access and Egress – HGV Vehicle Cabs

All HGV drivers should ensure that they:

- ✓ **DO** – Maintain at least three points of contact on steps, grab handles and ladders
- ✓ **DO** – Keep safety footwear clean at all times
- ✓ **DO** – Exit the vehicle backwards using three points of contact
- ✓ **DO** – Ensure the ground onto which they are exiting is safe and clear of debris



- ✗ **DON'T** – Jump down from the vehicle
- ✗ **DON'T** – Carry mobile phones or hand-held devices whilst accessing or egressing from a vehicle
- ✗ **DON'T** – Obstruct vehicle steps

HGV Compliance

Following the devolution of Road Fleet in early 2017, each Network Rail route now has a Road Vehicle Compliance team set up to manage the compliance and safety of **all vehicles** operating on that route, including HGVs. This team will ensure all drivers are correctly licensed for the vehicles they drive, conduct physical audits on depots to ensure that vehicles are kept safe and roadworthy, and oversee the fleet locally. Each route compliance team is led by a Road Vehicle Compliance Manager who has completed CPC

professional qualification in road haulage transport management, and will actively ensure that the Network Rail vehicle fleet remains safe, legal and compliant with all UK/EU driving regulations.

For further details on HGV specific rules and information, see 'LGV handbook' at <https://www.nr-rs.co.uk/roadfleet/driving>.



Vehicle Life and Alterations



SAFER VEHICLES

Vehicle Modifications

Vehicle Modifications are split into two categories; non-technical and technical. To request a vehicle modification submit the **Vehicle Modification Form** which is found on the RS Road Fleet website.

- 1 **Modification request made**
- 2 **Modification reviewed and accepted**
- 3 **Price of works determined**
- 4 **Approval request sent to budget holder**
- 5 **Approval received by Road Fleet Team**
- 6 **Modification carried out**

Reallocations

Reallocation allows you to either offer a surplus vehicle for reallocation to another area of the business or seek a reallocated vehicle from those available. To Offer a vehicle for reallocation you will need to complete and submit the **Vehicle Reallocation Form**.

Road Fleet will seek to reassign your vehicle to another area of the business. You remain liable for the vehicle and all associated costs until Road Fleet has confirmed to you that the vehicle has been delivered to its new business area. The vehicle must be transferred in a clean and roadworthy condition, any costs associated with restoring the vehicle will be charged to the original Budget Holder.

If available, a reallocation vehicle could be a good option for you if you need a vehicle quickly as the lead time on new leased vehicles can be long. To request a reallocation vehicle please also complete and submit the **Vehicle Reallocation Form**

Vehicle Details Ownership

If you receive a new Network Rail vehicle or reallocate your vehicle, you must inform RS Road Fleet of the change in vehicle ownership and budget holder responsibility; by completing a vehicle details change form. You must also advise RS Road Fleet, using the **Vehicle Details Change Form** if the allocated driver or cost centre details change.

Leavers

You must return any vehicle issued by Network Rail on or before the final day of employment. It will be subjected to a comprehensive inspection and if requested, a copy of the inspection will be provided for your own records. You must contact the RS Road Fleet Team at least one week before your leaving date to make inspection arrangements and agree a convenient date for the collection of the vehicle. If, for whatever reason, the vehicle is not collected until after your final leaving date, you must not drive it after this time. Network Rail insurance will only provide cover while the vehicle is parked awaiting collection.

Insurance, Road Tax and MOT



SAFER MAINTENANCE

Network Rail provides insurance and road tax for any Network Rail vehicles bought and managed by Route Services Road Fleet. A driver will be notified by Fleet Management provider of the requirement to book any vehicle for an MOT when due. It is the vehicle contact's responsibility to ensure they make and attend a booking by contacting Network Rail **Driver Helpline** (☎ 0845 600 6767 Option 3)

For hire vehicles it is the hire company's responsibility to supply the road tax and MOT. The hire company will notify the vehicle contact to arrange booking of the MOT. It is good practice to familiarise yourself with the expiry dates on the tax & MOT which can be done via the [DVLA website](#).

As a minimum, all vehicles should have an annual safety inspection regardless of age/ MOT requirements.

To book your vehicle in for an MOT – use the numbers below.

BT Fleet - For all owned vehicles



Network Rail Road Fleet
Driver Helpline
0845 600 6767

The following service options are available to you:

1. Accident Management	5. Glass
2. Breakdown Assistance	6. Short Term Hire Vehicles
3. MOT & Service Bookings	7. Tax, Fuel Cards & Penalties
4. Tyres	

In Partnership with **BT Fleet**

Leaseplan – For all leased vehicles below 3.5 T



www.leaseplan.co.uk

To report an accident or breakdown, book a service, MOT or speak to your Fleet Services Team please call the Network Rail Driver Line on:

0344 371 8071

Hitachi Capital – For all leased vehicles above 3.5T (HGV)



Network Rail Road Fleet
Driver Helpline
0343 351 9128

The following service options are available to you:

1. Accident Management	5. Glass
2. Breakdown Assistance	6. Short Term Hire Vehicles
3. MOT & Service Bookings	7. Tax, Fuel Cards & Penalties
4. Tyres	

HITACHI Inspire the Next

Production of Documentation

If requested, you must produce an insurance certificate, V5C registration document, MOT certificate and your original driving licence at a driver-nominated police station within five days. The insurance, V5C and MOT documents are available from the RS Road Fleet Team on request within a SLA of 5 working days.

(✉ RouteServicesRoadFleet@networkrail.co.uk)

Vehicle Servicing and Cleaning



SAFER MAINTENANCE

Vehicle servicing is carried out on a time/mileage basis. It is the responsibility of the employee with a work allocated vehicle to familiarise themselves with the servicing regime and requirement of their specific vehicle and to liaise with the Route Services Road Fleet team as the next servicing activity approaches. Failure to adhere to the requisite servicing regime and requirements could risk the safe condition of the vehicle and the safety of the driver, any passengers and the wider public.

It is important to keep your Network Rail Fleet vehicle clean to maintain good visibility and portray the correct corporate image. With that in mind the following facilities are available:

Use the All-star fuel card for car washes and jet washes up to a value of £10 per vehicle. Always check with the garage first as this service can vary between outlets and brands. The card cannot be used at sites owned by third parties. Employees may only claim for car washes or valets through expenses if the above options have not been possible. Please note that the maximum amount refundable via iExpenses is £10. For instances where a valet is required then subject to budget holder approval these can be arranged via BT Fleet by calling 0845 600 6767 option 3. Further information about vehicle cleaning and maintenance can be found in the Driver's Handbook.

Employees who drive private vehicles for business use are not automatically eligible for claims for vehicle valet and cleaning services. The approval for cost claims should be on a pre-approved case by case basis agreed with the line manager, with all claims being made via iExpenses. Company Purchasing Cards may not be used for the purchase or payment of any vehicle servicing or cleaning services for any fleet vehicles, short term hire vehicles or private vehicles used for business.

Vehicle Logbooks



SAFER MAINTENANCE

All drivers of Network Rail vehicles and short term hires **must** comply with business instructions on the use of log books, whether electronic or paper-based systems are in place.

For the time being, drivers are expected to logon to the VSWS unit at the start of every journey as well as entering all details in the vehicle's paper logbook.

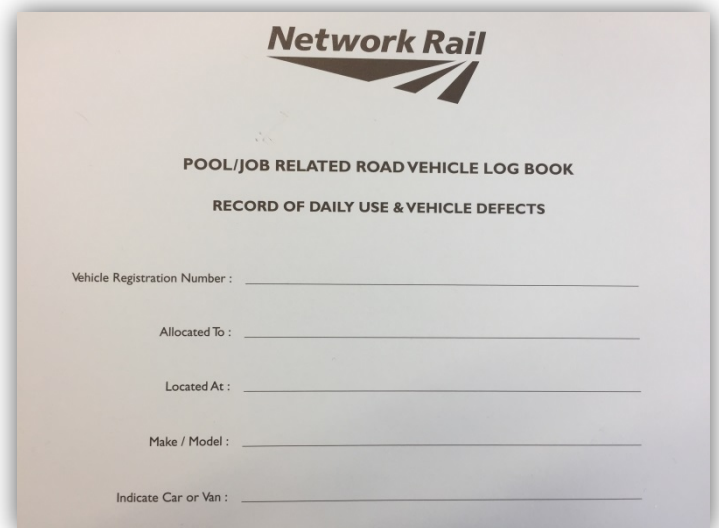
It is imperative that the type of journey is recorded for tax and insurance purposes. You must record every journey. Failure to do so may be treated as a disciplinary matter. Further, traffic cameras capture many offences; therefore, it is essential that you record details of when you are driving at all times, otherwise you may be liable for any offence that takes place in your vehicle if Network Rail cannot identify who the driver was at the time of the offence.

If you require a log book for a short term hire vehicle you can find one on the RS Road Fleet website documents page.

Downloadable Log Book Sheet

Should your vehicle have a paper-based log book, send the vehicle log top copy sheets to your Line Manager or their delegated authority. The original log book must be kept safe within the vehicle for audit purposes or given to your Line Manager when the log book is full and a new vehicle log book is in use. These records will be retained for HMRC record purposes and must be provided to your Line Manager or their delegated authority on request.

When adding entries to your vehicle's logbook, you must make sure that it is up to date and the current mileage reflects the vehicle's actual mileage. If you see a discrepancy, you must report it to your Line Manager immediately. If you believe that a vehicle is being used and the vehicle's logbook is not being updated please contact your Line Manager immediately.



The image shows a 'Network Rail' logo at the top. Below it, the text reads 'POOL/JOB RELATED ROAD VEHICLE LOG BOOK' and 'RECORD OF DAILY USE & VEHICLE DEFECTS'. The form includes several fields for recording vehicle details: 'Vehicle Registration Number :', 'Allocated To :', 'Located At :', 'Make / Model :', and 'Indicate Car or Van :'. Each field is followed by a horizontal line for text entry.

Planning Your Journey



SAFER JOURNEYS

For Safer journeys, give full consideration to the following aspects:

- Driver vehicle checks before every journey
- Allowing adequate time for the planned journey
- Planning and minimising the length of journey
- Logging into the VSWS unit before moving off
- Driving at an appropriate speed for the conditions and vehicle type
- Avoiding distractions and being focused on driving
- Complying with Network Rail's Drugs and Alcohol Policy
- Complying with Network Rail's Life Saving Rules
- Safely loading, securing and unloading a vehicle
- Parking safely, giving consideration to people and access
- Reporting issues, incidents and close calls and full co-operation in investigations
- Noticing and avoiding fatigue & complacency

Driver fatigue accounts for up to 20% of crashes on motorways or similar roads, with 40% involving people who drive as part of their job (National Statistics).

- Be aware of your tiredness and take breaks where appropriate
- Tell your manager if anything at work or in your personal life is disrupting your sleep
- Share the driving if it is possible
- Turning the radio up or winding down the window will do little to stop you nodding off so stop and take a break

Network Rail actively supports road safety and seeks to promote joint responsibility of the organisation, drivers and passengers to control the risk involved in driving.


For more information on safer driving see the Route Services Road Fleet website, safety information page:

 <https://www.nr-rs.co.uk/roadfleet/safety/safety-information/>

Additional material including video available on Safety Central:

<https://safety.networkrail.co.uk/safety/fatigue/fatigue-awareness-for-drivers/>

Journey Time

All vehicles with a maximum permissible weight exceeding 3.5 tonnes, or a lighter vehicle towing a trailer where the gross combination weight of the two exceeds 3.5 tonnes, fall under the drivers' hours and tachograph regulations. For more information on the driving and rest periods required see the LGV handbook:  <https://www.nr-rs.co.uk/roadfleet/driving>

When driving a vehicle to and from your place of work, in accordance with NR/GN/INI/001: door to door time should not be planned to exceed a maximum of 14 hrs. Work time should not be planned to exceed 12 hrs in any 24 hr period, with the exception of designated night workers as defined by the working time regulations. For more information see the Road Fleet Safety Information document:

 [Guidance On The Management Of Door-To-Door Work Time Travel](#)

Adverse Driving Conditions



SAFER JOURNEYS

Winter Driving

When you set off, ensure you know the route and make sure that you have a means of emergency communication. Whilst driving, beware of black ice in cold, wet weather and potholes that can cause tyre deflation or crashes.

Before you make your journey:

- ✓ **DO** – Make sure the screen wash contains sufficient water and winter additive
- ✓ **DO** – Check that all lights are in full working order and clean
- ✓ **DO** – Ensure that number plate is not obscured by dust from road
- ✓ **DO** – Ensure that windscreen and windows are all clear, both inside and outside
- ✓ **DO** – Keep a fully charged mobile phone
- ✓ **DO** – Keep warm clothing and a blanket
- ✓ **DO** – Carry Hi-Vis clothing or PPE and a torch if possible

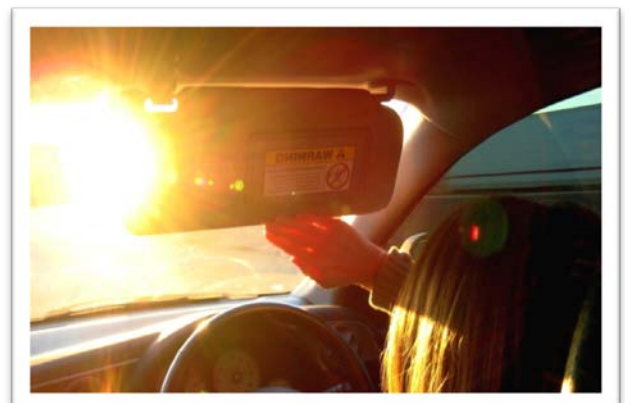


Remember that braking distances can be up to 10 times longer in bad weather conditions. Leave a minimum of 4 second gap between you and the vehicle in front if the conditions are icy or wet. Keep your distance.

Tyres: the deeper the tread, the better the grip, and below 3mm reduces this, especially summer tyres in winter

Summer Driving

- ✓ **DO** – Drink plenty of fluids on long journeys
 - ✓ **DO** – Reduce speed if the sun is directly in front of you or glaring off mirrors/screens
 - ✓ **DO** – Wear sunglasses to reduce any glare
 - ✓ **DO** – On open roads, ensure you have plenty of fresh air by using A/C or opening a window
- ✗ DON'T** – Forget that excess heat can induce drowsiness



Pre-emptive Driving

Pre-emptive Driving means:

- Fewer injuries and fatalities on our roads
- Less accident damage to vehicles
- Less unproductive downtime for vehicle repairs
- Reduced insurance premiums

POSITION

- ✓ **DO –** After giving a signal, take up the correct position on the road. You may need to check your mirrors again before changing course.

SPEED

- ✓ **DO –** Adjust your speed based on events taking place ahead, e.g. brake lights on motorway, approaching junction.

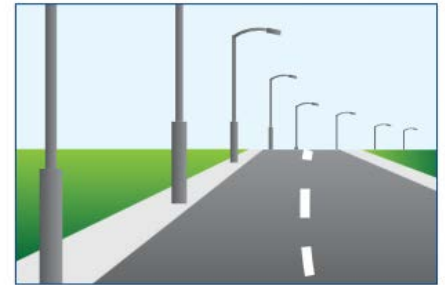
GEAR

- ✓ **DO –** Select the correct gear to negotiate and accelerate away from the hazard

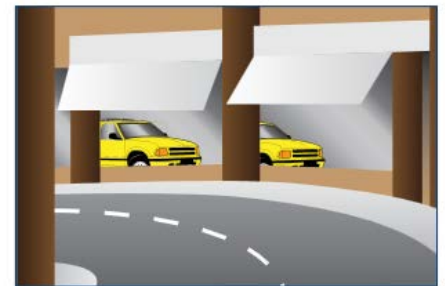
Using fuel more efficiently means:

- Lower fuel costs
- Lower CO2 emissions

The curvature of a row of trees or lamp posts



Reflections in shop windows



Driving Off Road

You may often need to drive off-road to access track points and working areas.

- Use your gears to control your speed, use brakes as little as possible
- Take your time and assess obstacles before attempting them even if this means getting out of the vehicle and walking ahead
- When negotiating slopes, avoid changing gears. On steep descents select the lowest gear possible to give better vehicle control



On rural roads, match your speed to the conditions and be aware of: pedestrians, cyclists, hay, mud or manure, slow-moving tractors and on-coming vehicles encroaching your side of the road.

Defensive Driving


SAFER JOURNEYS

Defensive driving is a combination of:

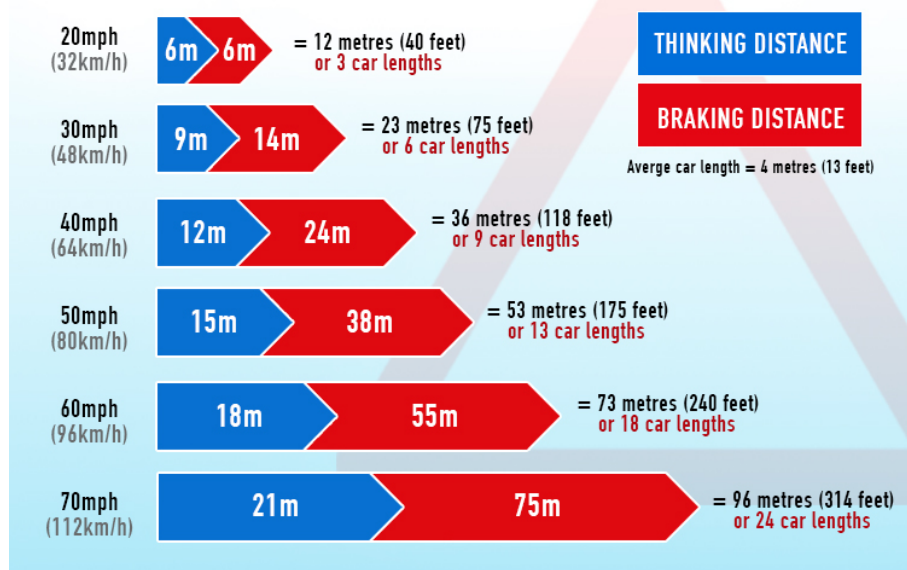
- Road and vehicle knowledge
- Attitudes
- Skills and techniques

All these elements must be in place if you are going to drive safely and effectively.

A defensive driver is able to:

- Control their vehicle with precision
- Drive with concentration and awareness
- Anticipate the actions of other road users
- Leave a comfortable safety margin around their vehicle – especially to the front

STOPPING DISTANCES



GET INFORMATION

✓ **DO – Look, Assess, Decide**

Observe all around you and use mirrors to assess situation behind you and to the sides

GIVE INFORMATION

✓ **DO – Mirror, Signal**

Give an early signal to other road users. Using indicators will be the normal method, but also consider arm signals, horn and lights. Only use flashed headlights and horn to let other road users know that you are there.

Safe Loading and Unloading



SAFER JOURNEYS

Vehicle Overloading

Vehicle users must ensure that vehicles are not overloaded and that vehicles are loaded in a way that does not pose a danger to the driver or other road users. You must not drive a vehicle where the condition of the load is dangerous and you must abide by maximum axle weights and maximum gross vehicle weights for the vehicle. Fines of up to £5,000 can be imposed **on the driver and Network Rail** for each offence committed. If in any doubt, ask your line manager.

What can I do to prevent my vehicle from being overloaded?

- ✓ **DO** – Know the permitted Gross Laden Weight (GLW) of your vehicle
- ✓ **DO** – Know what materials you are carrying and the weight of the overall load
- ✓ **DO** – Distribute your load appropriately to avoid overloading axles
- ✓ **DO** – Obey the on-board weighing indicator fitted within the vehicle

If any Network Rail provided vehicle is stopped by any authorised person and is found to be overloaded, you must inform your Line Manager, SCO 24:7 (**01908 723500**) and the RS Road Fleet Team and Route Road Vehicle Compliance Manager without delay. This will be treated as a significant incident and could be treated as a disciplinary matter.

Safe loading of Vehicles

- ✓ **DO** – Adhere to any specific loading instructions displayed at any sites
- ✓ **DO** – Ensure that loads are restrained and distributed safely, as well as being within weight limits
- ✓ **DO** – Be aware of product type and free flowing properties (e.g. water, clay, ballast)
- ✗ **DON'T** – Overload your vehicle even if it is not travelling on the public highway
- ✗ **DON'T** – Drive any vehicle if you suspect it may be overloaded. Instead, speak with the site manager to arrange inspection of load

To find out more see  [Vehicle Safe Loading](#)

Carriage of Dangerous Goods

Network Rail vehicles are often required to carry small quantities of hazardous/dangerous goods e.g. plant fuel/gases/fog signals or detonators etc. Care must be taken when transporting these goods and they must be transported in the safest possible way. All drivers must follow the advice given by the:

-  **Working Manual For Rail Staff Handling and Carriage of Dangerous Goods**
-  **Carriage of Dangerous Goods Act in small quantities**

Speeding



SAFER JOURNEYS

- Every year, almost 3,500 people are killed or seriously injured in crashes on UK roads where speed was a contributing factor.
- The risk of death is approximately 4 times higher when a pedestrian is hit at 40mph than at 30mph.
- Speed is one of the main factors in fatal road accidents
- More than 50% of UK drivers admit to driving too close to the vehicle in front on motorways and not maintaining a big enough braking distance.



Exceeding the speed limit is a factor in 14% of fatal road accidents (DfT 2011) and is a real issue in our business where we see numerous rule breaches – this is unacceptable in any circumstances. If you are doing 20 mph or over the legal speed limit you will be subject to the same fair culture investigations process as any other rule breach.

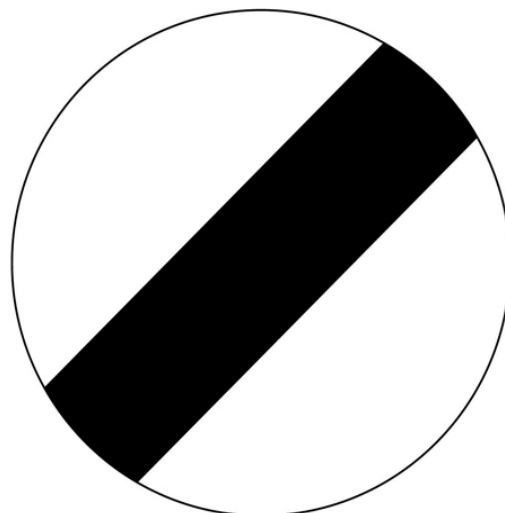
Fair Culture will always apply, and everyone can expect a fair investigation that will identify the root cause of any lifesaving rule breach. There is no presumption of guilt and any mitigating circumstances will be taken into account. Where an investigation finds no valid mitigating circumstance for speeding offences of 20mph or more over the speed limit, a slip in concentration or a lapse in judgment is not a reasonable conclusion for such an excessive breach. The individual will have been aware of the speed at which they were travelling.

Such events will now be treated as a reckless contravention, may be considered gross misconduct and may lead to disciplinary action. A safe driving culture should be embedded; exceeding the speed limit is never safe. To support this, Network Rail will consider such 20 mph and over speeding incidents to be gross misconduct under the disciplinary process.




Speed Limits



SAFER JOURNEYS



The speed limit is the **absolute** limit. Driving at 30mph in a 30mph zone may be too fast. **Be aware of limitations such as 20mph zones and variable motorway speeds.** Consider both speed and where you are. Where a vehicle is limited to a speed (indicated by a restriction sign) of 60mph or less, it may not travel in lane three of a motorway unless instructed to do so by a traffic officer. As the driver you are responsible for driving at the correct speed for the vehicle and road that you are travelling on.

Type of vehicle	Built-up areas (street-lit)	Single carriageways	Dual carriageways	Motorways
Cars, motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30	60	70	70
Cars towing caravans or trailers (including car-derived vans and motorcycles)	30	50	60	60
Buses, coaches and minibuses (not more than 12 metres overall length)	30	50	60	70
Goods vehicles (not more than 7.5 tonnes MLW)	30	50	60	70 *
Goods vehicles (more than 7.5 tonnes MLW)  	30	50	60	60
Goods vehicles (more than 7.5 tonnes MLW) 	30	40	50	60

* 60 if articulated or towing a trailer


Road Traffic Accidents**SAFER JOURNEYS**

0845 600 6767 (Option 1)

In the event of any accident, theft, incident or discovered damage, you must call the Network Rail Driver Helpline as soon as it is safe to do so. The Helpline team will manage all aspects of any incident and complete an accident report claim form with you over the phone. Failure to notify promptly will cost Network Rail additional money in the event of a claim. All calls to the Helpline are recorded. The Road Fleet team will liaise with the insurance company and recover any uninsured losses. Please do not make any arrangements directly with a repairer.

- ✓ **DO –** Turn on your hazard warning lights
- ✓ **DO –** Attempt to get your vehicle off the road or out of the way of passing traffic
- ✓ **DO –** Exit the vehicle on the non-traffic side only if it is safe to do so
- ✓ **DO –** Position yourself behind a bollard or other permanent barrier and contact the driver helpline.

If you are involved in a road-traffic collision where a person other than you, is injured, damage is caused to another vehicle or to someone else's property or an animal has been killed or injured, (an 'animal' is defined as any horse, cattle, ass, mule, sheep, pig, goat or dog) you must:

- ✓ **DO –** Note relevant information about the collision and take photographs, other vehicle registrations, make/model, driver details, number of passengers, injuries and damage
- ✓ **DO –** Give your vehicle registration number, your name and address, and that of the vehicle owner (if different), to anyone with reasonable grounds for asking for those details
- ✓ **DO –** If you do not exchange those details at the scene, you must report the accident at a police station as soon as you can, and in any case within 24 hours
- ✓ **DO –** As soon as it is safe to do so, ring the **Network Rail Driver Helpline** ( **0845 600 6767 Option 1**) to report the accident and pass on the details. They will also arrange your recovery if necessary.
- ✗ **DON'T –** Discuss what happened with any third party
- ✗ **DON'T –** Accept any liability, apologise or offer payment, even if you think the accident may have been your fault. To do so could invalidate Network Rail's insurance claim. Even a simple apology can be misconstrued

✗ DON'T – Offer to pay for any damage to your vehicle

✗ DON'T – Reply to any correspondence from a third party. All correspondence concerning an accident should be sent to the Network Rail Road Fleet Driver Helpline as soon as possible

Where injury is caused to another person, then in addition to the above you may also be asked to produce a certificate of insurance. If requested to do so by the police, you may take it to the police station you nominate when you report the incident within seven days of the accident.

Failing to stop and failing to report an accident are both separate offences. Penalties for each offence include a maximum fine of £5,000 and/or 6 months imprisonment. If you are found guilty, your licence must be endorsed with five to ten penalty points. The court also has the power to disqualify you from driving for either offence.

If you are unsure, it is best to get support via the Network Rail Driver Helpline ( 0845 600 6767 Option 1).

Vehicle Breakdowns



SAFER JOURNEYS

If your vehicle breaks down, think first of other road users and:

- ✓ **DO –** Turn on your hazard warning lights
- ✓ **DO –** Attempt to get your vehicle safely off the road or out of the way of passing traffic if possible
- ✓ **DO –** Put on any hi-vis clothing or PPE you have and if it is safe to do so, exit the vehicle on the non-traffic side.
- ✓ **DO –** Position yourself behind a bollard or other permanent barrier and contact the driver helpline.
- ✓ **DO –** Put a warning triangle on the road at least 45 metres behind your broken down vehicle, on the same side of the road. Always take great care when placing or retrieving them.
- ✓ **DO –** Contact the Network Rail Driver Helpline as soon as it is safe to do so, who will guide you through the recovery process, contact the helpline even if your vehicle has free cover as part of its warranty.
- ✗ **DON'T –** Attempt to use a warning triangle on a motorway or other high speed road
- ✗ **DON'T –** Put yourself or your passengers in danger
- ✗ **DON'T –** Stand between your vehicle and oncoming traffic
- ✗ **DON'T –** Attempt to repair or replace any components (including tyres) yourself or make any arrangements directly with a repairer.



If the vehicle cannot be repaired quickly, you can contact the Helpline to arrange a replacement vehicle, subject to budget holder approval.

Fuel and Fuel Cards



SAFER JOURNEYS

Where provided, all Network Rail vehicle fuel is to be purchased using the vehicle specific fuel card. This may only be used for the vehicle registration embossed on the card and will include the car wash facility, oil and screen wash.

The card must not be used to obtain fuel for any other vehicles, plant or equipment. These cards will be active for 4 years and will then need to be re-ordered using the order link:

<https://www.nr-rs.co.uk/fuel-cards/>



Once ordered and approved by the line manager a card will take approximately 5 working days to get to the end user.

Wildcards are provided but are not vehicle specific and any expenditure is the responsibility of the cards named owner. These can be ordered and used for the purchase of fuel for plant and emergencies and will be active for 1 year. Replacements can be ordered using the link above. For HGV vehicles please order a HGV fuel card which will be aligned with the vehicles fuel tank capacity. For Short-Term hire vehicles please order a short-term hire card which will include the car wash facility.

Before any transaction, check that the supplying garage accepts your fuel card. Give the vehicle's current mileage and make sure that this is accurately recorded on the fuel sales receipt. Fuel sales receipts should be retained and kept with the vehicle's logbook. Network Rail treats misuse of Network Rail provided fuel cards as a serious matter. Breaches may be dealt with under the Network Rail disciplinary procedure. Company fuel cards may be used for fuel for business travel only.

Fuel card facts:

- All cards have a swipe and signature system which can be used at 4000 sites
- Other sites you will be able to press card to the reader and sign for fuel purchased (discount fuel)

For further information please see the Business Expenses and Travel Policy, available on connect.

Mileage Claims

Should you be required to pay for fuel for a short term hire, leased vehicle, Network Rail owned vehicle or your own personal vehicle, you should claim for the mileage driven through the recognised expense claim procedure in Oracle e-Business Suite. Your claim should include full details of the journey made, the vehicle registration, the reason for the journey, mileage and amount claimed. Mileage claims should be exact as they are audited. For more information, see the Business Expenses & Travel Policy, available on Connect.

Hire vehicles should always be refuelled before return. There is a considerable mark up for the hire company refuelling the vehicle, which will be recharged to the Business Unit. This causes an inefficient use of company funds.

Towing Vehicles



SAFER JOURNEYS

All drivers of vehicles used in towing operations must be aware of the following:

- Hold a category B licence for towing trailers no more than 750kg or a trailer over 750kg providing the combined weight of the trailer and towing vehicle is no more than 3500KG
- Hold a category B+E if you wish to tow a trailer over 750kg and the combined weight of the trailer and towing vehicle is over 3500kg.
- For gross train weights above 3500kg you must be certificated and in possession of a digital tachograph drivers' card
- Book a Driver Training Course on towing operations
- Use the vehicles fitted digital tachograph and comply with the Drivers' Hours Regulations* (where the gross train load of vehicle and trailer exceeds 3.5 tons)

📎 **Trailer Towing** courses are available on request (subject to budget holder approval)

In railway emergency situations, Network Rail has obtained special exemption to allow the towing of equipment to site without the use of tachograph equipment. This exemption only applies in an official recorded railway emergency classified and recorded by the Network Rail National Operating Centre. This exemption must not be abused. For vehicles over 3.5T, the driver must undertake a printout consisting of start time, finish time and nature of emergency, these records must be kept within the cab of the vehicle.

Parking Vehicles



SAFER JOURNEYS

Drivers should adhere to the company policy of reverse parking at all NR locations unless exemption has been given for the location.

It is safer to drive forward out of a space as visibility is increased. Where fitted, the cleanliness of reversing camera lenses should be reviewed during daily vehicle checks, particularly in the winter.

All vehicles have blind spots. Be aware when driving, your ability to see obstacles and hazards may be obscured. Use your side mirrors when reversing and whenever possible, ask a colleague to guide you into a safe reverse parked position. Avoid parking in narrow roads, opposite driveways, entrances and junctions.

You should avoid parking in the immediate vicinity of a level crossing. Parking inappropriately at crossings can obscure signs and warning signals, create a distraction or obstruction for others - forcing them into the path of oncoming traffic or causing them to stop on the crossing. This could have tragic consequences. When parking at level crossings: Use nearby car parks, lay-bys, side roads and rail compounds whenever possible. If dropping off heavy and/or cumbersome equipment, consider all potential risks and keep dwell time to an absolute minimum. In exceptional circumstances such as during level crossing failures or emergencies, use common sense and professional judgment.

The vehicle must be locked with the windows closed and all keys removed when it is left unattended. Valuables should be removed from the vehicle or locked in the boot out of sight when the vehicle is unattended. Where it is possible the vehicle should be kept in a garage overnight, or as a minimum parked in a safe, secure area. Personal items are not covered by Network Rail insurance.

CP5 Carbon Challenge



SAFER JOURNEYS

We all have our part to play in reducing our energy consumption. Changing our behaviour towards energy and fuel use will have an immediate positive effect. Several small amendments to your driving behaviour can make fuel go further and help the environment by cutting CO2 emissions.

- Shift up gears sooner; before 2,000 RPM in diesel or 2,500 RPM in petrol. Where safe, drive in the highest gear your vehicle and load will permit
- Only drive vehicles in 4x4 mode when ground conditions warrant the extra traction
- Accelerate and brake smoothly
- Turn the engine off if you are sitting in traffic for more than one or two minutes
- Conduct your exterior and cockpit checks before starting the engine
- Keep tyres inflated to the correct pressure
- Slow down. Reducing your speed from 70 to 50mph uses 25% less fuel. If you maintain a cruising speed of 55 to 60 mph this is also very efficient and can enhance efficiency by up to 15%
- The Vehicle Telematics 'Driver Report' can help you identify how often you have harsh braking, acceleration and turning events.

Congestion Charges



SAFER JOURNEYS

If congestion charges are incurred when undertaking Network Rail business, it is the responsibility of the driver to pay the daily rate and reclaim via the expense procedure. The company will reimburse congestion charges where these are incurred in the course of a duty journey, but do not cover any fines incurred due to non-payment. A receipt **must** be submitted when making a claim for congestion charges

In cases where a vehicle will constantly be entering a charging zone the driver should contact the Road Fleet Team who will make payment in advance. Network Rail may seek to recover the cost of fines incurred for non-payment from the registered driver of the vehicle. You may also be charged any associated administration fee.

Dartford Crossing Charges (Dartcharge)

- You must pay to cross the Dartford crossing in advance or by midnight the day after crossing. Network Rail will do this using a pre-pay account, which saves you up to a third on every crossing, or by making a one-off payment (for vehicles such as hire cars).

The Network Rail pre-paid account is now operating. All vehicles on the fleet have been loaded on to the account. Hire vehicles will be paid for by Network Rail using the one off payment system after they are registered as crossing. Cost will be individually allocated to the vehicles (including hire vehicles) and will be invoiced to the relevant Business units in the following period.

What Happens If?

**SAFER JOURNEYS**

Theft or Attempted Theft

All thefts from or any vandalism to a Network Rail provided vehicle must be reported immediately to your Line Manager. You must also inform the police, then immediately contact the **Network Rail Driver Helpline** (☎ 0845 600 6767 Option 1) who will complete a claim form.

You can request telematics data for a stolen vehicle by filling in the Vehicle Telematics Data Request Form available on the RS Road Fleet website and submitting this to your route Road Vehicle Compliance Manager.

To actively prevent thefts, please take the following steps:

- Always ensure that the ignition key is removed whenever the vehicle is left unattended and the vehicle is locked according to the manufacturer's recommendations
- When the vehicle is left unattended, check that the doors, windows, sunroof, bonnet, boot lid and fuel cap (where applicable) are securely locked
- Never leave valuable items on display inside the vehicle. Lock them in the boot or rear load space of the vehicle or, if practical, take any valuable items out of the vehicle completely
- Whenever possible, park in well-lit areas.

Network Rail may declare the vehicle a write-off if it has not been recovered within a given period from the date of theft, usually 90 days. **Network Rail is not liable for the loss or damage of any personal equipment. This remains the responsibility of the individual.**

Theft of audio equipment or satnav should be immediately notified to the Driver Helpline who will arrange for the equipment to be replaced through our repair channels.

Prosecutions and Fines

Network Rail accepts no liability for any vehicle fines incurred or payable by its employees. The responsibility for such offences, e.g. speeding, careless driving, drinking and driving, etc. is the driver's.

If you are caught speeding on a camera or breaking regulations of The Highway Code on CCTV, a prosecution notice will be sent to the RS Road Fleet Team. They will contact the nominated vehicle contact to identify the offending driver as well as the route Road Vehicle Compliance Manager, before forwarding the driver details to the prosecuting authority.



In instances where a vehicle is driven, the driver who conducted the breach at the time stated on the prosecution must come forward and co-operate fully with any investigation and provide the requested information to the prosecuting court within the stated time scales. Failure to do so could be treated as a disciplinary matter.

If you incur a fixed penalty-parking fine, you must settle this yourself within the time specified. If you do not, it will be redirected to Network Rail, who will seek to recover the cost from the registered driver. You may also be charged any associated administration fee. Persistent non-payment of parking fines is a serious offence and may lead to disciplinary action.

If you have a dispute regarding a fine, please notify your local route compliance team or the RS Road Fleet Team of the details (✉ RouteServicesRoadFleet@networkrail.co.uk)

In the event that you receive an intended prosecution, summons or communications relating to an accident or motoring offence of any kind, you must immediately forward all documentation to Network Rail's legal department who will advise on the action to be taken.

Further Information

Contact Us

For contact details of your local Route Compliance Team or local Road Vehicle Compliance Manager, please contact RouteServicesRoadFleet@networkrail.co.uk, who will be able to provide details.

For further information on anything in this handbook please contact the Route Services Road Fleet team at RouteServicesRoadFleet@networkrail.co.uk. The Network Rail Road Fleet Helpline is available 24 hours a day, 7 days a week including public holidays.

- For road accidents, press 1
- For vehicle breakdown including On Track Plant, press 2
- For MOT and service bookings including On Track Plant, press 3
- For tyre related issues, press 4
- For glass damage, press 5
- For enquiries related to short term hire vehicles, press 6
- To hear these options again press 8, or hold to speak to an advisor

 Website: <https://www.nr-rs.co.uk/roadfleet/>

 Connect: <http://connect/communities/NDS/Roadfleet.aspx>

Route Services Road Fleet Team,
Loughton Building - Floor 3 – Area D
The Quadrant: MK
Elder Gate, Milton Keynes
MK9 1EN

Relevant Corporate Policies

Business Travel & Expenses

Policy <http://connectdocs/NetworkRail/Documents/CorporateServices/HR/HROnline/Recruitment/Business-Travel-Expenses-Policy.pdf>

Helpful Links

-  [Highway Code – Gov.UK](#)
-  [Freight Transport Association \(FTA\)](#)
-  [Driver & Vehicle Licensing Agency \(DVLA\)](#)
-  [Driving, Transport & Travel – Gov.UK](#)
-  [RAC Car Knowledge](#)
-  [Lifesaving Rules](#)
-  [Safety Central Driving Central](#)
-  [Railway Group Standards Online](#)

Version History

Document to be reviewed by Route Services Road Fleet every 6 months from date of issue

Version	Date	Amendments
1.0	Mar 2008	First edition
2.0	Jan 2013	Adopted modular format, included legislative updates and inclusion of additional topics
2.01	Jul 2013	Minor amendments to 1.02 and 1.11.1
3.0	Dec 2013	Re-paginated and signature form removed.
3.0	Dec 2013	Road Safety policy statement signed by Paul Plummer
3.0	Dec 2013	2.07 (Business Travel definitions) updated for clarity
3.0	Dec 2013	2.03 (Authorised Drivers) updated to clarify subcontract staff and spouse/partners.
3.0	Dec 2013	Re-paginated and signature form removed.
3.1	Jul 2014	1.6 Mobile Phones
3.2	Oct 2014	Updated Life Saving Rules
4.0	Jan 2015	Handbook redesigned to streamline and improve readability
4.1	Dec 2015	Handbook redesigned and reviewed to improve user experience
4.2	July 2016	Updated to reflect Route Services Name replacing NSC and also rules on unauthorised passengers
4.3	Sept 2017	General document facelift, updated to include details on VSWS, driver Code of Conduct added, content updated in line with Road Fleet devolution and new vehicle procurement





Driver Code of Conduct

Before driving a Network Rail vehicle, employees should familiarise themselves with the following code of conduct. By driving a Network Rail vehicle, the employee has responsibilities under both the Life Saving Rules and UK Health & Safety legislation to maintain fitness for duty and not accept unsafe practices or breaches of the law. Network Rail drivers share the road with other road users and their behaviour whilst on the road directly impacts the general public and the public perception of Network Rail.

1. I recognise and accept my obligations as a driver of a Network Rail vehicle

- ✓ **DO** – Ensure you conduct yourself in a polite and considerate manner at all times as an ambassador for Network Rail and the industry
- ✓ **DO** – Ensure you drive with consideration for all road users and pedestrians
- ✓ **DO** – Support safety initiatives within the workplace
- ✓ **DO** – Encourage safe driving on the road

2. I will comply with all road laws and be considerate of others by doing the following:

- ✓ **DO** – Act professionally at all times
- ✓ **DO** – Ensure I'm fit for duty – alert, healthy and prepared to drive
- ✓ **DO** – Adhere to speed limits, always wear a seat belt, and follow the 'Highway Code'
- ✓ **DO** – I will be fit to drive, having adhered to the appropriate rest periods (WTD, EU Drivers Regs)
- ✓ **DO** – Adhere to Network Rail's Life Saving Rules and Drugs and Alcohol Policy
- ✓ **DO** – Leave a safe stopping distance between my vehicle and others
- ✓ **DO** – Travel in the leftmost lane unless overtaking
- ✓ **DO** – Adopt a considerate driving style, reducing noise when operating in a built up area

3. I understand that driver distraction is a risk. I will reduce this by doing the following:

- ✓ **DO** – Fully prepare for each journey ahead of time to avoid becoming distracted whilst driving. This means allowing myself time to carry out vehicle checks and log into Sat Nav devices
- ✗ **DON'T** – Use mobile phones, sat-nav, two-way radios or programme any other electronic device whilst the vehicle is in motion

4. I take pride in the Network Rail vehicle I use and will conduct vehicle checks on a daily basis to ensure my vehicle remains safe and roadworthy.

Driver Name: Line Manager Name:

Driver Signature: Line Manager Signature:

Driver Employee No.: Date:

Please sign and send a scan of this page to VSWSELCadmin@networkrail.co.uk where it will be logged and stored with your personnel file.

