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# Driver's Handbook



**Drive**

**Safe**

## Foreword



**The following guide is designed to give you all the information you need to stay safe and legal whilst driving on company business.**

Under the Health and Safety at Work etc Act 1974, Network Rail have a duty of care towards our employees and the general public in relation to the safe operation of our vehicles. Network Rail are legally obliged to create a safe and healthy working environment. This includes all vehicles provided by Network Rail for work activities. This also includes ensuring all drivers have the correct driving licence, are suitably trained and have enough rest prior to driving.

This Handbook also supports the [Road Fleet Compliance Standard](#) (NR/L2/OHS/00127). Above all, the following is designed to promote the company ethos of “Everyone Home Safe Every Day”. 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.

**Please take the time to carefully read through this handbook and follow the guidance.**

**James Rooney**  
Head of Road Fleet

## Introducing Drive Safe

**Over the past two decades, road traffic accidents have been the single most common cause of death for rail workers<sup>1</sup>.**

**Every single loss of life or injury is a tragedy that we must work together to avoid.**

Drive Safe is a new national Road Risk Reduction programme from Technical Authority, supported by Route Services' Road Fleet Team. It's a coordinated national effort to drive our risks down and is based on creating positive, two-way conversations between our safety teams and those who drive on Network Rail business.

Drive Safe aims to change our culture around driving by involving you, our people, in finding new solutions to the challenges of driving for work. To find out more and see the latest updates search 'Drive Safe' on Safety Central.

**Work safe, drive safe, home safe.**

1. Technical Authority and RSSB statistics. From 2009-2024 road traffic accidents were the biggest contributor to fatalities in the rail industry.

# Key contacts

Each Region has a Road Fleet Compliance Team. If you have any general fleet questions, please refer to your Regional contact opposite:

Region/Business Area	Regional Road Fleet Compliance Teams Contact Email Address
Eastern	<a href="mailto:easternroadfleet@networkrail.co.uk">easternroadfleet@networkrail.co.uk</a>
Non-regional functions	<a href="mailto:RouteServicesRoadFleet@networkrail.co.uk">RouteServicesRoadFleet@networkrail.co.uk</a>
NorthWest & Central	<a href="mailto:nw&amp;croadfleet@networkrail.co.uk">nw&amp;croadfleet@networkrail.co.uk</a>
Scotland	<a href="mailto:RoadFleetScotland@networkrail.co.uk">RoadFleetScotland@networkrail.co.uk</a>
Southern	<a href="mailto:southernregionroadfleet@networkrail.co.uk">southernregionroadfleet@networkrail.co.uk</a>
Wales & Western	<a href="mailto:WalesAndWesternRoadFleet@networkrail.co.uk">WalesAndWesternRoadFleet@networkrail.co.uk</a>

You will have the contact details of the leasing provider either on signage in the vehicle or on the vehicle keys. However, please use the contact numbers below:

Leasing Provider	Contact Phone Numbers
LeasePlan leased vehicles	0344 371 8071
Owned and Novuna leased vehicles	0343 351 9128
Hire Vehicle - Europcar	0371 384 0235
Hire Vehicle - Enterprise Flex-E-Rent	03458725419
Hire Vehicle – Rent-A-Car	08003160977

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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 Lifesaving 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.

## Line Manager/Driver Responsibilities

**Before driving a Network Rail vehicle, employees, contractors and agency staff (contingent labour) 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.

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

- Have held a current full driving licence for a minimum of one full year, which is valid in the UK
- 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.

Where a Line Manager has authorised external labour to drive a company vehicle i.e. contractor/agency staff to drive on behalf of Network Rail, they must first ensure they meet the first two bullet points above. To conduct a DVLA 'View My Licence' check for external labour click [here](#)

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 driving licence check, undertake a successful driving assessment by an approved training provider and be authorised to drive on company business by the Head of Road Fleet/Lead Road Vehicle Compliance Manager.

The Road Traffic Act 1988 creates the offence of driving with 'uncorrected defective eyesight' and drivers may be prosecuted if they drive without meeting the standards of vision for driving. Before driving any vehicle, the driver is legally required to ensure they meet the minimum eyesight rules. Drivers must be able to read a vehicle number plate made after 1st Sept 2001 from 20 metres (with glasses or contact lenses, if necessary). The Road Vehicle Compliance Standard (NR/L2/OHS/00127) requires Line Managers to carry out an annual driver vision check, this shall be arranged and recorded locally. Click [here](#) for further guidance

**Network Rail drivers share the road with other users and their behaviour impacts on the public and their perception of Network Rail. Safe and considerate driving helps everyone get home safe every day.**

## Driving Licence

**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. When driving you must carry your driving licence as you may be asked to show this to the police.**

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 using the Applied Driving Techniques (ADT) solution or your Line Manager has completed a DVLA View My Licence check. Line Managers can view their direct reports driving licence details in Oracle. Please click [here](#) for access to the Driving Licence Checking Process.

Cohabiting spouses, permanent partners and children (who are of a legal driving age and have held a full and valid driving licence for at least 1 year) must complete a driving licence check and have authorisation from a Regional RVCM in order to drive a personal issue vehicle.

## Planning Your Journey

**You must adhere to the following;**

- Check you have the correct driving licence category for the vehicle you intend to drive and it is suitable for the intended journey
- It is advisable to carry a fully charged mobile device with you in case of emergencies
- If you are not confident driving the intended vehicle, you must inform your line manager prior to use
- Allow adequate time for journeys and plan breaks to avoid fatigue
- Conduct and record a first use walkaround check
- Be aware of the payload of the vehicle
- Check the safety and security of any load
- You must not carry any unauthorised passengers or animals
- Where relevant, adhere to GB Domestic regulations
- Park safely, legally and securely. Consider colleagues, other road users and site access and egress rules
- Consider that there is a legal obligation to pay any tolls and selected road or bridge charges promptly. **Please note** that where there is no righteous challenge, all Penalty Charge Notices, tolls and charges will be paid for by the driver
- 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.



## 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.

You must inform your Line Manager if anything at work or in your personal life is disrupting your sleep.

If you intend to drive for a long distance, you should plan your journey to allow for breaks or where possible share the driving. 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](#)

## Tyres

Any 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. This excludes 4x4 pickups which are fitted with off-road 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's Tyre Policy states that all tyres must be replaced at **3mm**, unless there is a requirement to replace them sooner due to damage or age (10 years from manufacture on all axles). Drivers should confirm any issues with tyres using the CheckedSafe app or NR101 defect book. Replacement tyres should be booked through the appropriate driver helpline (these can be found on page 4).

A mandatory 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.

## Vehicle 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 checks are mandatory for all vehicle types (including short term hires, ancillary equipment and trailers) and it is the driver's responsibility to complete the check thoroughly. The Line Manager is also responsible for reviewing the checks and confirming they have taken place to an appropriate standard.**

The Road Traffic Act 1991 states in section 8 Construction and use of vehicles. " Using vehicle in dangerous condition"

40A Using vehicle in dangerous condition etc. A person is guilty of an offence if he uses, or causes or permits another to use, a motor vehicle or trailer on a road when –

- a) The condition of the motor vehicle or trailer, or of its accessories or equipment, or
- b) The purpose for which it is used, or
- c) The number of passengers carried by it, or the manner in which they are carried, or
- d) The weight, position or distribution of its load, or the manner in which it is secured, is such that the use of the motor vehicle or trailer involves a danger of injury to any person."

The CheckedSafe app must be used for all vehicle first use walkaround checks. Only in exceptional circumstances shall the results be recorded using an alternative method such as NR101 (Daily Vehicle Check and Defect Book) in conjunction with the NR012 (Vehicle Logbook). If you find an issue with the vehicle whilst using the app you will be guided on the next steps. If using the NR101 book you must contact the relevant vehicle provider to arrange the repair. If it is a safety related issue which has been identified the vehicle must not be driven until it has been repaired.

The Masternaut log in tag is the primary method for recording a journey. The log in tag replaces the NR012 (Vehicle Logbook). If you are unable to log in using the log in tag the NR012 Logbook must be completed in full.

Spouses/Cohabiting partners who utilise a personal use vehicle must make sure a vehicle is safe to drive, but do not have to use the CheckedSafe app.

For further information on CheckedSafe click [team-talk toolkit](#)

For more information, please see the [Guide to Maintaining Roadworthiness](#)

# CheckedSafe – Why and How videos

Three videos have been created to assist colleagues in completing first use vehicle checks.

They are customised based on the vehicle type and explain:

- “Why” it is important to complete first use vehicle checks
- “How” to use the CheckedSafe app to record the required vehicle checks

- In addition, where applicable the checks below may be required
- 2kg Powder Fire extinguisher (training vehicles/welding vehicles only). Check the date and pressure gauge. These should not be used on engine fires.
- If you carry gas bottles, petrol cans and detonators ensure they are stored appropriately.



Cars



Light commercial vehicles (LCV)  
e.g. vans and 4x4s



Heavy goods vehicles (HGV)

# First Use Walkaround Checks Trailer



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).

- 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 more information, please see [Trailer First Use Walkaround Check](#)

# Load Security

**Loading and unloading can be dangerous. Machinery can seriously hurt people. Heavy loads, moving or overturning vehicles and working at height can all lead to injuries or death.**

This guidance should be followed to help avoid problems:

- Make sure the vehicle is fit for the intended purpose
  - To maintain stability, vehicles should be parked on firm level ground where possible. Utilise stabilisers where fitted
  - Ensure the vehicle and/or trailer hand brakes are applied
  - Make sure the area surrounding the vehicle is clear of other traffic, pedestrians and people not involved in loading or unloading
  - Make sure the area surrounding the vehicle is clear of overhead electric cables so there is no risk of touching them, or of electricity jumping to 'earth' through machinery, loads or people
  - Always check the floor or deck of the loading area before loading to make sure it is safe. Look out for debris, broken boarding, etc
  - There should be no one in the cab or in the loading/unloading area if they are not needed. This includes the rear of the vehicle
  - Loading should allow for safe unloading
- Loads should be spread as evenly as possible, during both loading and partially unloading the vehicle. Uneven loads can make the vehicle or trailer unstable
  - Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or have a loss of braking efficiency
  - Make sure the load is secured appropriately using load restraint equipment such as restraining straps, cargo nets, racking, chains etc
  - The combined strength of the load restraint system must be sufficient to withstand a forward's force not less than the total weight of the load to prevent the load moving under severe braking, and half the weight of the load moving backwards and sideways. You must check that the load restraint is not damaged/frayed and within its serviceable date
  - If any part of the load is higher than the vehicle cab, the load should be measured using a height staff and the height indicator adjusted accordingly for every journey
  - Tailgates and sideboards must be closed when possible. If over-hang cannot be avoided, it must be kept to a minimum. The over-hanging part of the load must be clearly marked
  - For more information, please see the [Gov website](#)

## In-Cab Safety System (ICSS)

**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 start each journey in a Network Rail vehicle you must log into the telematics system using your personal Masternaut log in tag. Having a valid driving licence check in place is a requirement of being issued with this.

Do not share your login tag with anyone else and you must not use anyone else's tag to login.

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.

The In –Cab safety System equipment shall not be tampered with, altered, removed or intentionally damaged. If any of these instances occur an investigation may take place and the vehicles cost centre may be charged.

Ruggedised Personal Digital Assistant(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. (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 must remain in the vehicle to which it has been assigned. At the end of a journey/shift it is the driver's responsibility to switch off the PDA.

The PDAs 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 PDAs must follow all appropriate laws and Network Rail policies whilst also being stored securely in the assigned vehicle when not in use.

## Highway Code – Hierarchy of Road Users

It is important that **ALL** road users are aware of The Highway Code, are considerate to other road users and understand their responsibility for the safety of others.

A hierarchy of road users places those road users most at risk in the event of a collision at the top of the hierarchy. It does not remove the need for everyone to behave responsibly.

The updates include:

### People crossing the road at junctions

- When people are crossing or waiting to cross at a junction, other traffic should give way
- If people have started crossing and traffic wants to turn into the road, the people crossing have priority and the traffic should give way
- Drivers must give way to people on a zebra crossing and people walking and cycling on a parallel crossing.

### Overtaking vulnerable road users

There is updated guidance on safe passing distances and speeds for drivers when overtaking vulnerable road users, including:

- Leaving at least 1.5 metres (5 feet) when overtaking cyclists at speeds of up to 30mph, and giving them more space when overtaking at higher speeds
- Allow at least 2 metres (6.5 feet) of space when passing people riding horses or driving horse-drawn vehicles at speeds under 10 mph
- Allowing at least 2 metres (6.5 feet) of space and keeping to a low speed when passing people walking in the road (for example, where there's no pavement)
- Wait behind them and do not overtake if it's unsafe or not possible to meet these clearances.

### Roundabouts

Drivers should give priority to people cycling on roundabouts and:

- Not attempt to overtake people cycling within that person's lane
- Allow people cycling to move across their path as they travel around the roundabout
- Not cut across cyclists, horse riders or horse-drawn vehicles.

For more information, please see the [Highway Code](#)

# Highway Code

## Parking and leaving vehicles

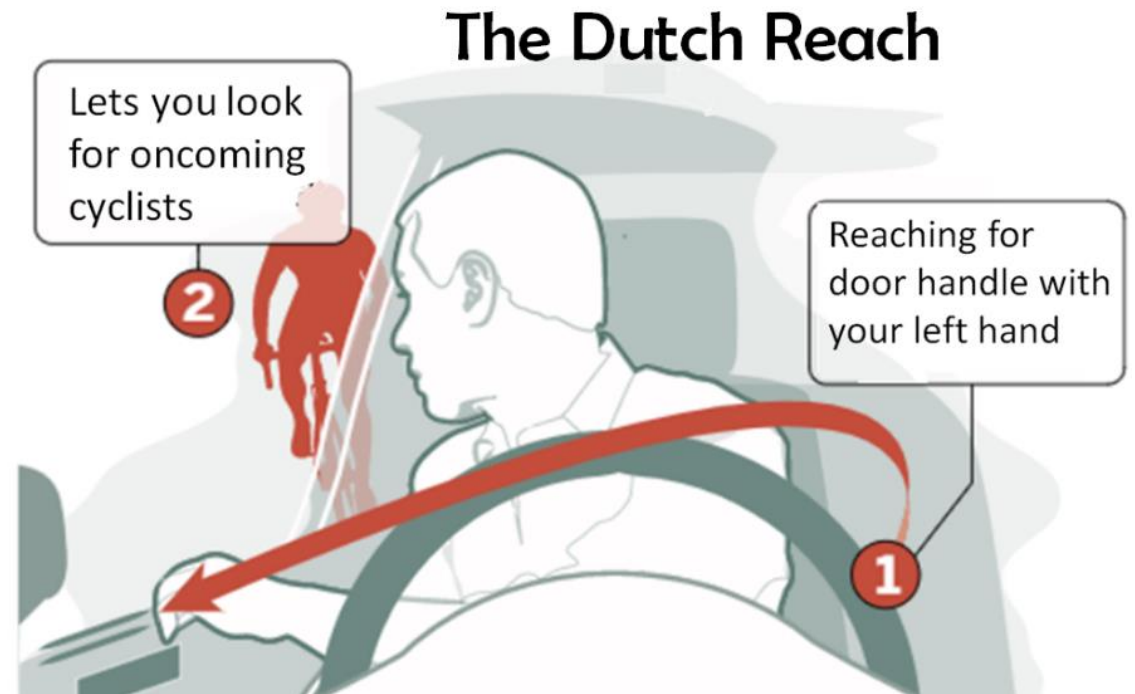
- The code recommends a new technique when leaving vehicles. It's sometimes called the 'Dutch Reach'.
- Where people driving or passengers in a vehicle are able to do so, they should open the door using their hand on the opposite side to the door they are opening. For example, using their left hand to open a door on their right-hand side.
- This will make them turn their head to look over their shoulder behind them. They're then less likely to cause injury to cyclist, motorcyclist or people on the pavement. An example can be found opposite.

## Charging electric vehicles

For the first time, the code includes guidance about using electric vehicle charging points. When using one, people should:

- park close to the charge point and avoid creating a trip hazard for people walking from trailing cables
- display a warning sign if you can
- return charging cables and connectors neatly to minimise the danger to other people and avoid creating an obstacle for other road users.

For more information, please see the [January 29th 2022 Highway Code](#)





## Seat Belts

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](#)

## Speed Limits

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

Please be aware of variable speed limits and smart motorways.

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.

It is your responsibility to be aware of the speed limits for the classification of vehicle you are driving. Please note: Some vehicle types are classified as a 'Goods vehicles (not more than 7.5 tonnes maximum laden weight)'. This includes 4x4 vehicles, such as the Ford Ranger, Isuzu D-Max and small vans such as the Ford Transit Connect.

Drivers must not rely on the In-Cab safety system speed warning device it is only there to provide additional support.

For more information, please see [Speed Limits](#)



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

# Drugs and 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 ml)	80 mg	50 mg	29 mg
Breath (Per 100 ml)	35 µg	22 µg	13 µg
Urine (Per 100 ml)	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 are taking any medicine (prescribed or not) which you believe could affect your ability to drive, you must inform your line manager and the DVLA immediately, as you may not be authorised to drive on company business.

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

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).

More information on drugs and driving can be found on the [government website](#)



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

## Mobile Phones and Electronic Hand-Held Equipment

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

It is a criminal offence to use a hand-held mobile phone or electronic hand-held device whilst driving, even when it is in a cradle. 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](#)

## 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](#)



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

## 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 (0343 351 9128).**

It is imperative that all information is reported for any incident, theft or damage involving a Network Rail vehicle or hire vehicle, regardless of how minor it may appear to be. This **must** be reported within **24 hours** via the Driver Helpline (0343 351 9128).

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 – its 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 (0343 351 9128) 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
- Report the incident to your route control team.

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

continued...

## 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 streetlamps, 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.

## Reporting a vehicle crime

**Vehicle crime should be reported to the police as soon as possible.**

When reporting the crime to the police, you should provide the following information:

- Circumstances of the vehicle being stolen including location and time of theft
- Description of the vehicle such as the company to whom the vehicle is registered, vehicle registration number, make, model, colour, and any tracking software fitted
- Where the vehicle is broken into and items are stolen, you should provide details of what damages have been caused and what items have been stolen, including the time and location of the crime.
- If it is suspected that the vehicle has been stolen for a terrorist attack, you should make sure this is clearly made to the call handler
- You should obtain a police crime reference number for further contact and insurance purpose.

**Vehicle crime should also be reported to the fleet management company.**

When reporting the crime to the fleet management company on 0343 351 9128 and provide the following information:

- Circumstances of the vehicle being stolen including location and time of theft
- Description of the vehicle such as the vehicle registration number and the location and time of theft
- Where the vehicle is broken into and items stolen, the driver shall provide details of what damages have been caused and what items have been stolen including the time and location of the crime
- Provide the police crime reference number.

# Vehicle Security

## To reduce the risk of theft or vandalism drivers should:

- Carry out a visual walk around inspection before starting any journey and when returning to the vehicle to check it has not been tampered with. Always be vigilant of your personal safety when completing any check
- When leaving the vehicle unattended, vehicle engines shall be turned off, windows closed, doors closed & locked and ignition keys removed
- Secure vehicles using the relevant method when being left unattended. Always apply the vehicle's double locking system, security alarm or fit a steering wheel lock, where possible
- Remove or hide all work equipment and personal items from view when leaving the vehicle unattended. Personal items are not covered by our insurance.
- Read the owner's manual to understand the security features and apply them when required before using the vehicle
- Report any suspicious activity to your Line Manager, and in emergencies call the police for assistance using 999
- Not divulge information about loads or routes to unauthorised persons (including over radios or telephones) or post information about their route or location on social media
- Report any irregularity in loading, locking, sealing or documentation to the organisation
- Only carry authorised equipment/goods.
- Inform and confirm with their Line Manager immediately if someone tells them to change their route
- Be mindful of their personal security. They shall keep their ID documentation and wallets secure and out of sight.
- Beware of attempts to deceive, such as by bogus Police and DVSA Officers
- Keys shall be kept in a secure place such as a locked cabinet or held securely by the driver
- Where possible when parking a company vehicle (including hire vehicles) at home, the vehicle should be parked in a secure location.

## 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, out of the way of passing traffic or to the left most lane on smart/standard motorways
- 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
- If it is not safe to exit, stay in the vehicle with your seat belt on and dial 999
- 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 roads
- Position yourself behind a bollard or other permanent barrier
- Contact the Network Rail Driver Helpline who will give assistance ([see the key contacts on page 4](#))
- Do not attempt to repair or replace any components yourself, you must contact the relevant fleet maintenance provider to arrange a repair.
- If your vehicle breaks down track side attempt to get the vehicle into a safe place. If this is not possible leave the hazard warning lights on until assistance arrives.
- The Controller of Site Safety(COSS) is required to meet and safely brief the breakdown assistance repairer and must always escort them on and off the infrastructure.

## 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.



## 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 driving licence permits
- Do not tow unless you have completed recognised training
- Complete a first use walkaround check on the towing vehicle and 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 GB Domestic Hours regulations, if the vehicle and trailer combination is over 3.5 tonne
- Best practice guidelines advise not to load the trailer to the point where it is heavier than the towing vehicle.

More information can be found on the [Government Website](#)

## 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.
- The Highway Code states: *“park close to the kerb and apply the handbrake firmly. select a forward gear and turn your steering wheel away from the kerb when facing uphill. select reverse gear and turn your steering wheel towards the kerb when facing downhill. use ‘park’ if your car has an automatic gearbox.”*
- When leaving the vehicle, check that it is legally parked with the handbrake correctly applied. Where possible avoid parking in narrow roads, opposite driveways, entrances and junctions.
- 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.
- Where fitted, reversing camera lenses should be inspected for cleanliness during first use walkaround checks.
- As a result of the transition to electric vehicles (EVs) and the location of the charging points, it may not be possible to reverse park at some Network Rail locations

# Electric Vehicles

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. Network Rail are moving towards a zero emissions fleet as part of the DfT decarbonisation target.

When driving an electric vehicle please consider the following:

- It is strongly advised that Electric Vehicle (EV) specific training is to be undertaken by all drivers prior to taking an EV. Training can be booked [here](#)
- Electric Vehicles have instant torque and acceleration, which means they can accelerate faster than traditional petrol/diesel vehicles
- On the move, there are no gears to worry about, and no clutch pedal either. It's simply a case of 'stop and go' using the brake and accelerator pedals
- Electric Vehicles are generally quieter as they do not have an engine that produces noise, please look out for vehicles and vulnerable road users, as people may not hear you while you are manoeuvring
- Driver style and weather conditions can significantly reduce range, carrying unnecessary weight inside the vehicle can also impact on range
- The more electrical devices you switch on inside the car, the more energy you'll use. So be mindful and only use what you need
- Many electric vehicles use regenerative braking, meaning energy is captured and stored in the battery when the driver brakes, this helps to extend the range of the vehicle and can also extend the life of the brakes.

When charging an electric vehicle please consider the following:

- Plan your journey to account for the location of charging points on route
- Charging times may vary depending on the capacity of the charge unit and the vehicle
- Only Network Rail vehicles (including hires) should be charged on company sites. Personal vehicles should not be charged unless authorised
- Drivers should be in possession of an electric Allstar fuel card, which can be used for accessing public charging points, click [here](#) to order a card
- Public EV charge points can be found using Zap Map, the app offers a filter to find the nearest public charging location.

Network Rail have some 3.5t to 4.25t Alternatively Fuelled Vehicles (AFV) which are electric, entering the fleet. An AFV is defined as a motor vehicle not powered by conventional diesel or petrol engines. Please click [here](#) for more information before driving an AFV.

## GB Domestic Rules

**Network Rail will be operating solely under GB Domestic rules using a tachograph derogation from the beginning of October 2024. The GB Domestic rules, as contained in the Road Traffic Act 1988, apply to most goods vehicles that are exempt from the EU rules.**

Operating under GB Domestic rules require Network Rail to comply with Working Time Legislation. Although Working Time legislation only requires certain aspects to be adhered to when operating under GB Domestic rules. Network Rail will adopt as best practice, the break and rest requirements set out in the working time legislation, which is applicable to drivers in scope of the EU drivers' hours rules. This is to ensure that our drivers do not work excessively long hours and take regular breaks.

There is no longer a requirement to use a digital tachograph, whilst driving any vehicle for Network Rail. However, all driving and working hours must be recorded on the GB Domestic electronic driver hours app, which can be found in the CheckedSafe application. The CheckedSafe app can be located in the menu section on the PDA's, it can also be downloaded onto a mobile device.

The vehicle digital tachograph unit should be set to 'Out of Scope' Please click [here](#) for a 'how to guide'. Please note: the tachograph unit will continue to record vehicle movements.

Drivers will be required to enter their driving, working and break/s. Daily rest can also be entered between shifts. If a driver has not been able to enter event data at the end of their shift or has forgotten to do so, they must enter their event data retrospectively. Please note: Event data can only be entered retrospectively for the current day and the previous seven days. This ensures Network Rail comply with the 'Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987.

- **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. Please note: This does not include a road rail vehicle operating on the track.
- **Daily Duty:** On any working day the maximum amount of duty time permitted is 11 hours. A driver is exempt from the daily duty limit (11 hours) on any working day if they do not drive. Working time regulations must be adhered to.
- **Duty:** This includes all periods of work and driving but does not include rest or breaks. Network Rail have additional obligations to ensure that drivers receive adequate rest under health and safety legislation.
- **Day:** The day is the 24-hour period beginning with the start of duty time.

For more information, please see the [GB Domestic Rules](#)

## Working Time Regulations

Average working week	48 hours
Reference Periods	2 x 17-week periods + 1 x 18-week period
Maximum Working Time 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
Rest	Adequate rest is defined as being long and continuous enough to ensure that workers do not harm themselves, fellow workers or others and that they do not damage their health in the short or long term. EU Working Time Rules requires a minimum of 11 hours.
Night Work	If night work is performed, working time must not exceed 10 hours in any 24-hour period. Night time is the period between 00.00 and 04.00 for goods vehicles. The 10-hour limit may be exceeded if this is permitted under a collective or workforce agreement
Records	Must be kept for 2 years

## Driver's Certificate of Professional Competence

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.

Please note: Network Rail operating under a tachograph derogation does not exempt the driver from holding this qualification.

You can check your [Periodic Training Hours](#) here.

## Servicing, Inspections and MOTs

Vehicle servicing is carried out on a time/mileage basis as specified in the manufacturer's guidelines. Failure to have the vehicle serviced may result in the warranty being invalidated, resulting in costly repairs.

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](#)

For more information on HGVs, please go to [Check HGV MOTs](#)

## 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.

## Short-term Hire Vehicles

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 check
- Business insurance cover
- Current MOT (for vehicles over 3 years old) & road fund licence
- Proof of servicing/maintenance to manufacturer’s standards
- Breakdown cover is strongly advised
- The vehicle must in a safe, legal and roadworthy condition prior to use.

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:

## Illness

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

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

## Attitude

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.*

## Medication

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

*Check with your doctor/pharmacist if unsure.*

## Sleep

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

*Take regular breaks from driving.*

## Alcohol

Do you have any alcohol in your system?

*Never drink and drive.*

## Food

Are you hungry or thirsty?

*Could it affect your concentration?*

## Eyesight

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

*Have you completed the annual vision check with your Line Manager, confirming you can read a number plate from 20 metres.*

**Drive**

**Safe**