

# Driver's Handbook



# Forewords



The following guide is designed to give you all the information you need to stay safe and legal whilst driving on company business. Network Rail have a duty of care towards our employees and the general public in relation to the safe operation of our vehicles. This includes ensuring all drivers have the correct licence, are suitably trained and have enough rest prior to driving. Above all, the following is designed to promote the company ethos of “Everyone Home Safe Every Day”. It is important to remember that no job is so important that you cannot take the time to do it safely. I hope you embrace this in the spirit it is intended

Willie Crawford

Head of Road Fleet

July 2020



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# Our Lifesaving Rules

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

It's crucial that we understand our Life Saving Rules to ensure we know if there is a risk to our safety or the safety of others.

## Working responsibly



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



Always use equipment that is fit for its intended purpose.



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



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

## Driving



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



Always obey the speed limit and wear a seat belt.

## Working with electricity



Always test before applying earths or straps.



Never assume equipment is isolated – always test before touch.

## Working at height



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

## Working with moving equipment



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

# Driver Responsibilities



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 the Life Saving Rules, Highway Code, Road Traffic Act and UK Health and 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 users and their behaviour impacts on the public and their perception of Network Rail.

In order to drive any vehicle for Network Rail, you must meet the following minimum criteria;

- Have held a current full driving licence in the UK for a minimum of one full year
- Had your driving licence checked initially via the approved method, every 6 months thereafter or more frequently should the circumstances dictate
- Have a personal login solution for the telematics system

If you are convicted of one or more of the following you may not be eligible to drive on behalf of Network Rail:

- Drug driving offences
- Drink driving
- Dangerous driving
- Failure to stop after an accident

On the return of your driving licence by the DVLA following a suspension, you must complete a licence check, undertake a successful driving assessment by an approved training provider and be authorised to drive on behalf of Network Rail by the Head of Road Fleet or Lead Road Vehicle Compliance Manager.

Reading the Road Fleet Compliance Handbook will give further advice and assistance.

For more information please see the [Highway Code](#) or follow the QR code below:



# Driving Licences

It is your responsibility to check you have the appropriate legal entitlement to drive a vehicle on behalf of Network Rail. It is an offence to drive a vehicle on the Public Highway without a valid driving licence for the category of vehicle being driven.

You must notify your line manager and the DVLA if you have or incur any medical impediment that may affect your driving ability. Non-disclosure to the DVLA is an offence and your driving licence may be revoked. You must inform your line manager of any driving offences you are convicted of and you must inform the DVLA if you change address.

You can only drive a Network Rail vehicle, hire vehicle or your own vehicle on company business if a valid driving licence check has been completed via the DVLA website.

For more information then please see [View My Licence](#) or follow the QR code below:



# Drivers Certificate of Professional Competence (DCPC)

The Driver Certificate of Professional Competence (DCPC) is a qualification for professional bus, coach and lorry drivers which must be carried at all times. Training can be carried out using internal or external trainers. The driving licence categories covered are: C1, C1+E, C or C+E, D1, D1+E, D and D+E

Lost, stolen, damaged or missing cards must be reported to the DVSA immediately.

Your DCPC qualification lasts for 5 years. To retain your DCPC entitlement, you are required to undertake 35 hours training before your 5-year deadline.

You can check your [Periodic Training Hours](#) or by following the QR code below:





# Drugs and Alcohol



**Life Saving Rule: Never work or drive whilst under the influence of drugs or alcohol**

The table below shows the legal limits for alcohol in England, NI, Wales and Scotland. Network Rail's exceedance level is significantly lower than the national levels.

Source	Measurement		
	England, NI & Wales	Scotland	Network Rail
Blood (Per 100 Milligrammes)	80 mg	50 mg	29 mg
Breath (Per 100 Microgrammes)	35 µg	22 µg	13 µg
Urine (Per 100 Milligrammes)	107 mg	67 mg	39 mg

Members of staff can be tested at random. Failure to submit a drugs or alcohol test will be treated as a positive (fail) result.

If you have taken any medicine (prescribed or not) which you believe could affect your ability to drive, you must inform your line manager and the DVLA immediately.

You can find more information on [Network Rail's Medical Advice Service](#)

Driving whilst under the influence of Drugs or Alcohol is highly dangerous. 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 and /or equipment will be re-assessed.

It's illegal to drive if either:

- you're unfit to do so because you are under the influence of legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

For more information on drugs and driving can be found on the [government website](#) or you can use the QR code below



# Fatigue Management

Fatigue is generally described as a feeling of extreme tiredness and being unable to perform work effectively. It can cause a vast range of other physical, mental and emotional symptoms including:

- chronic tiredness or sleepiness
- headache
- dizziness
- sore or aching muscles
- muscle weakness
- slowed reflexes and responses
- impaired decision-making and judgement
- moodiness, such as irritability

If you intend to drive for a long distance, you should plan your journey to allow for breaks. The Highway Code recommends that whilst driving you should take a break of at least 15 minutes every 2 hours. For more information please go to [Safety Central](#) or use the QR code below:



# Planning Your Journey



You must adhere to the following;

- Comply with Network Rail's Life Saving Rules and Drug & Alcohol policy
- Inform your Line Manager if anything at work or in your personal life is disrupting your sleep
- Check you have the correct driving licence category for the vehicle you intend to drive
- Allow adequate time for planned journeys
- Conduct first use walkaround checks
- Be aware of the payload of the vehicle
- Check the safety and security of any load
- Where applicable, measure the height of the load using a height staff and adjust the height indicator accordingly for every journey
- Be aware of fatigue and take a break where and when appropriate
- Share the driving where possible
- Park safely and securely. Consider colleagues, other road users and site access & egress rules
- When leaving the vehicle, check that it is legally parked with the handbrake correctly applied, close all windows, remove keys, lock doors, and lock all valuables out of sight
- Where there is no righteous challenge, all Penalty Charge Notices will be paid for by the driver
- Where relevant, adhere to Drivers Hours/GB Domestic regulations



## Towing

If you are required to tow a trailer, you must comply with the following;

- It is your responsibility to check that you do not tow more than your category of licence permits; the rules on what you can tow are different depending on when you passed your driving test
- Complete a first use walkaround check on the trailer
- Be aware that speed limits are lower for vehicles towing trailers
- The trailer must be properly coupled to the vehicle using the correct pins, clips and breakaway cables
- The fully loaded vehicle and trailer combination weight must not exceed the manufacturer plated GTW (gross train weight)
- Do not overload the trailer, distribute the weight evenly and secure the load
- Towing a trailer could bring you into scope of tachograph regulations

More information can be found on the [Government Website](#), in the Road Fleet Compliance Handbook or you can use the QR code below:



## Parking, Reversing and Blind Spots

Drivers shall adhere to the company policy of reverse parking unless an exemption has been applied at a particular location.

It is safer to drive forward out of a space as visibility is increased.

Where fitted, reversing camera lenses should be inspected for cleanliness during first use walkaround checks.

All vehicles have blind spots so obstacles and hazards may be obscured. Use your side and rear-view mirrors and all-round observation when reversing. Whenever necessary, ask a colleague to guide you.

Where possible avoid parking in narrow roads, opposite driveways, entrances and junctions.

Only park where it is safe and legal to do so.

# Environmental Impact

We all have our part to play in reducing our impact on the environment. Positively changing our behaviour towards energy and fuel use will have an immediate effect. Several small amendments to your driving behaviour can improve fuel economy and help the environment by cutting CO2 emissions.

When driving you should consider the following:

- 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;
- Do not let the engine idle unnecessarily, turn the engine off where/when appropriate;
- Keep tyres inflated to the correct pressure, check the tread depth and any visible signs of damage such as splits, cracks or bulges;
- Reducing your speed uses less fuel

For more information please see [AA Driving Advice](#) or follow the QR code below:



# Safety Considerations



It is advisable to carry a fully charged mobile device with you in case of emergencies.

Consider packing a winter driving kit in case of emergency. This might include: torch, blanket/sleeping bag, warm clothes, waterproof jacket, suitable footwear, food & drink, first-aid kit, shovel, warning triangle, high-visibility vest, ice scraper and de-icer.

If you carry dangerous or hazardous goods on your vehicle you need to fulfil your legal responsibilities. Specialised information is required for this type of activity and additional training may be necessary. Pay special attention to gas bottles, petrol cans and detonators ensuring they are stored appropriately.

Refer to the relevant Task Risk Control information and the Road Fleet Compliance Handbook for further information.

Fire Extinguishers should always be carried in training vehicles and welding vehicles. The minimum requirement is for 2kg powder extinguishers to be carried. You should check the date and pressure gauge as part of your first use walkaround checks.

# Telematics

Telematics is fitted to all Network Rail road vehicles. The use of this promotes safety and supports our efforts in reducing road risk. Telematics aligns with our safety vision 'Everyone home safe everyday', helping us strive to keep ourselves, colleagues and the public safe.

The data recorded provides support to employees and the company in a number of ways. For instance, the system is vital to enable Network Rail to investigate safety incidents alongside our Fair Culture principles and learn lessons to prevent these occurring again.

Safe behaviour is a requirement of working for Network Rail. As part of this, before you drive a Network Rail vehicle you must log into the telematics system using your personal telematics ID solution. Having a valid driving licence check in place is a requirement of being issued with this.

Logging into the vehicle telematics system will enable you to have access to your own driving data via a web-based portal and mobile application.

Use of all data will align with Data Protection legislation, the GDPR and Trade Union agreements. Details regarding the use of 'Personal Data' are documented within the Telematics Privacy Notice. This is located on the [Road Fleet My Connect Page](#) with all personal data being securely stored and processed in accordance with this.

# PDA's



Ruggedised PDA's are fitted to all Network Rail road vehicles, and they provide:

- Speed warning (by vehicle classification)
- Satellite navigation
- An electronic first use walkaround check app, which will replace the current paper-based version. (Remember you must undertake a first use walkaround check before using a vehicle for the first time during each shift)
- What3words - A location app providing a three-word code for every three-square metre area of the globe. This can be used to establish your location when unknown i.e. during vehicle breakdowns and emergencies.

Each PDA is assigned to a specific vehicle and it is the drivers' responsibility to secure it within the charging cradle. The PDA is removable to enable vehicle and trailer first use walkaround checks to be conducted. This includes the ability to capture images of any visible defects identified.

The PDA's are to be managed in the same way as any another other Network Rail electronic hand-held equipment (i.e. iPhone/iPad) and are 'locked down' to ensure use is limited to approved features. The use of the PDA's must follow all appropriate laws and Network Rail policies whilst also being stored securely in the assigned vehicle when not in use.

# Mobile Phones and Electronic Hand-Held Equipment

**Life Saving Rule: Never use a hand-held or hands-free phone or programme any other mobile device while driving**

Network Rail Policy is not to use any electronic hand-held equipment when driving. This includes using a phone through the “hands free” facility.

It is a criminal offence to use a hand-held mobile phone or electronic hand-held device whilst driving. You may receive 6 penalty points and a £200 fine. You will also lose your licence if you passed your driving test in the last 2 years.

You may receive 3 penalty points and a fine if you don't have a full view of the road.

For more information please see [Mobile Phones- The Law](#) or follow the QR code below:



## Smoking and Vaping

It is Company Policy that smoking or vaping is not permitted in any Network Rail vehicle or short-term hire vehicle.

It is against the law to smoke in all vehicles used primarily for business purposes by more than one person

The Network Rail policy can be found at the location below:

[Smoking Policy](#)

# Seat Belts

# Speed Limits



**Life Saving Rule: You must always obey the speed limit and wear a seat belt**

Seat belts must always be worn whilst the vehicle is in motion or on the public highway and not legally parked, regardless of whether you are a driver or a passenger. You must also obey any specific Network Rail site rules relating to the wearing of seat belts.

Passengers have a responsibility to ensure that they wear seatbelts, but the driver of the vehicle should not move off until it has been confirmed that all occupants are wearing seatbelts.

Seat belts must be checked before use for condition and operation.

As a reminder to wear seatbelts, fluorescent green seatbelt-covers are available on [I-Store](#) for drivers and Line Managers to order.

More information can be found on [Seat Belts – The Law](#) or follow the QR code below:



You must always adhere to the Highway Code and observe speed limits.

Please be aware of variable speed limits and smart motorways.

It is your responsibility to be aware of the speed limits for the classification of vehicle you are driving. The speed limit is the absolute maximum - it doesn't mean it is safe to drive at this speed in all conditions.

You should also note road, traffic and weather circumstances and adjust your speed accordingly.

For more information please see [Speed Limits](#) or follow the QR code below:



# Fuel

Fuel cards are issued for use with Network Rail owned/leased vehicles to make it easier and more efficient for employees to fuel their assigned vehicles.

Network Rail provide fuel cards that give our drivers the ability to purchase fuel at more than 95 % of filling stations across the UK with the use of a single card. Due to this wide coverage (including supermarket sites), please familiarise yourself with the most cost-effective fuel station in your area. Please note that motorway filling stations are usually the most expensive and should be avoided unless absolutely necessary.

Before starting any transaction, the driver should check that the supplying fuel station accepts the fuel card. Drivers shall purchase standard grade fuels only.

The driver must provide the vehicle's registration, current mileage and check it is accurately recorded on the fuel sales receipt when purchasing fuel.

Drivers must not collect 'reward', 'benefit' or 'loyalty' points or other incentives from the purchase of fuel intended for business purposes.

# First Use Walkaround Checks



The driver must undertake a first use walkaround check before using a vehicle for the first time during each shift to establish if the vehicle is roadworthy and safe to drive. The results of the check should be recorded, with any defects reported as appropriate.

Where more than one driver uses the vehicle during the shift, the driver taking charge of the vehicle should carry out their own check. First use walkaround checks are a crucial part of having an effective vehicle maintenance system.

The checks are mandatory for all vehicle types (including ancillary equipment and trailers) 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 confirm they are taking place to an appropriate standard.

For more information please see the [Guide to Maintaining Roadworthiness](#) or use the QR code below:





# Non-HGV First Use Walkaround Checks



## External Checks

- Lights, indicators, markers & reflectors
- Check for fluid leaks
- Battery security & condition
- Diesel exhaust fluid (AdBlu)
- Excessive engine exhaust smoke
- Security of body/wings
- Tyres & wheel security (wheel nut indicators present and aligned)
- Security of load
- Number plates
- Ancillary equipment is operational, secure & undamaged
- Tow bar – check electrics & breakaway cable

## Internal Cab Checks (Check from the Drivers Seat)

- Mirrors & glass
- Windscreen, wipers & washers
- Front view, screen not obscured and clear of stickers etc
- Dashboard warning lights & gauges working
- Steering – check for free play
- Horn
- Brakes
- Height marker – set correctly for the height of the vehicle
- Seatbelts work properly and are free from damage
- Head-restraint height & adjustment
- Fire extinguisher (if fitted)
- First aid kit (if supplied)

For more information please see [non-HGV first use walkaround check](#) or follow the QR code below



# HGV First Use Walkaround Checks



## External Checks

- Lights, indicators, markers & reflectors
- Check for fluid leaks
- Battery security & condition
- Diesel exhaust fluid (AdBlu)
- Excessive engine exhaust smoke
- Security of body/wings
- Spray suppression
- Tyres & wheel security (wheel nut indicators present & aligned)
- Security of load
- Number plates
- Ancillary equipment is operational, secure & undamaged
- Tow bar – check electrics & breakaway cable

## Internal Cab Checks (Check from the Drivers Seat)

- Mirrors & glass
- Windscreen, wipers & washers
- Front view, screen not obscured and clear of stickers etc
- Dashboard warning lights & gauges working
- Steering – check for free play
- Horn
- Brakes & air pressure build up
- Height marker – adjust for the highest point of the vehicle or the load being carried (which ever is highest)
- Seatbelts work properly without damage
- Head-restraint height & adjustment
- Fire extinguisher (if fitted)
- First aid kit (if supplied)

For more information please see [HGV First Use Checks](#) or follow the QR code below



# Trailer First Use Walkaround Check



- Loading ramp secured
- Correct coupling height
- Towing vehicle number plate fitted and clearly visible
- Jockey wheel/leg condition & security
- Spray suppression
- Load plate (where applicable)
- Load is distributed evenly and safely secured
- The trailer is not overloaded

## For all trailers you must complete the following checks:

- Coupling bolts
- Eye/ball hitch condition bolts
- Breakaway/secondary cable
- Electrical supply lead
- Hand brake
- Lights
- Tyres & wheel security (wheel nut indicators present & aligned)

For more information please see [Trailer First Use Walkaround Check](#) or follow the QR code below:



# Servicing, Inspections and MOTs

Vehicle servicing is carried out on a time/mileage basis as specified in the manufacturers guidelines.

Safety Inspections (Planned Maintenance Inspections) are scheduled according to age, usage and mileage for vehicles over 3,500kgs, this is normally between 6 and 13 weeks.

For vehicles under 3,500kgs MOT's must be carried out by the third anniversary of the vehicle registration, and annually thereafter. For vehicles over 3,500kgs the MOT must be carried out annually from the first date of registration.

For more information please go to [Check a Car/LCV MOT](#) or follow the QR code below:



For more information on HGVs please go to [Check HGV MOTs](#) or follow the QR code below:



# Tyres



Any new vehicles which were ordered before December 2018 or were already in the fleet will have been fitted with standard tyres.

All new vehicles up to 3,500kg ordered since December 2018 have been fitted with cross-climate tyres.

The legal minimum tread depth for vehicles up to 3,500kg is 1.6mm across the central  $\frac{3}{4}$  breadth of the tyre. For vehicles over 3,500 kgs the legal minimum tread depth is 1mm across  $\frac{3}{4}$  of the breadth of the tyre in a continuous band around the entire circumference. Tyres should be free from cuts, bulges, splits or any other obvious damage .

Network Rail Tyre Policy states that tyres must be replaced at **3mm**. Drivers should book replacement tyres through the appropriate driver helpline (these can be found on page 21).

A re-torque of the wheel nuts should be carried out after any wheel change. The re-torque should be conducted after 30 minutes standing time or once the vehicle has travelled 50 miles. Wheel nut indicators must be re-fitted and correctly aligned.

# What to do in case of a Road Traffic Collision or Incident



In the event of any incident, road traffic collision, theft or newly discovered damage, contact the vehicle provider and/or Network Rail Driver Helpline for assistance (see page 21 for more information)

It is imperative that all information involving any incident/theft/damage involving a Network Rail vehicle, regardless of how minor it may appear to be, is reported.

In any event of an incident/road traffic collision you should;

- Stop the vehicle as soon as safely possible – it's an offence not to do so
- Turn off the engine
- Switch the hazard lights on
- Check for any injuries to yourself or your passengers
- Make yourself as safe as possible
- If it's a minor collision and there are no injuries, make a note of it in case a third party later tries to claim for an injury or damage
- If anyone is injured or if the road is blocked call the police and/or an ambulance immediately
- Try to remain as calm as possible – it's normal to be shaken after an incident. Take a few deep breaths and try to take stock of the situation as best you can, don't lose your temper
- Don't apologise or admit responsibility for the incident – this could be viewed as admitting liability even if it wasn't your fault
- If no one else is involved in the incident, for example you caused damage to private property or a parked car, you should leave your details – for instance a note where the owner can see it
- Phone the Network Rail Driver Helpline (Page 21) and your Line Manager as soon as possible – ideally at the time of the incident, as the other driver may make a claim without you knowing

# What to do in case of a Road Traffic Collision or Incident



## What details should I record at the scene?

- The make, model, colour and registration number of the vehicles involved in the incident
- The third-party details including; driver's name, address, phone number and insurance details
- Number of drivers and passengers in any vehicles involved in the incident
- The location, time and date
- The driving conditions, including the weather, lighting and road quality (such as road markings, whether it's wet or muddy, condition of the road surface)
- A full detailed description of the damage
- Any injuries to drivers, passengers, or pedestrians. Were they wearing seatbelts?
- The names and contact details of any witnesses
- If safe, use your phone to take pictures of the scene and the vehicles involved including their position and any damage. Be aware of possible hostility from third-parties
- If you hit a dog, goat, horse, cattle, donkey, mule, sheep or a pig, you are legally required to report it to the police
- If you have a road traffic collision or incident which causes injury or damage to someone else's property (including street lamps, signs and bollards) you must report this to the police within 24 hours if you do not give your details at the time
- **Reportable Incidents**
  - If you strike a bridge, you must contact the 24:7 Control Team on 01908 723500 and provide all the relevant details
  - If an authorised person i.e. Police/DVSA requests information or issues any paperwork such as a prohibition notice during a roadside stop, you must report this to your line manager/Road Vehicle Compliance Manager as soon as possible, but in any event by the end of your shift



# Vehicle Breakdowns



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

- Turn on your hazard warning lights
- If possible, attempt to get your vehicle safely off the carriageway or out of the way of passing traffic
- Put on Hi-Viz clothing or PPE if in your possession and exit the vehicle on the non-traffic side of the road if it is safe to do so
- Do not put yourself or your passengers in any danger
- Do not attempt to use a warning triangle on a motorway or other high-speed road
- Position yourself behind a bollard or other permanent barrier
- Contact the Network Rail Driver Helpline who will give assistance ([see the contacts below](#))
- Do not attempt to repair or replace any components yourself or make any arrangements directly with the repairer

For all Network Rail owned vehicles please contact 0845 600 6767

For all LeasePlan vehicles please contact 0344 371 8071

For all Hitachi vehicles please contact 0343 351 9128

If in doubt please use the number which is displayed in the vehicle

# Vehicle Insurance

## Description of Vehicle

Any motor vehicle the property of the Insured and/or for which they are legally responsible

## Name of Policyholder

Network Rail Ltd & Subsidiary Companies

## Persons or classes of persons entitled to drive

Any person provided the person driving holds a licence to drive the vehicle

## Limitations as to use

Social, Domestic and Pleasure Purposes  
Use for the Insured's business

## Exclusion

Use for hire or reward  
Use for the carriage of passengers for hire or reward  
Use for the carriage of goods for hire or reward  
No personal items will be covered by Network Rail's insurance



# Tachographs & Drivers' Hours Regulations

A Tachograph (Analogue or Digital) must be used if the vehicle you are driving is operating under EU rules. The rules that apply to Goods Vehicles depend on the weight of your vehicle and what you are using it for. EU rules may apply if the maximum permissible weight or the maximum permissible combined weight when towing is more than 3,500kgs.

If you drive a Goods Vehicle or Passenger Vehicle you must follow the rules on how many hours you can drive and the breaks you must take (Please see pages 23-25). Drivers of vehicles fitted with digital tachographs must always carry their driver card. You must always check that there are two spare digital tachograph printer rolls in the vehicle at all times.

Drivers are required to use a tachograph to record their hours of work. A driver is any person who drives an in-scope vehicle even for a short period, or someone who is carried in a vehicle as part of their duties to be available for driving if necessary.

Drivers must use the tachograph recording equipment from the moment they take over the vehicle, and make a record of the whole of their daily working period. The working period includes any duty time that may have taken place away from the vehicle. A digital tachograph offers the ability for a driver to enter activities carried out by them away from their vehicle. This is by means of the manual entry facility offered by the instrument.

If an authorised person i.e. Police/DVSA requests information during a roadside stop you must be able to produce records for the previous 28 calendar days and the current day. If information is downloaded from your driver card, the authorised person must provide a signed digital print out to the driver. You must immediately inform your Line Manager/Road Vehicle Compliance Manager of these incidents.

Drivers of vehicles with digital tachographs are required to have their card downloaded every 7 days and the tachograph unit every 30 days.

Lost, stolen or malfunctioning cards must be reported to your Line Manager/RVCM immediately. You can still drive without a card inserted for a maximum of 15 days but you must follow the requirements for this as set out in the Tachograph Rules.

If in doubt, always check with your Line Manager/RVCM. For more information please see the [Tachograph Rules](#) or follow the QR code below:



# Tachograph Regulations (EU)

Breaks from driving	A break of no less than 45 minutes must be taken after no more than 4.5 hours of driving. The break can be divided into two periods – the first at least 15 minutes in duration and the second of at least 30 minutes in duration – taken before the 4.5-hour maximum driving period
Daily driving	Maximum of 9 hours, extendable to 10 hours no more than twice in a fixed week
Weekly driving	Maximum of 56 hours in a fixed week
Two-weekly driving	Maximum of 90 hours in any two consecutive fixed week periods
Daily rest	Minimum of 11 hours, which can be reduced to a minimum of 9 hours no more than three times between weekly rests. May be taken in two periods, the first at least 3 hours and the second at least 9 hours. The rest must be completed within 24 hours of the end of the last daily or weekly rest period
Weekly rest	A regular weekly rest of at least 45 hours, or a reduced weekly rest of at least 24 hours, must be started no later than the end of six consecutive 24-hour periods (144 hours) from the end of the last weekly rest. In any two consecutive weeks, a driver must have at least two weekly rests – one of which must be at least 45-hour duration. A weekly rest that falls across two fixed weeks may be counted in either week but not in both. Any reductions must be compensated in one block by an equivalent rest added to another rest period of at least 9 hours before the end of the third week following the week in question





# Working Time Regulations (EU)



Average working week	48 hours
Reference Period	2 x 17 week periods + 1 x 18 week period
Maximum hours in one week	60 hours
Breaks	A break of 15 minutes must be taken prior to the completion of 6 hours of work A total of 30 minutes break is required if working time totals between 6 to 9 hours A break of 45 minutes is required if working time is over 9 hours Breaks can be subdivided into periods of not less than 15 minutes
Periods of Availability	Must be known in advance by the driver  Does not count towards working time
Night work	Hours between midnight and 04:00
Records	Must be kept for 2 years

Please note: a 'Fixed week' = 00:00 Monday to 24:00 the following Sunday

# Tachograph Mode Switches

Function	Symbol	Covering Information
Driving		This is automatically recorded on most tachographs
Other Work		Covers all activities defined as work other than driving in scope of EU rules. Includes any work for the same or another employer, within or outside the transport sector
Availability		Covers periods of waiting time, the duration of which is known about in advance. Examples of what might count as a period of availability (POA) are; waiting with a broken-down vehicle or waiting while other workers load/unload your vehicle etc. For mobile workers driving in a team, a POA would also include time spent sitting next to the driver while the vehicle is in motion (unless taking a break or performing other work, i.e. navigation)
Break/Rest		Covers breaks in work and daily or weekly rest periods. Drivers may not carry out any driving or any other work. Break periods are used exclusively for recuperation. During a rest period, a driver must be freely able to dispose of their time

# GB Domestic Rules

How the drivers' hours GB domestic rules work for goods vehicles:

These rules apply to most passenger-carrying vehicles and goods vehicles that do not follow the EU rules.

**Overview:** The GB domestic rules, as contained in the Transport Act 1968, apply to most goods vehicles that are exempt from the EU rules. Separate rules apply to Northern Ireland.

**Domestic Driving Limits:** Driving is defined as being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time.

**Daily Driving:** In any working day the maximum amount of driving permitted is 10 hours. The daily driving limit applies to driving on and off the public road. Off-road driving for the purposes of agriculture, quarrying, forestry, building work or civil engineering counts as duty rather than driving time.

\*Day: The day is the 24-hour period beginning with the start of duty time.

**Daily Duty:** In any working day the maximum amount of duty permitted is 11 hours. A driver is exempt from the daily duty limit (11 hours) on any working day when they do not drive.

A driver who does not drive for more than 4 hours on each day of the week is exempt from the daily duty limit for the whole week.

**Duty:** In the case of an employee driver, this means being on duty (whether driving or otherwise) for anyone who employs them as a driver. This includes all periods of work and driving but does not include rest or breaks. Employers should also remember that they have additional obligations to ensure that drivers receive adequate rest under health and safety legislation.

**Tachograph Derogations:** GB Domestic rules apply to anyone who operates a vehicle under a tachograph derogation. Before operating under any derogation you must seek authorisation from your Regional Road Vehicle Compliance Manager/Road Fleet Team. If authorised, you must follow any regional process currently in force. Derogations are subject to strict criteria which must be applied at all times whilst deviating from normal tachograph rules.



# GB Domestic Rules

## Driving under both EU and GB domestic rules

If you work partly under EU rules and partly under GB domestic rules during a day or a week you need to know the following:

- driving under EU rules counts towards the driving and duty limits under GB domestic rules
- on any days you drive under EU rules you must take EU daily rest periods, as well as a weekly rest period
- you cannot count the time you spend driving under EU rules as an off-duty period under GB domestic rules
- driving and other duty under GB domestic rules count as 'attendance at work', not as a break or rest period under EU rules

## Driving limits

You must follow the GB domestic limit of a maximum of 10 hours driving a day. But at any time when you're driving under the EU rules you must follow all the rules on EU driving limits.

## Other duty limits

You must follow the GB domestic limit of a maximum of:  
11 hours on duty if you drive a goods vehicle  
16 hours on duty if you drive a passenger-carrying vehicle

## Rest periods and breaks

You must follow the EU rules on rest periods and breaks on days and weeks when you drive under EU rules.

For more information please see the [GB Rules](#) or the QR code below



# Short Term Hire

All short term hires must be authorised by the line manager and cost centre manager. The vehicles requested must be fit for purpose. Short term hire vehicles must only be booked when it is not possible to source a vehicle that is within the existing fleet.

The first consideration should always be public transport, then where this is not practical, pool vehicles should be utilised.

All short term hire vehicles should be delivered to a work address during working hours unless authorised by the line manager. The vehicle should be refuelled in line with the requirements set out in the hire agreement and returned to the correct collection point.

Extensions to any short term hire vehicle booking duration will require authorisation from your line manager and cost centre manager with an appropriate supporting business justification.

All short term hires must be booked through our Fleet Management Provider using the correct booking process. You can book a short term hire on the [Short Term Hire Portal](#) or by searching 'short term hire' on MyConnect

# Use of Network Rail and Privately Owned Vehicles



Private use of Network Rail vehicles (excluding personal issue 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 by the line manager. This includes hired vehicles (except if replacing a job requirement vehicle)

Employees not entitled to a personal issue vehicle may use their private vehicle for business purposes (with the line manager’s consent) subject to this being the most cost-effective way of carrying out the journey.

Please note; you can only use your own vehicle on company business provided you have evidenced the following through the current process;

- a valid driving licence
- business insurance cover
- current MOT & road tax
- proof of servicing/maintenance
- breakdown cover is strongly advised

The use of personal vehicles for business use is sometimes referred to as ‘grey fleet’. For more information please see the [Car Policy Guide](#)

# I AM SAFE

Before undertaking any journey you should ask yourself the following questions:

## **I**llness

Do you have an illness or symptoms that might affect your ability to drive?

***Have you reported it to DVLA and your Line Manager?***

## **A**ttitude

Try not to get impatient with other road users as it could lead to conflict.

***Remember when you drive for work you are an ambassador for the company***

## **M**edication

Could your medication or any drugs in your system affect your driving?

***Check with your doctor/pharmacist if unsure***

## **S**leep

Have you had enough rest? Are you suffering from fatigue?

***Take regular breaks from driving***

## **A**lcohol

Do you have any alcohol in your system?

***Never drink and drive***

## **F**ood

Are you hungry or thirsty?

***Could it affect your concentration?***

## **E**yesight

When did you last have your eyes tested and are you wearing eye correction if you need it?

***Check you can read a number plate from 20 metres***

# Glossary of Links



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Highway Code	5	Driver Responsibilities	<a href="https://www.gov.uk/browse/driving/highway-code-road-safety">https://www.gov.uk/browse/driving/highway-code-road-safety</a>
View My Licence	6	Driving Licences	<a href="https://www.gov.uk/view-driving-licence">https://www.gov.uk/view-driving-licence</a>
Periodic Training Hours	6	DCPC	<a href="https://www.gov.uk/check-your-driver-cpc-periodic-training-hours">https://www.gov.uk/check-your-driver-cpc-periodic-training-hours</a>
Government Website – Drugs and Driving	7	Drugs and Alcohol	<a href="https://www.gov.uk/drug-driving-law">https://www.gov.uk/drug-driving-law</a>
Safety Central	8	Fatigue Management	<a href="https://safety.networkrail.co.uk/safety/fatigue/fatigue-awareness-for-drivers/">https://safety.networkrail.co.uk/safety/fatigue/fatigue-awareness-for-drivers/</a>
Government Website – Towing	9	Towing	<a href="https://www.gov.uk/towing-with-car">https://www.gov.uk/towing-with-car</a>
AA Driving Website	10	Environmental Impact	<a href="http://www.theaa.com/driving-advice/fuels-environment/reducing-air-pollution">www.theaa.com/driving-advice/fuels-environment/reducing-air-pollution</a>
Road Fleet My Connect	11	Telematics	<a href="https://networkrail.sharepoint.com/sites/myconnect/routeservices/Pages/Road-Fleet-2019.aspx">https://networkrail.sharepoint.com/sites/myconnect/routeservices/Pages/Road-Fleet-2019.aspx</a>
Tests passed in the last 2 years	12	Mobile Phones and Electronic Hand-Held Equipment	<a href="https://www.gov.uk/penalty-points-endorsements/new-drivers">https://www.gov.uk/penalty-points-endorsements/new-drivers</a>
Mobile Phones - The Law	12	Mobile Phones and Electronic Hand-Held Equipment	<a href="https://www.gov.uk/using-mobile-phones-when-driving-the-law">https://www.gov.uk/using-mobile-phones-when-driving-the-law</a>
Smoking Policy	12	Smoking and Vaping	<a href="https://networkrail.sharepoint.com/sites/myconnect/hr/Documents/Policies%20&amp;%20Guides/Smoking%20policy.pdf?csf=1&amp;e=n5g1Sa&amp;cid=1b2647c8-7c38-4907-a24d-ae446081c272">https://networkrail.sharepoint.com/sites/myconnect/hr/Documents/Policies % 20&amp; % 20Guides/Smoking % 20policy.pdf?csf=1&amp;e=n5g1Sa&amp;cid=1b2647c8-7c38-4907-a24d-ae446081c272</a>

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Hi-Vis Seat Belt Covers	13	Seat Belts	<a href="https://ebsprodnwrl.omcs.networkrail.co.uk/OA_HTML/xxnr_ibeCCtdItemDetail.jsp?certNum=null&amp;drawNum=null&amp;item=1156327&amp;manfName=null&amp;manfid=null&amp;partNum=null&amp;site=10020:22372:US">https://ebsprodnwrl.omcs.networkrail.co.uk/OA_HTML/xxnr_ibeCCtdItemDetail.jsp?certNum=null&amp;drawNum=null&amp;item=1156327&amp;manfName=null&amp;manfid=null&amp;partNum=null&amp;site=10020:22372:US</a>
Seat Belts – The Law	13	Seat Belts	<a href="https://www.gov.uk/seat-belts-law">https://www.gov.uk/seat-belts-law</a>
Speed Limits	13	Speed Limits	<a href="https://www.gov.uk/speed-limits">https://www.gov.uk/speed-limits</a>
Guide to Maintaining Roadworthiness	14	First Use Walkaround Checks	<a href="http://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness">www.gov.uk/government/publications/guide-to-maintaining-roadworthiness</a>
Non-HGV First Use Walkaround Check	15	Non-HGV First Use Walkaround Checks	<a href="https://www.gov.uk/government/publications/van-drivers-daily-walkaround-check/van-drivers-daily-walkaround-check">https://www.gov.uk/government/publications/van-drivers-daily-walkaround-check/van-drivers-daily-walkaround-check</a>
HGV First Use Walkaround Checks	16	HGV First Use Walkaround Checks	<a href="https://www.gov.uk/guidance/carry-out-daily-heavy-goods-vehicle-hgv-walkaround-checks">https://www.gov.uk/guidance/carry-out-daily-heavy-goods-vehicle-hgv-walkaround-checks</a>
Trailer First Use Walkaround Check	17	Trailer First Use Walkaround Check	<a href="https://www.gov.uk/guidance/tow-a-trailer-with-a-car-safety-checks">https://www.gov.uk/guidance/tow-a-trailer-with-a-car-safety-checks</a>
Check a Car/LCV MOT	18	Servicing, Inspections and MOTs	<a href="https://www.gov.uk/check-mot-status">https://www.gov.uk/check-mot-status</a>
Check HGV MOTs	18	Servicing, Inspections and MOTs	<a href="https://www.check-mot.service.gov.uk/">https://www.check-mot.service.gov.uk/</a>
Tachograph Rules	22	Tachographs' & Drivers Hours Regulations	<a href="https://www.gov.uk/drivers-hours/eu-rules">https://www.gov.uk/drivers-hours/eu-rules</a>

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GB Rules	27	GB Domestic Rules	<a href="https://www.gov.uk/drivers-hours/gb-domestic-rules">https://www.gov.uk/drivers-hours/gb-domestic-rules</a>
Short Term Hire Portal	28	Short Term Hire	<a href="https://www.nr-rs.co.uk/sth/">https://www.nr-rs.co.uk/sth/</a>
Car Policy Guide	28	Privately Owned and Company Cars	<a href="https://networkrail.sharepoint.com/sites/myconnect/hr/Documents/Policies%20&amp;%20Guides/Car%20policy.pdf?csf=1&amp;e=OfuSyf&amp;cid=d3fc68f9-e01b-469c-999f-4f3f7b607afa">https://networkrail.sharepoint.com/sites/myconnect/hr/Documents/Policies%20&amp;%20Guides/Car%20policy.pdf?csf=1&amp;e=OfuSyf&amp;cid=d3fc68f9-e01b-469c-999f-4f3f7b607afa</a>



