



Drivers' Handbook

All Usdaw members who drive as part of their job can apply to join Usdaw's Road Transport Distress Fund.

Professional drivers spend a lot of time driving. That means more chance of falling foul of the law.

Ushaw's Road Transport Distress Fund is a unique voluntary self-help scheme costing only £6 a year. It helps to relieve hardship if you commit a work-related traffic offence resulting in being issued with a fixed penalty notice or attending a driver improvement course.

Get Protected!

Don't be saddled with payments you can't afford - join the Distress Fund now!

For more details and how to join, please see page 83 of this handbook.

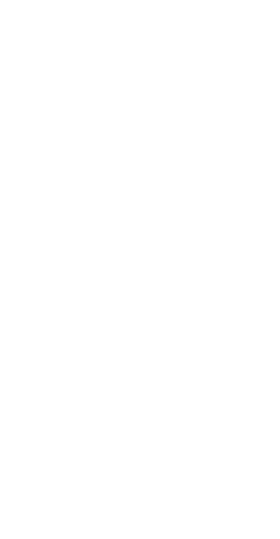
Badges and window stickers

Be proud to show you're an Usdaw member.

A very attractive blue and red enamel Usdaw professional driver badge and a superb windscreen sticker.

Badges	£1.50 each
Stickers	Free

Order from your Branch Secretary now for you and your driver friends.





Usdaw is Britain's second largest Road Transport Workers' trade union

A great deal of this success is due to the Union's Road Transport National Committee which is rightly proud of its work representing our driver members. The Committee's work includes:

- Monitoring what's happening in the Road Transport Industry.
- Keeping your Area Organisers up-to-date on drivers' pay and conditions and the road transport laws.
- Running our own Road Transport Distress Fund.
- Setting up special insurance deals for drivers.
- Lobbying the Department of Transport.
- Representing drivers' interests in Parliament through our sponsored MPs.

This latest edition of our very popular Drivers' Handbook is just one of the many first rate services we provide for our members employed in transport.

We know drivers have special jobs and need to be kept well informed about the road transport laws and regulations. I am sure you will find this handbook interesting reading and extremely useful.

Paddy Lillis
General Secretary

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Introduction

As a professional driver you are covered by a very large number of laws. These laws are very long and complicated – they are written for lawyers. Unfortunately, most of the drivers' guides and handbooks are also long-winded and full of legal jargon.

The Usdaw Drivers' Handbook is completely DIFFERENT...

This handbook has been prepared by Usdaw's National Road Transport Committee – written by professional drivers for professional drivers. It's a no-nonsense, easy to read handbook that gives good advice about today's road transport laws and good driving practices.

Over 1,800 people are killed and over 100,000 are injured each year on our roads. This is a terrible toll. Usdaw wants all its drivers to do everything possible to make our roads safer for everyone. Knowing the transport regulations will help you to be a better and safer driver.

Breaking the transport laws is not only dangerous but it can also lead to:

- Imprisonment.
- Very heavy fines.
- Loss of goods licence and livelihood.
- Penalty points on your licence.

If employers break the law (especially the drivers' hours, rest periods, weights and measures and road and vehicle safety rules) or do not operate in a reputable, professional and competent way, they also face prosecution and very heavy fines. The employer can also lose their operator's licence.

The Usdaw Drivers' Handbook is not a legal document.

If you want legal advice it's only a telephone call away.

Whilst every effort is made to ensure that the handbook is correct at the time of going to press, we cannot guarantee that it is error-free. If in doubt contact your local office or the Legal Department.

We believe we have the best Legal Department in the trade union movement so get in touch with your nearest Usdaw office (telephone numbers on pages 95-96) or contact Usdaw Head Office, Voyager Building, 2 Furness Quay, Salford Quays, Manchester M50 3XZ Tel: **0161 224 2804** or visit our website: **www.usdaw.org.uk**

This handbook has been designed to fit in your pocket, so keep it with you all the time – you never know when you are going to need it!

Your Road Transport National Committee



There is one driver-member per Usdaw region on the National Committee which is elected every three years.

The National Committee is supported by a National Officer.

The meetings are chaired by a member of the Union's National Executive Council, which is regularly kept informed about the National Committee's work.

To make sure that there is a road transport expert always available locally, the Union has also appointed a Road Transport Co-ordinator in each region. This full-time officer is there to help your Area Organiser and you sort out all your transport employment problems.

The National Committee meets regularly to deal with all the major road transport issues that concern our members.

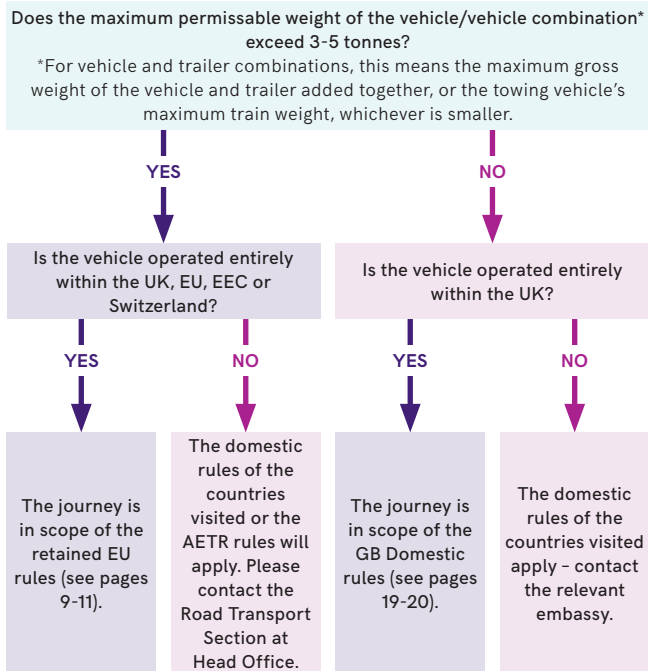
We positively look forward to getting information and points of view from drivers.



Drivers' Hours and Qualifications for Goods Vehicles Over 3.5 Tonnes

The Working Time Regulations that cover your work will depend on the type of vehicle you work in. This handbook details drivers' hours rules for drivers operating entirely in the UK.

To determine which rules cover your work, please use the flowchart below:



Drivers' hours are governed by three basic sets of regulations:

- The retained EU drivers' hours rules contained in European Regulation (EC) 561/2006 for goods vehicles over 3.5 tonnes (including the trailer) and passenger vehicles designed to carry 10 or more people.
- The British domestic drivers' hours rules contained in the 1968 Transport Act (as modified) for most goods vehicles exempt from the retained EU Regulations, for example, vehicles below 3.5 tonnes.
- The retained EU rules on working time. The Road Transport Directive, implemented in the UK by the 2005 Road Transport (Working Time) Regulations, applying to vehicles operating under the retained EU drivers' hours rules. The Horizontal Amending Directive of 2003 extended much of the EU's original Working Time Directive to vehicles operating under British domestic drivers' hours rules.

There are a large number of exemptions to both the retained European regulations and the domestic regulations. General exemptions from the retained EU Regulations include:

- Vehicles with a maximum authorised speed not exceeding 40 kilometres per hour (or about 25mph).
- Specialised breakdown vehicles operating within a 100 kilometre radius of their base.

In the UK there are also additional exemptions from the retained EU Regulations, for example:

- Vehicles used for milk collection from farms and the return to farms of milk containers or milk products intended for animal feed.
- Vehicles with not more than 17 seats used exclusively for the non-commercial carriage of passengers.
- Vehicles carrying animal waste, or live animals between a farm, a local market and a local slaughterhouse (provided the distance travelled does not exceed 50 kilometres).
- Agricultural tractors and forestry tractors used for agricultural or forestry activities, within a radius of up to 100 kilometres from the base of the company which owns, hires or leases the vehicle.

If a vehicle is exempt from the retained EU rules it is governed by the British domestic rules.

Retained EU Drivers' Hours Rules

Most goods vehicles over 3.5 tonnes gross vehicle weight or large passenger vehicles are covered by the retained EU rules.

It is important to check which rules are currently in place at the time of driving, as the retained EU drivers'

hours rules have been previously been relaxed for limited time periods.

In the following table of rules:

- 'Driving time' means the duration of recorded driving activity, for example, on tachographs.
- 'A week' is between 00:00 hours Monday to 24:00 hours Sunday.

Limits		Notes
Maximum driving times	<p>Nine hour maximum daily driving time (can be increased to 10 hours twice a week).</p> <p>Weekly driving time limit of 56 hours.</p>	<p>The provisions of the Road Transport (Working Time) Regulations must also be respected, ie the working time of a mobile worker must not exceed 60 hours in a week and must not exceed a weekly average of 48 hours in any reference period.</p> <p>Total accumulated driving time during any two consecutive weeks must not exceed 90 hours.</p> <p>Daily and weekly driving times shall include all driving time on the territory of the EU or a third country.</p>
Breaks	45 minute break in or immediately after a 4.5 hour driving period.	Can be split into a 15 minute break followed by another break of at least 30 minutes.

Limits		Notes
Daily rest	Regular daily rest is 11 hours. Daily rest can be split into two periods: three hours followed by nine hours.	<p>Can be reduced to nine hours, no more than three times between any two weekly rest periods.</p> <p>There is no longer any right to compensatory rest for reductions in daily rest periods. This also means that drivers now have less control over schedules which require them to reduce their rest periods.</p>
Weekly rest	May be reduced from 45 consecutive hours to 24 hours once per fortnight. The other weekly rest period in that fortnight must stay at 45 hours.	<p>Compensatory rest for reductions added to a rest of at least nine hours. Drivers no longer have the ability to choose when to take this compensatory rest.</p> <p>Drivers taking two consecutive reduced weekly rest periods on EU international journeys must also return to base or home once in every four-week period to take a regular rest, or a regular weekly rest period to which one or more periods of compensation for reduced weekly rest periods are attached.</p> <p>The driver's work must be organised so that they are able to return to base or home before the start of the regular weekly rest period or, in the case of the compensations for two consecutive weekly rest periods, before the compensatory rest commences (as these must precede the regular weekly rest period).</p>

Limits		Notes
Multi-manning	For the first hour, a driver may drive without being accompanied by another driver.	Within 30 hours of the end of a daily or weekly rest period, a driver engaged in multi-manning must have taken a new daily rest period of at least nine hours.

Emergencies

To reach a suitable stopping place, the driver may depart from the above rules to the extent necessary to ensure the safety of persons, the vehicle or its load - but only provided that road safety is not thereby jeopardised. The driver shall indicate the reason for such a departure from the rules manually on the record sheet of the recording equipment, or on a printout from the recording equipment, or in the duty roster, at the latest on arrival at the suitable stopping place.

Road Transport (Working Time) Regulations (RTWTR)

The RTWTR apply to all drivers and other mobile workers who are involved in operations subject to the retained EU drivers' hours rules, including agency drivers. They complement the regulations limiting driving time, which must also be adhered to. The rule of thumb is that anyone in a vehicle that is required to have a tachograph fitted

will be subject to the regulations. If workers are not subject to the drivers' hours regulations then they will be covered by the Horizontal Amendment Directive, which extended the provisions of the 1993 Working Time Directive to drivers working under British domestic rules.

Self-employed drivers are currently excluded from the scope of the Regulations.

The RTWTR limit working time to:

- A maximum average working week of 48 hours over a 17 week reference period.
- A maximum of 60 hours work in a week.
- A maximum of 10 hours night work in any 24 hour period. (Mobile night workers are entitled to free health assessments if they meet the definition of night workers in the Working Time Directive).

- A 30 minute break if working between six and nine hours; a 45 minute break if working more than nine hours.
- The RTWTR allow for periods of availability, ie waiting times whose duration is known about in advance.

No individual opt-out is available, however the reference period can be extended to 26 weeks and the 10 hour limit for night work can be extended by collective agreement.

Note: Driver's hours rules on maximum driving times, breaks, etc, must also be complied with – see pages 9-18 for the retained EU drivers' hours rules, or pages 19-23 for British domestic drivers' hours rules.

How Usdaw can help

If you are asked to work unreasonable hours making it difficult to keep to the rules, you should contact your Usdaw rep or Area Organiser. Consider taking out a grievance with their help.

Drivers' Records

Tachographs must be fitted and used in all vehicles within the scope of the retained EU drivers' hours rules, ie goods vehicles over 3.5 tonnes (including the trailer) and

passenger vehicles designed to carry 10 or more people, unless subject to a specific exemption.

Drivers of such vehicles must use an approved type of tachograph, observe tachograph requirements, and make sure that their tachograph keeps correct and continuous records.

Since 1 May 2006, the Drivers' Hours Regulation (561/2006/EC) has required that digital tachographs be fitted in new goods vehicles over 3.5 tonnes. Drivers of such vehicles must hold and use the associated 'smart card'. Analogue tachographs fitted before 1 May 2006 will remain valid until either the vehicle or the tachograph no longer operates.

Under the new Regulations, drivers are required to record 'other work' under the crossed hammers symbol and 'periods of availability' under the packing case symbol.

Drivers must make available at the roadside, at the request of an inspecting officer (eg DVSA or the police) record sheets for the current day and the previous 28 days, no matter what type of recording equipment they are using.

If applicable, drivers must also be able to provide their digital 'smart card'.

Following this, drivers are required to return used cards to the relevant employer, within 42 days.

Some vehicles exempt from the retained EU rules on tachographs may still have to keep written records to comply with the British domestic drivers' hours rules – see pages 19-23.

Analogue tachographs

Analogue tachographs produce a circular chart which records speed, distance travelled and driver mode (driving, rest periods or availability, or other work) over a 24 hour period.

1. On the centre field, drivers must enter the following details:
 - Full name.
 - Registration number of vehicle.
 - Date and place of start and finish of duty.
 - Odometer (mileage) readings at start and finish of working day and total distance driven in kilometres.
2. Make sure that the equipment is working properly and use the mode switch to record the various types of work, so that the correct entries are made for periods of driving, other work,

rest periods or availability and breaks. If you work away from the vehicle and cannot use the tachograph to record this activity, you must write it on the chart. Most charts have room for hand-written entries on the reverse side, but if this is not available any other form of hand-written record should be acceptable.

3. Where you have two or more employers, give each employer the name and address of the other(s). In this case you must return the completed charts to the employer who first employed you as a driver, irrespective of which employer gave the charts to you.
4. Always have a spare chart available – this is important!
5. Damaged or dirty charts must not be used and spare charts must be kept in a safe and clean place. If a damaged chart has to be replaced, it must be kept and attached to the replacement chart.

Broken tachographs

You must also keep a written record if the tachograph breaks down. This written record must show all the information you would normally record on the tachograph.

Broken tachographs must be repaired as soon as possible – and not later than one week after they break, even if the vehicle is away from its depot.

If a driver card used with a tachograph is lost or stolen, drivers must report the fact to the DVLA as soon as possible and at the same time, apply for a replacement. Drivers should keep a record of when they reported their card lost or stolen. If a driver card malfunctions, it should be returned to the DVLA and the Department for Transport recommends that proof of postage be obtained (as well as proof of receipt).

Replacing charts

The chart can be left in the vehicle overnight to record the period of rest and then be replaced at the start of the day. In many cases, however, this will not be possible because either the vehicle is likely to be driven during the night by another driver or you will drive a different vehicle the following day. In these cases you should manually record your night's rest on the rear of the chart.

Digital tachographs

Digital tachographs use a driver 'smart card' to record and store data.

The digital tachograph consists of:

- An in-vehicle unit.
- A personal driver card, ie 'smart card' (this will be issued by the DVLA following full identity checks similar to those connected with photocard driving licences, therefore drivers should be in possession of the latest photocard licence).

A fee of £32 is payable for each driver and company card.

A fee of £19 is payable for the renewal of a time expired card or the replacement of a damaged, lost or stolen card.

The unit works as follows:

1. It automatically registers driver activity and retains the information for one year.
2. The personal microprocessor card, which drivers will be required to use, records and stores information for 28 days.
3. The unit is installed in the vehicle's dashboard and records the time, speed and distanced travelled.
4. A menu offers different activities, such as driving, work and rest, for drivers to select as appropriate.

5. The registration number of the vehicle is stored in the memory.
6. The data stored in the unit is then downloaded (transferred electronically) into a portable computer. There is also a small screen and a printer.
7. It will warn drivers if they exceed the continuous driving limit.

Only 'type approved' tachographs may be fitted to vehicles. Vehicle operators will need to have the computer equipment to download the information from the 'smart card' into drivers' hours records.

Downloading data from digital tachographs

Operators and drivers are required to download information from driver cards at least every 28 days and vehicle units every 90 days.

Operators or drivers would need to download more frequently, if the nature of their operations, such as multi-drop deliveries, meant that memory capacity could be used up in less than the maximum period. They are both responsible for ensuring that data is not overwritten.

Only relevant data needs to be downloaded within the prescribed time limit, ie data needed to

demonstrate compliance with the drivers' hours rules. For digital tachographs this is the data stored on the four files which can be accessed using the company card. The files are the Overview File, the Activities File, the Events and Faults File, and the Technical File.

Enforcement

A police officer in uniform or traffic examiner is entitled to:

- Inspect and copy any chart (but must sign it and record his/her number).
- At any time, enter a vehicle to inspect the recording equipment.
- At any reasonable time, enter any premises for the above.
- Require charts to be produced at the traffic area office within a specified time, being not less than 10 days.
- Detain a vehicle for the purpose of inspection.
- Where he suspects a false record to have been made, seize it and retain it for up to six months.

Obstructing a traffic examiner is an offence.

Penalties

Drivers and employers who contravene drivers' hours rules risk heavy fines, loss of a licence and even a prison sentence. If the vehicle is not fitted with a fully calibrated tachograph or the tachograph is not used in line with the regulations, the driver will be liable for prosecution. Penalties range from £2,500 (per offence) and loss of licence to £5,000 and up to two years' imprisonment for more serious offences, for example, making false entries.

Employers are also liable for infringements unless they can show that they have met their obligations under the new regulations (properly organising the work of their drivers, etc.) and cannot reasonably be held responsible.

There are possible exemptions, such as a journey to a tachograph centre to get equipment installed and repaired, where the driver has made a manual recording because equipment has broken.

Drivers and employers must ensure that tachograph equipment is working correctly.

Tachograph evidence

Tachograph recordings are used to enforce drivers' hours rules and will probably not be used as evidence against a driver for other offences (eg speeding) unless there is also other 'traditional' evidence available such as radar or being paced by a police vehicle. Drivers, however, can produce the chart in their defence against such charges.

At the same time, goods drivers are increasingly being told to appear before local Traffic Commissioners (who routinely monitor tachograph charts) to explain why their vehicles are being driven at high speeds. The Traffic Commissioner can take away a driver's goods licence.

Driver CPC

The Driver CPC arose from the European Directive 2003/59/EC and affects professional goods drivers who drive vehicles over 3.5 tonnes. Since 10 September 2009, all new HGV/LGV drivers have been required to take an additional theory test which constitutes the initial CPC.

All drivers who held a licence to drive goods vehicles over 3.5 tonnes prior to 10 September 2009 have been given 'acquired rights'. This means that they did not have to take an initial test.

The terms of the Driver CPC are that all affected drivers are required to undergo five full days' periodic training, in blocks of no less than seven hours each, in each five year period. This still applies in the UK post-Brexit.

Enforcement

The Driver Standards Authority has regulatory responsibility for the Driver CPC.

All drivers will be listed on a central database which will be updated by training providers whenever training takes place.

Drivers will be required to carry a separate Driver Qualification Card (DQC) at all times, once issued, which will carry a record of their training. The card may be requested by enforcement agencies, such as the police or VOSA.

This card is issued to all new HGV/LGV drivers upon successfully passing the initial qualification. Existing drivers (holding a GB photo card licence) will be automatically sent a DQC upon completion of the 35th hour of periodic training. This will be sent to the home address on your driving licence, and as such it is important to keep your address up-to-date with the DVLA.

Syllabus

The courses, like the initial test, will be set at NVQ level two, this means they expect some of the issues raised to be complex and the individual to have to show some autonomy and responsibility.

The syllabus is split into three main areas:

1. Application of regulations, such as:
 - Tachograph rules.
 - Working times regulations.
 - Transport operating licences.
2. Advanced training in rational driving based on safety regulations such as:
 - Transmission systems.
 - Dealing with vehicle failure.
 - Optimising fuel consumption.
 - Safe loading.
3. Health, road and environmental safety, service and logistics such as:
 - Workplace accidents.
 - Preventing criminality.
 - Personal safety.

- Assessing emergency situations.
- Transport specialisations.

From 9 September 2014, all professional LGV/HGV drivers have had to complete 35 hours of training to be able to drive professionally.

Usdaw encourages drivers to talk with their employers to ensure that their training requirements are spread equally over the five year period.



HGV/LGV Drivers' Hours and Qualifications for Goods Vehicles Under 3.5 Tonnes

British Domestic Rules

Vehicles exempt from the retained EU drivers' hours rules (for example, those under 3.5 tonnes) are covered by the British domestic rules.

Limits		Notes
Maximum daily driving	10 hours	<p>This is the maximum driving permitted in any 24 hour period. Applies to time spent behind the wheel of goods vehicles on public roads.</p> <p>Applies to time spent working for an employer, including off-road driving and non-driving work.</p>
Maximum daily duty	11 hours	<p>This is the maximum duty in any 24 hour period.</p> <p>A driver is exempt from the duty limit on days he does not drive a goods vehicle.</p>

Part-time drivers

The British domestic rules do not apply to drivers who, on each day of the week, do not drive goods vehicle for more than four hours.

Emergencies

You can go over the limits in exceptional circumstances, for example:

- If events are likely to cause danger to life or the health of people or serious damage to animals or property.
- To avoid serious disruption to the roads, power and water supplies.

Any action taken must be justified by the emergency.

Mixed driving

If you mix work covered by the EU/AETR rules and the British domestic rules, then the time you spend driving under the EU/AETR rules counts as 'daily driving' and 'daily duty' hours under British domestic rules.

Also, if you drive under British rules these count towards the EU limits and you must not go over them.

Horizontal Amending Directive 2003

Although most workers in the UK are covered by the main Working Time Directive, workers in the road transport sector were not covered. Instead, drivers of vehicles over 3.5 tonne maximum laden weight (MLW) are covered by the Road Transport (Working Time) Directive 2005 and drivers of vehicles under 3.5 tonnes MLW are covered by the Working Time Horizontal Amending Directive 2003.

Under the Horizontal Amending Directive, drivers are entitled to:

- An average 48 hour working week over a reference period (usually 17 weeks), although individuals can opt out of this requirement.
- 5.6 weeks' paid annual holiday.
- Health assessments for night workers.
- Provision for adequate rest.

'Adequate rest' means that a worker should have regular rest periods. These rest periods should be sufficiently long and continuous to ensure workers do no harm to themselves, fellow workers or others and that they do not damage their health in the short or long term.

Record Keeping for Drivers Operating Under British Domestic Rules

If you drive under an operator's licence, your vehicle is exempt from the retained EU tachograph rules. Your employer is required to give you the correct record book(s) which you must use. The police and DoT examiners have very wide powers to inspect and copy your book and other driver records.

The book must have:

- A front sheet.
- Instructions for use.
- Weekly record sheets (in duplicate).

The driver must study the detailed instructions given inside the front cover. Particular care should be taken to:

- Enter the date for the weeks concerned.
- Provide the registration numbers of all vehicles driven.
- Identify the place where the vehicle(s) is (are) based.
- Enter the times when you start and finish work.
- Enter total driving and duty time.
- Sign the sheet each day.

The completed weekly record book must be handed to your employer within seven days of its completion. The employer will examine and sign the sheet and keep the duplicate copy and return the book to you before you are next on duty. The employer who issued the book can ask to see the book at any time, and so too can any other employer for whom you work as a driver. If you leave the employer, you should give back the uncompleted book.

NVQs for Van Drivers

What are National Vocational Qualifications (NVQs)?

NVQs are assessment-based qualifications which are based on recognised national standards set by the industry, in this case 'Skills for Logistics'.

There are no exams involved in awarding NVQs. Individuals are assessed 'on the job' carrying out their everyday tasks, during which they provide evidence of the following:

- Practical ability to carry out the task.
- Knowledge of the job role and how it fits in within their organisation.

A typical weekly sheet

<p>1. Driver's Name _____</p>	<p>2. Period covered by sheet _____</p> <p>Week commencing (Date) _____</p> <p>To week ending (Date) _____</p>						
Day on which duty commenced	Registration No. of vehicle(s) 3.	Place where vehicle(s) based 4.	Time of going on duty 5.	Time of going off duty 6.	Time spent driving 7.	Time spent on duty 8.	Signature of driver 9.
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
<p>10. Certification by employer</p>							<p>I have examined the entries in this sheet</p> <p>Signature _____</p> <p>Position held _____</p>

What are the benefit of NVQs?

Although NVQs may only assess the skills and knowledge that individuals already have, they do provide members with a nationally recognised qualification that is transferable across companies. This can be extremely beneficial when applying for promotion or applying for jobs with other employers.

What NVQs are available?

There are currently three types of qualification available to van drivers:

- NVQ in Transporting Goods by Road Level 2
- NVQ in Driving Goods Vehicles Level 2
- NVQ in Driving Goods Vehicles Level 3

The qualifications are made up of individual units (nine units for Level 2 and 12 units for Level 3) all directly related to your job, for example:

- Maintaining the safety and security of the load, vehicle, self and property.
- Maintaining awareness of driving conditions.
- Driving on a public road.

Who can apply for an NVQ?

No previous qualifications are needed to get an NVQ so technically anyone who drives a van can qualify. However, given it is a 'work-based' qualification an assessment will be carried out on the job, you will need your employer's support and permission.

Most employers may be able to draw down funding to fully subsidise this training making it completely free to the driver.

To find out more about NVQs contact your Area Organiser or if you live in Scotland, Wales, or Northern Ireland contact the Lifelong Learning Project Worker at your Usdaw Regional Office.



Driver Licencing

It is a serious offence to drive or allow someone to drive a vehicle who does not have the necessary licence entitlement. This rule applies no matter how short the journey.

Checks

Employers must make sure their drivers are qualified to drive the vehicles they use. They must also regularly check drivers' licences.

Insurance

If your licence is invalid for any reason then the insurance cover will also probably be invalid. This is illegal and can have very serious consequences for the driver and the employer if there is an accident.

Unified licence

In the UK we now have a single licence which covers ordinary Large Goods Vehicles (LGV) and Passenger Carrying Vehicles (PCV). Drivers with old-style licences will have them automatically changed when they send them to the DVLA at Swansea.

Age

As a result of the Driver Training Directive, young people who take their Driver CPC as well as their vocational test are allowed to drive HGVs from 18 years of age. Young drivers can qualify through a National Training Scheme such as an NVQ. In this case, they can take their driving test and CPC test up to one year apart.

Licence renewal

The LGV entitlements (to drive different types of vehicles) issued to you are valid up to your 45th birthday. From age 45 years onwards your LGV entitlement must be renewed every five years and from the age of 65 years this must be done every year. From age 45 onwards medical certificates are required at each renewal.

Vehicle categories

Motorcycles

Category A

Motorcycles.

Category A1

Light motorcycles.

Cars and light vans

Category B

Vehicles not exceeding 3.5 tonnes with not more than eight seats (including those with a trailer not exceeding 750kg, or a combination of vehicle and trailer where the combined weight does not exceed 3.5 tonnes and the weight of the trailer is not more than the unladen weight of the towing vehicle).

Category B1

Vehicles up to 550kg not designed to exceed 50kph.

Category B+E

Vehicles in Category B with a trailer over 750kg where the combination does not come within Category B.

Medium goods vehicles

Category C1

Goods vehicles between 3.5 and 7.5 tonnes (including those with a trailer not exceeding 750kg where the combined weight is not more than 8.25 tonnes).

Category C1+E

Goods vehicles between 3.5 and 7.5 tonnes (including those with a trailer weighing more than 750kg but not more than the unladen weight of the vehicle, and where the combined weight is not more than 12 tonnes).

Note: Drivers of C1+E vehicles who passed their Category B test prior to 1 January 1997 can only drive a vehicle with a combined weight not higher than 8,250kg, and require an additional test to drive vehicles up to the 12 tonne limit.

Large goods vehicles

Category C

Goods vehicles over 3.5 tonnes (excluding vehicles in categories D, F, G, and H) including those with a trailer not exceeding 750kg.

Category C+E

Goods vehicles in Category C with a trailer exceeding 750kg.

Note: Not all drivers holding C+E entitlement are allowed to drive articulated vehicles, ie some may be limited to draw-bar trailer combinations only.

Minibuses

Category D1

Passenger vehicles with 9-16 seats, including those with a trailer not exceeding 750kg.

Category D1+E

Passenger vehicles in Category D1, with a trailer over 750kg which must not exceed the unladen weight of the vehicle (the combined weight must not exceed 12 tonnes).

Passenger vehicles

Category D

Passenger vehicles with more than eight seats, including those with a trailer not exceeding 750kg.

Category D+E

Passenger vehicles in Category D with a trailer over 750kg.

Other vehicles

Category F

Agricultural or forestry tractors, excluding vehicles in Category H.

Category G

Road rollers.

Category H

Track-laying vehicles steered by their tracks.

Category K

Mowing machine or pedestrian-controlled vehicle which has up to three wheels and does not exceed 410kg.

Category L

Electrically-propelled vehicles.

Category P

Mopeds.

Medicals

For your own safety and the rest of the community you must write to the DVLA, Swansea, if you develop a disability which could last over three months.

A driver's fitness to drive is decided by the Senior Medical Adviser based at the DVLA in Swansea, who uses the information provided by your local doctor to reach the decision. Although the medical examination is basically standard, there is no set fee for the examination by your local doctor. However, virtually every employer pays for the cost of the medical.

You will not be granted an LGV licence if:

- You have had an alcohol, drug or solvent abuse problem in the previous five years before applying for a licence.
- You have suffered a severe manic depressive illness or hypomania in the previous 10 years.
- You have had schizophrenia, acute psychosis or manic depressive or depressive psychosis in the previous five years.
- If you have had treatment for/ or symptoms of a neurotic depression or other neurosis in the previous six months.

- If you are a diabetic receiving insulin treatment (there are some limited exemptions for existing drivers).
- If your eyesight does not meet certain standards of visibility and sharpness.
- If you have had an epileptic attack after your 5th birthday.
- If you have had a stroke (major or minor) no matter how complete your recovery.

Fees for medicals are tax deductible.



Medical Fitness to Drive

All drivers are required to ensure that they are fit to drive. It is the driver's responsibility to inform the DVLA if they develop a medical condition which could affect their fitness to drive.

Due to the extra responsibility that is associated with driving large and heavy goods vehicles, the rules are tighter for LGV drivers. These additional requirements take the form of higher standards of fitness, compared to what is required for a private vehicle licence, and additional burdens of proof.

These requirements are effectively enforced by a medical examination and completion of a Medical Examination Form D4, required every five years from the age of 45.

Below is a list of medical conditions that may result in the DVLA revoking your licence. This list is not exhaustive, if you have any queries please contact Usdaw Head Office.

- Neurological disorders such as Parkinson's Disease, Multiple Sclerosis or epilepsy.
- Heart problems.
- Diabetes.
- Mental health problems.

- Drug and alcohol misuse or dependency.
- Eyesight problems.
- Breathing or sleep disorders.

Sleep disorders

Generally, fatigue is caused by a lack of adequate sleep caused by a range of social or lifestyle factors. However, there are several medical conditions that can give rise to sleep disruption or increased need for sleep, both of which can increase the risks of suffering excessive sleepiness throughout the day.

The most common medical condition that causes daytime sleepiness is Obstructive Sleep Apnoea (OSA), caused by the obstruction of a person's airway during sleep. People who suffer OSA suffer interrupted breathing during sleep caused by the over relaxation of throat muscles. Fortunately, the brain briefly wakes up a person to

restart their breathing, but this can become a continuous cycle that can go on hundreds of times a night.

There is a definite link between OSA and increased crash risk for drivers. In recent years drivers have been jailed for dangerous driving offences when undiagnosed sleep apnoea led them to falling asleep at the wheel and killing other road users in accidents.

However, if detected, OSA can be readily and effectively treated by the use of a simple CPAP face mask while sleeping. This means that a driver can retain driving entitlement. Untreated, OSA is incompatible with fitness to drive.

Appealing against loss of licence on medical grounds

If the DVSA do inform you of a decision to revoke your licence on medical grounds, you have the right to appeal this decision in the Magistrate's Court within six months of the DVSA's decision. Before appealing, you must inform the DVSA of your intention to appeal.

Within the Magistrate's Court, the burden of proof lies with the driver to demonstrate that the DVSA's decision was wrong. The DVSA's medical standards have been written by medical experts. If you have failed one of these standards, it will be very difficult to prove that you are safe to drive.

If you believe that the DVSA has mis-applied the medical standards, you should try to obtain a further medical report from an appropriate specialist to demonstrate that you can drive safely. If you can obtain such a report, this should be sent to the DVSA with a request to review their decision. This would be a much easier, and cheaper, solution than appealing to a Magistrate's Court.



The Driver and the Vehicle



The driver and the employer share responsibility for the road-worthiness of the vehicle. For example, if you use a vehicle with defective brakes you and the employer will probably be prosecuted – you for driving it and the employer for not keeping the brakes in a good condition.

It is in the best interest of you, the employer and the general public for your vehicle and trailer to be well maintained and serviced.

Before you take it out check your vehicle every day and report any faults – don't leave it up to someone else.

There should be a daily checklist for you to use. This checklist could be agreed locally by Usdaw and your employer.

If you are not happy about the condition of your vehicle report any faults, etc. in writing and let your Usdaw rep know.

The following are some of the major legal requirements.

Brakes

Both the law and common sense demand that your brakes are properly adjusted and in efficient working order at all times. There are now very detailed rules about the necessary efficiency of the brakes on most types of vehicle.

Tyres

Goods vehicles and trailers must be fitted with pneumatic tyres, with specialised exceptions. Re-cut tyres may be fitted only to goods vehicles weighing 2,540kg unladen or more and a wheel diameter of 405mm or over, and any electrically propelled goods vehicle.

No vehicle or trailer may be used on the roads when fitted with a pneumatic tyre if:

- The tyre is unsuitable for the use to which the vehicle or trailer is being put or to the types of tyres fitted to the other wheels.
- It is not properly inflated to make it fit for the use to which the vehicle or trailer is being put.
- The tyre has a cut of more than 25mm or 10 per cent of its section width, whichever is greater, measured in any direction on the outside of the tyre and deep enough to reach the ply or cord.

- It has any lump, bulge or tear caused by separation or partial structural failure.
- The ply or cord is exposed.
- The base of any groove which showed in the original tread pattern is not clearly visible:
 - The grooves of the tread pattern do not have a depth of at least 1mm throughout a continuous band measuring at least three-quarters of the breadth of tread and round the entire outer circumference of the tyre; or
 - Where the original tread pattern did not extend beyond three-quarters of the breadth of the tread, the base of any groove which showed in the tyre's original tread pattern does not have a depth of at least 1mm.

Direction indicators

All motor vehicles must be fitted with direction indicators. Most trailers and semi-trailers must have direction indicators, in addition to those on the actual towing vehicle.

Horn

Unless it is an emergency you must not sound the horn when the vehicle is stationary, or between 23:30 hours and 07:00 hours in built-up areas.

Mirrors

Goods vehicles, dual-purpose vehicles and vehicles built to carry more than seven passengers must be fitted with at least two mirrors which give a clear view of traffic to the rear and both sides rearwards.

All vehicles registered since 1 January 2000, and with a gross weight greater than 3.5 tonnes, must also be fitted with anti blind spot mirrors.

- Vehicles between 3.5 and 7.5 tonnes need two wide angle mirrors and a close proximity mirror.
- Vehicles between 7.5 tonnes and 12 tonnes need the above along with a front mirror.
- Vehicles over 12 tonnes need additional wide angle mirrors, close proximity mirrors plus a front mirror.

Noise

You are committing an offence if your vehicle or the load makes excessive noise.

Number of trailers drawn

A motor vehicle can normally tow only one laden trailer or semi-trailer.

Wiper and washers

They must be maintained, in good working order and be properly adjusted so the driver has a good all-round view.

Windows

You must have clear, clean windows.

Smoke, vapour, etc.

It is an offence if your vehicle gives out smoke, visible vapour or any other substance which causes, or is likely to cause, damage to any property or injury or damage to any person.

Under no circumstances must you use the excess fuel device on a diesel-engined vehicle while the vehicle is in motion.

Switching off engine

Unless you are stopped because of heavy traffic, the engine of the vehicle must normally be switched off when the vehicle is stationary.

Trailers

The registration mark of the towing vehicle must be displayed at the rear of the trailer.

Opening of doors

It is an offence to open the door of a vehicle or trailer in a way likely to cause injury or danger

to any person. If you are carrying a passenger you have a legal obligation to see that he or she is not careless when opening the doors.

Plating

Apart from a few minor exceptions all articulated vehicles, goods vehicles and trailers must carry a DoT plate showing:

- Maximum gross weight.
- Maximum axle weight for each axle.
- Maximum train weight.

Reversing beepers

The use of reversing beepers is an option and not a legal requirement. They must not be used on a road restricted to 30mph between 23:30 hours and 07:00 hours.

Seat belts

The wearing of seat belts is compulsory in cars and light vans. It is generally safest to say that if your vehicle has seat belts then they should always be worn. However, the law gives some exemptions and these include:

- Driving a vehicle when carrying out a manoeuvre which includes reversing.

- Holding a valid medical exemption certificate.
- Making a local delivery or collection when travelling up to 50 metres, using a vehicle built or adapted for that purpose.
- Having a seat belt which has just broken.
- Using a vehicle on trade plates for the purpose of investigating or fixing a mechanical fault.

Usdaw strongly recommends you use a seat belt at all times.

Silencer

They are compulsory and must be in good condition. You are committing an offence if your vehicle is excessively noisy.

Speedometer

It must be in good working order at all times. See page 54 for information on speed limiters.

Spray suppression, sideguards, rear under-run protection

Where these devices are fitted to your vehicle they must be maintained free from any obvious defect. You should report any accidental damage to these devices to your employer immediately.

Lighting

In periods of daytime poor visibility you must drive using dipped headlights and side marker lamps. By law between sunset and sunrise and during seriously reduced visibility (generally regarded as 100m or less) your vehicle must have:

- Two front position lamps.
- Two front and two rear end-outline marker lamps.
- Two dipped beam headlamps.
- Two main beam headlamps.
- Dim-dip lighting device or running lamps.
- Two rear position lamps.
- Two rear stop lamps.
- Two rear retro reflectors.
- Two pairs of direction indicators.
- One or two rear fog lamps.
- At least one rear registration plate lamp.

Trailers must also have front and rear lamps, reflectors, fog lights (if built after April 1990), reflectors (if over 5m long) and lit number plates.

In addition vehicles and trailers must have good direction and hazard warning indicators and in some cases rear reflective markers.

Headlamps do not have to be used in lit areas where street lamps are not more than 200 yards apart.

Essentially, red lights should not be shown at the front of the vehicle and white lights (with the exception of reversing lights and number plate lights) should not be shown at the rear.

Vehicles' lights must be in good working order during the daytime as well as at night. There is limited relaxation of the rule during the daytime if a light develops a fault during the journey (and if you get it repaired as soon as reasonably possible) - and it is not unsafe to continue.

Daytime running lights

On 24 September 2008, the European Commission announced that dedicated Daytime Running Lights (DRL) will be introduced on all new types of motor vehicles from 2011 onwards. Dedicated Daytime Running Lights are special lamps which are automatically switched on when the engine is started. They substantially increase the visibility of motor vehicles to other road users, and have a low energy consumption compared to existing dipped-beam headlamps. The rules on DRLs still apply post-Brexit.

Dazzle

With the exception of reversing lamps, hazard warning signals and warning beacons, lights must not be used in such a way as to dazzle or discomfort other drivers or persons using the road. It is particularly important with regard to headlamps and front and rear fog lamps.

Emergency and flashing lights

Breakdown vehicles can only use flashing lights when at a breakdown or accident or when towing another vehicle.

Hazard warning lights (all four indicators flashing) must only be used:

- When the vehicle is stationary to show you are causing an obstruction; or
- On a motorway or unrestricted dual carriageway to warn others of the need to slow down because of a temporary obstruction ahead.

Slow moving (less than 25mph) vehicles using roads with speed limits of 50mph and above must also use an amber hazard beacon.

Fog/spot lamps

A pair of front or spot lamps which are fitted not more than 400mm from the outermost edge of the

vehicle and not more than 1,200mm above the ground may be used instead of the normal headlamps during periods of seriously reduced visibility. Otherwise these lamps can only be used together with the vehicle's headlamps.

Rear fog lamps may only be used when:

- Visibility is seriously reduced; and
- The vehicle is in motion or during an enforced stoppage.

Long vehicles and combinations – additional side marker lamps

There are some exceptions but basically side marker lamps (on each side) are required on long vehicles or combinations of vehicles. There are a number of rules about where these should be placed.

Parking at night

Cars, motorcycles and goods vehicles not over 1,525kg unladen weight may park during the hours of darkness without lights on any road provided that:

- The road is subject to a speed limit of 30mph or less; and
- No part of the vehicle is within 10m of a road junction; and

- The vehicle is parked close to the kerb and parallel to it, and except in the case of a one-way street, with its nearside to the kerb.

Goods vehicles over 1,525kg unladen weight and passenger vehicles able to carry eight or more passengers, excluding the driver, must have their lights on when parked during the hours of darkness. When lights are required on a parked vehicle two lights must be shown at the front and two red lights at the rear. A single parking light or using only the offside front and rear lights is not legal.

Projecting trailers and loads

Extra lights and marker boards are essential, there are strict guidelines.

When being towed

There is a set of rules and exemptions for vehicles and trailers being towed, but essentially you must have visible rear lamps and reflectors when being towed at night because of a breakdown.

Rear reflective markers

The size, shape, number and position of these markers is laid down in the regulations. To be effective, these markers must be kept clean and clearly visible. When sheeting a load be careful not to cover any of these markers.

Driving Licence Penalty Points and Disqualification

Non-endorsable offences incur a fixed penalty but no penalty points. They do not require a court appearance unless the charge is being contested.

Endorsable offences incur a fixed penalty and penalty points.

Serious offences may mean disqualification from driving and even a prison term.

How the system works

Drivers convicted of endorsable offences (and who are not totally banned from driving) will be given penalty points which will be endorsed on the licence. If you receive 12 or more points within three years you will be disqualified from driving for not less than six months.

The minimum period of disqualification is increased to one year if the driver has been disqualified within the previous three years and two years if the driver has been disqualified more than once within the previous three years. The courts have limited powers to choose not to disqualify people - but they only use this power in 'exceptional' cases.

If more than one offence is committed on the same occasion the endorsement is for the offence which carries the highest number of points. In the case of offences which have a range of penalty points, for example, 6-8, the court will decide on the actual number endorsed on your licence.

Fixed penalties

Graduated fixed penalties, financial deposit and immobilisation scheme

Fixed penalties are only issued to drivers for offences that are being committed at the time of the inspection. They are now being used to deal with the majority of drivers' hours, excess weight and vehicle condition offences, unless the offences are considered too serious or the number of offences too numerous. Graduated Fixed Penalties have not yet been extended to speeding offences, and following two public consultations, it appears unlikely to happen.

Enforcement officers from the DVSA can now issue fixed penalties. Previously, only police officers had the power to do this.

Under the scheme, the penalty you will face is graduated – in up to four levels – according to the circumstances or severity of the offence.

For example, if your vehicle is found to be exceeding its maximum permitted axle weight, the following penalties would apply:

- 5 to 10% over weight – £100 fine.
- 10 to 15% over weight – £200 fine.
- 15 to 30% over weight – £300 fine.
- more than 30% over weight – court summons.

For drivers' hours offences, the penalties for exceeding your maximum driving time are:

- Up to an hour – £100 fine.
- Between one and two hours – £200 fine.
- Two or more hours – £300 fine.

If you don't have a UK address

If you are given a fixed penalty, but aren't able to give the DVSA enforcement officer details of a UK address where you can be contacted, you will have to pay a financial penalty deposit.

This will be the value of all fixed penalty notices issued or, if against attendance at court, £500 per offence. In both cases, the maximum deposit will be £1,000. The money will be used to pay the fixed penalties or held against any fines imposed by a court. You will be refunded any money left over from your deposit after the fines have been paid.

If you don't pay the deposit, your vehicle will be given a prohibition notice and will be immobilised until the payment is made.

If you receive a fixed penalty ticket it is vital that:

- The ticket is kept safely and the facts are reported to your employer as soon as possible.
- You understand the reason for the ticket being issued. If you are not clear the issue should be checked with the local traffic wardens or police.

- You do not ignore tickets - this will result either in a fine being registered against you or your employer being held liable.

Here are some examples of the penalty points which particular offences can incur:

Offence	No. of Points
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Accident Offences:

Failing to stop after an accident	5-10
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Failing to give particulars or to report an accident within 24 hours	5-10
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Undefined accident offence	4-9
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Construction and

Use Offences:

Causing or likely to cause danger by reason of an unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition	3
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Using a vehicle with defective tyres, steering or brakes	3
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Carrying or likely to cause danger by reason of load or passengers	3
--	---

Undefined failure to comply with Construction and Use Regulations	3
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Offence	No. of Points
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Reckless Driving:

Dangerous driving (probable disqualification, possible imprisonment)	3-11
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Careless Driving:

Inconsiderate driving	3-9
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Licence Offences:

Driving while disqualified	6
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Driving while disqualified on age grounds	2
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Driving without a licence	2
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Drink or Drugs:

Driving or attempting to drive with alcohol level above limit	3-11
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In charge of a vehicle with alcohol level above the limit	10
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In charge of a vehicle while unfit through drink or drugs	10
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(If the vehicle is in a public place, you are regarded as being in charge of it as soon as the vehicle door key is put in the door lock).

Failing to provide a specimen for analysis in circumstances other than driving or attempting to drive	10
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Failing to provide a specimen for breath test	4
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If you actually drive a vehicle when unfit due to drink or drugs you face disqualification for at least 12 months, an unlimited fine and a possible six months in prison.

If you cause death by careless driving due to drink or drugs you face disqualification, an unlimited fine and up to 14 years in prison.

You can be arrested without a warrant and the police can enter any place (by force if need be) if they believe you have committed a drink/drug driving offence.

Many drink and drug offences also mean retaking the driving test again – a driving test twice as long as the original.

Offence	No. of Points
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Speed Limits:

Exceeding statutory speed limit	3-6
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Exceeding speed limit for type of vehicle	3-6
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Traffic Directions and Signs:

Failing to comply with traffic directions	3
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Failing to comply with traffic signs	3
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Motorway Offences:

Contravention of special road regulations (excluding speed limits)	3
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Offence	No. of Points
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Theft or Unauthorised

Taking of Vehicle:

Aggravated taking of vehicle	3-11
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Taking or attempting to take a vehicle without consent	8
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Driving or being carried in a vehicle known to have been taken without consent	8
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Miscellaneous Offences:

Driving with uncorrected eyesight or refusing a test of eyesight	3
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Contravention of orders relating to street playgrounds	3
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Contravention of Pedestrian Crossing regulations	3
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Leaving a vehicle in a dangerous position	3
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Mobile phones

The penalty for using a hand-held mobile phone while driving is £200 and six penalty points. If the case goes to court, drivers could risk a maximum fine of £1,000, which rises to £2,500 for the driver of a bus, coach, or heavy goods vehicle. A driver can also be prosecuted for using a hands-free device if he or she is not in proper control of their vehicle.

Disqualification

The following offences normally carry the penalty of automatic disqualification:

- Manslaughter, or in Scotland culpable homicide, while driving a vehicle.
- Causing death by dangerous driving.
- Driving or attempting to drive when unfit through drink or drugs.
- Driving or attempting to drive then refusing to supply a specimen for analysis.
- Motor racing on the highway.

Disqualification can only be avoided when the court decides that there are 'special reasons'. Loss of your job could be argued as 'exceptional hardship' but it is for the courts to decide whether or not this will avoid you losing your licence.

Other penalties

Courts may impose fines and, for certain offences, imprisonment. The maximum fine for most offences is based on a scale as follows:

Level 1	£200
Level 2	£500
Level 3	£1,000
Level 4	£2,500
Level 5	Unlimited

Offences such as dangerous driving, failing to stop after an accident and drink-driving offences carry unlimited fines, as do certain vehicle construction and use offences (for example, overloading, insecure loads, using a vehicle in a dangerous condition, etc) and using a vehicle without insurance.

Loss of licence for LGV drivers

Apart from the normal system of endorsement and disqualification, LGV drivers need to be aware of another way they can lose their LGV licence.

LGV drivers are responsible for large and heavy vehicles capable of causing tremendous injury and damage if involved in an accident.

Due to this, LGV drivers are expected to be of a much higher standard than ordinary road users. To keep up standards your local Traffic Commissioner has a wide range of powers.

If you receive penalty points whilst driving an LGV or a non-LGV vehicle (including your private car), although the total may be less than 12 points (which generally leads to an automatic ban), you may still be called to account for your road conduct by your Traffic Commissioner. If you do not satisfy the Road Traffic Commissioner that you are a fit and proper person to drive, you can lose your LGV licence.

If you lose your LGV entitlement, the Traffic Commissioner calls in your licence. This is then sent to the DVLA which, in this case, issues a new licence for private car, etc.

The Traffic Commissioner can assess a driver's continued fitness to hold their LGV entitlement following a driving offence committed whilst using any vehicle. Such consideration can take place shortly before the end of any period of disqualification or when offences are brought to the attention of the Traffic Commissioner. When a period of disqualification is coming to an end, the Traffic Commissioner can determine to delay the return

of entitlement to an LGV licence for a period of time in order for the driver to get used to driving smaller vehicles again.

The Traffic Commissioner has the power to review a driver's LGV entitlement even if they are not disqualified from driving and may determine to either revoke or temporarily suspend the LGV entitlement from a licence.

Further information can be found in the Senior Traffic Commissioner's Vocational Driver Conduct Document, which is available online.

Removal of endorsements

A driver who is not disqualified can apply to have the endorsed points taken off their licence after four years from the date of the offence. If the endorsement was for dangerous driving, the points can only be removed four years after the date of conviction.

Applications for the removal of endorsements should be made to the DVLA, Swansea, on Form D1 - together with the fee.

Suspension or Revocation of LGV Licences

A Short Guide

Why can a licence be suspended/revoked?

A licence can be suspended or revoked if:

- The holder develops a physical or mental disability that the DVLA considers makes them unfit to hold the licence.
- The conduct of the holder is such that the Traffic Commissioner considers them unfit to hold the licence.

To lodge an appeal against the decision of the Traffic Commissioner you must apply to your local Magistrate's Court with a copy sent to the Traffic Commissioner who made the order. Whilst the time limit is six months it is better to appeal as soon as possible after the order is made.

What happens at the Traffic Commissioner Hearing?

- The Magistrate's Court will then consider the appeal after hearing evidence from the licence holder and will either allow or refuse the appeal or make a fresh order of its own.

What happens if the licence holder is disqualified at the hearing?

- The Commissioner will decide upon the disqualification period and will notify the DVLA as well as the licence holder.
- The Commissioner will decide whether the licence holder needs to retake the LGV driving test and will notify the holder and DVLA accordingly.

Vehicle Loading



There are strict laws about the weight, size and securing of loads – with fines up to £5,000 for each offence. More minor loading offences are now to be dealt with by the Graduated Fixed Penalty scheme with fines of up to £200.

Never go over the axle and gross vehicle weight shown on the vehicle's plate. Be sure to re-distribute your load if you unload or take on more cargo whilst en route.

According to the Construction and Use Regulations the maximum weights for different types of vehicle are:

- Two axles rigid 17,000kg
- Three axles rigid 25,000kg
(26,000kg with road friendly suspension)
- Four or more axles 30,000kg
(32,000kg with road friendly suspension)
- Three axles artic 25,000kg
(26,000kg with road friendly suspension)

- Four axles artic 32,520kg
(35,000kg with road friendly suspension)
- Four (or more) axled drawbar combination 32,520kg
(35,000kg with road friendly suspension)
- Maximum axle weights vary according to the number and spacings of wheels, up to a limit of 10,170kg for a single axle (10,500kg where the axle is the sole driving axle).

So that you know what the gross and axle limits are for your vehicle, the vehicle carries a plate, or in many cases two plates. These are:

- The manufacturer's plate - a plate showing the manufacturer's design limit is attached to all goods vehicles over 3,500kg gross vehicle weight, articulated vehicles, drawbar trailers over 1,020kg unladen weight and convertor dollies.

- The DoT plate – when a goods vehicle or trailer is first registered, a DoT plate is issued, and this shows the limits within which the vehicle or trailer may be operated.

(The plates should generally be the same – if not the Department of Transport plate applies).

Set out here are some of the dimension rules:

- If a load exceeding 5m is to be carried on the road written notice has to be given to the Secretary of State.

You must give the Chief Police Officer of every area you go through two clear working days' notice and carry another employee if the vehicle is over the following length:

- The total vehicle and load length exceeds – 25.9m.

- A rigid unit and any projection of the load exceeds 18.75m in length.

- The length of any rearward or forward projection exceeds 3.05m.

- The length of any lateral projection of load exceeds 305mm.

- The overall width of the vehicle and width of any lateral projection(s) exceeds 2.9m.

- The overall width of the vehicle together with the width of any lateral projection(s) of any load carried exceeds 3.5m.

(If the vehicle is over these limits special marker boards must be carried.)

- There are special rules applying in the City of London.

- See the section on the lighting requirements for long loads.



Load Safety



The Department of Transport Code of Practice 'Safety of Loads on Vehicles' says:

- DO check the weight of the load to be carried.
- DO make sure that the vehicle is capable of carrying the size and type of load.
- DO remember that the size, type and weight of the load will affect the handling of the vehicle.
- DO check the load before moving off and whenever items are added or removed.
- DO remember that loads can settle and shift during a journey causing lashings to slacken.
- DO check the load at regular intervals and after heavy braking or sudden changes of direction.
- DO make sure safe systems of work are devised and followed when loading and unloading vehicles.
- DON'T overload the vehicle or the axles.
- DON'T load the vehicle too high.
- DON'T reduce the load on the steered axles by positioning the load too far back.
- DON'T move the vehicle with any part of the load not restrained.
- DON'T climb onto the vehicle or its load unless it's essential and there is a safe means of access.
- DON'T take any chances, there are better things to do than have an accident!

If your load is not safe and secure, or fails to meet the weight, size and distribution of load regulations, you face very heavy fines. If you are in any doubt whatsoever, see your Transport Manager before you take the vehicle out.

Stopping, Parking, Loading and Unloading

You can stop to load or unload anywhere except:

- Where all stopping is banned, for example, on clearways, pedestrian crossings and double white lines.
- Where there is a loading ban.

But you must not stop at all:

- Where you cause an obstruction, ie opposite another vehicle or road island.
- Where it is dangerous, on a bend or bridge.

No waiting

No waiting orders are shown by yellow lines in the gutter. There are three variations with the relevant times shown on nearby signs:

- A dotted yellow line indicates there is no waiting for part of the day (generally peak hours) or only limited waiting times.
- A solid yellow line shows there is no waiting for the normal working day.

- A double yellow line indicates there is no waiting for more than the working day – often 24 hours.

Loading

Loading and unloading is not prevented by the no waiting markings in the gutter, but your right to load or unload in a no waiting street is subject to the following rules:

- You can stop only to load or unload and not for any other purpose. You have to prove that you are acting within the rules and are entitled to stop.
- You should only stop in the main road if there is no rear access or nearby side road available.
- You should only stop for up to the period allowed on the sign (four minutes in London). If you cannot finish in that time you must get permission from the police or traffic warden to stay any longer.
- A police officer has the right to move you on at any time if your vehicle is causing an obstruction.

Loading bans

Loading bans are shown by yellow lines one foot long, painted on the kerb. There are three variations, the actual times are generally shown on signs placed at intervals along the kerb:

- A single stripe generally means loading and unloading is banned during peak working day hours.
- Two stripes often means no loading and unloading is allowed during the working day.
- Three stripes generally indicates no loading and unloading at any time.

If you must stop and load/unload at a banned kerb you must get permission before doing so.

The police in many areas now use wheel clamps. Getting a wheel clamp removed is a very expensive and time-consuming business.

Removal of vehicle

The police have the power to take away any vehicle which is:

- Causing an obstruction or breaking waiting or loading/unloading restrictions.
- Left in a dangerous position.

Priority or red routes (London)

These routes further restrict the ability to stop and load:

- A single red line means stopping to load or unload is possible only when outside normal working hours.
- A double red line means no stopping at any time for any reason.

Parking on pavements and verges

Parking on pavements and verges is an offence for vehicles over 7.5 tonnes gross plated weight (or any vehicle where the speed limit is 40mph or less) and the driver is liable to a fine of up to £100. You may park on a pavement or verge:

- With the permission of a police constable in uniform.
- In an emergency situation, for example saving a life.
- Where loading/unloading cannot otherwise be satisfactorily carried out if the vehicle is not parked on the pavement or verge – and the vehicle is not left unattended at any time.

Clearways

There are three types of clearway:

- Urban clearways, which normally only operate during peak hours.
- Rural clearways, which normally operate for 24 hours a day.
- Bus stop clearways, which normally operate from 07:00 hours to 19:00 hours (to midnight in London). These have an eight inch wide yellow line along the road adjacent to the kerb and a sign which reads 'No stopping except buses 7am to 7pm'.

No stopping, loading and unloading is allowed during these periods.

Parking meter/zones

Yellow markings are used in parking meter and other controlled zones. The kerb markings will show where loading/unloading is not allowed.

Double marks mean that the bans are for the same periods as the parking zone restrictions. You may use vacant parking meter bays for up to 20 minutes without charge to load and unload. You must not double park alongside parking bays or loading gaps which are already occupied by other vehicles. If you do you could be charged with obstruction.

Overnight lorry parking

Where regulations are in force controlling the street parking of lorries at night and at weekends in specified areas, zone entry and repeater signs are used. London and other major cities are the main places where this type of restriction usually applies. However, this type of restriction, which applies to vehicles over 5 tonnes (7.5 tonnes in some places) is now being used in other smaller urban areas.

Normally, this ban does not affect access for the purpose of loading and unloading and alternative parking facilities are usually made available within the area. The restriction also prevents you from parking on the road to take a meal break or make a telephone call.

Glasgow, Manchester and Southampton have an unusual system of overnight lorry parking control; you can only park in streets where signs indicate you can. Look out for these zone entry signs.

Zebra crossings

All zebra crossings feature the zigzag markings 20m either side of the crossing. A pedestrian who is on a 'crossing' has right of way over your vehicle unless it has entered the crossing (ie the zebra markings) before the pedestrian.

You must not stop your vehicle:

- On a zebra crossing unless it is necessary for you to stop to avoid an accident or there are circumstances beyond your control.
- In a 'zebra' controlled area except for the above reasons and complying with the regulations or making a left or right turn.

When approaching a crossing you should stop at the 'give way' line when giving way to pedestrians.

In a 'zebra' controlled area you must never overtake any vehicle which has stopped at the 'give way' line.

You must not stop your vehicle anywhere within the zigzag area for the purposes of loading or unloading.

Pelican and puffin crossings

The only difference between pelican crossings and the usual traffic light signals is the flashing amber signal which appears after the red. When the flashing amber signal is showing, pedestrians still have right of way on the crossing - but you can proceed if no pedestrians are using the crossing.

Puffin crossings have detectors which extend the red traffic light signal to give pedestrians more time to cross, if necessary.

Like normal lights, the puffin signal does not have the flashing amber signal.

You must not stop your vehicle:

- On a pelican or puffin crossing, unless prevented by circumstances beyond your control or to avoid an accident.
- On the zigzag markings either side of the crossing, except:
 - To comply with the traffic light signals.
 - To avoid an accident, or you are prevented from moving on by circumstances beyond your control.
 - For fire service, police or ambulance purposes.

You must not stop your vehicle anywhere within the zigzag area to load or unload.

Congestion Charges and Lorry Restrictions



London Congestion Charge

The Congestion Charge in Central London operates between 7am and 10pm seven days a week, except Christmas Day. The charge zone is marked by road signs and a special logo (a 'C' within a circle).

Truck and car drivers have to pay an £15 charge for entering the zone. Payments can be made on the Transport for London website, via the phone, or using the Auto Pay service.

London Low Emission Zone and Ultra Low Emission Zone

The London Low Emission Zone (LEZ) commenced on 4 February 2008. It covers most of Greater London following the Greater London Authority boundary and operates 24 hours a day, 7 days a week.

Operators of vehicles that do not meet the LEZ emissions standards will be subject to a substantial daily charge. Cars, motorcycles and small vans will not be affected.

The Ultra Low Emission Zone (ULEZ) commenced on 8 April 2019, and following the most recent enlargement on 29 August 2023, covers all London boroughs.

The ULEZ operates 24 hours a day, every day of the year except Christmas Day. The daily charge is £12.50 per car, moped or motorbike. Lorries, vans or specialist heavy vehicles (over 3.5 tonnes) and buses, minibuses and coaches (over 5 tonnes) do not need to pay the ULEZ charge, however they will need to pay the LEZ charge if they do not meet the LEZ emissions standard.

Clean Air Zones & Low Emissions Zones

Many cities in the UK now have a clean air zone (CAZ) or a Low Emissions Zone (LEZ). Daily charges will apply to HGVs which enter these zones.

Durham Congestion Charge

A £2 Congestion Charge applies in Durham to the market area and Saddler Street between 10am and 4pm, Monday to Saturday.

Lorry Restrictions

Maximum gross weight restrictions

Lorry area controls are shown by traffic signs banning entry to lorries over 7.5 tonnes or 17 tonnes maximum gross weight. The signs refer to the gross plated weight of your vehicle – if it is over the weight shown on the sign then the prohibition applies to you regardless of the actual weight of your vehicle and load.

'Except for access' signs allow you to go past these signs if you need access to premises or land next to the road, where there is no alternative route. 'Except for loading' only allows you access to premises if you are loading and unloading, or if you need to get to off-street garaging.

If there is no 'except for access' or 'except for loading' sign then you cannot drive past the weight restriction sign with a vehicle over the weight limit shown.

In some villages and towns you need a permit to enter with a vehicle over the maximum gross weight limits.

Lorry permit control areas

Environmental lorry bans regulated by permits operate in Greater London, the Windsor area, the Lake District and Essendon in Hertfordshire. You should watch out for the advance warning signs.

Greater London: Vehicles over 18 tonnes maximum gross weight are banned at certain periods of the day from many routes in Greater London. Exemption permits must be carried on the vehicle. Air-brake silencers are required.

The ban applies:

- Monday to Friday Midnight to 7am
9pm to midnight
- Saturday Midnight to 7am
1pm to midnight
- Sunday All times

The Windsor Cordon: The cordon bans vehicles over 17 tonnes maximum gross weight from short 50m lengths ('plugs') on all roads to the East, South and West of Windsor. You can only use these routes if there is a permit displayed on your windscreen – unless you are driving a petrol, oil or milk tanker, breakdown truck, livestock or agricultural vehicle or ready

mixed concrete truck, or if you need access to premises whose entrance is actually within a 'plug' when no permit is needed.

Lake District: No lorries over 7.5 tonnes maximum gross weight are allowed on A591 Kendal to Keswick road between Grasmere and Stanah, unless you have a permit on the windscreen. You can use this route if your lorry/load is too high to pass under bridges on the alternative M6/A66 route.

Essendon: There is a 7.5 tonne maximum gross weight ban on the B158 through the village except for lorries with a permit on the windscreen (issued only to local operators) or those needing access to premises situated on the banned length of the B158.



Speed Limits and Speed Limiters



Speed limits

This table shows speed limits for goods vehicles in England and Wales (in mph), provided that lower limits are not in force. Within Scotland, there are lower limits from some vehicles on dual carriageways and other roads (limits indicated in brackets).

Vehicle Type	Motorways	Dual Carriageways	Total
Rigid goods vehicle up to 7.5 tonnes gross vehicle weight	70	60	50
Rigid goods vehicle towing one trailer, with an aggregate laden weight of not more than 7.5 tonnes	60	60	50
Articulated goods vehicle up to 7.5 tonnes maximum laden weight	60	60	50
Rigid goods vehicle over 7.5 tonnes gross train weight	60	60 (50)	50 (40)
Articulated goods vehicle over 7.5 tonnes gross train weight	60	60 (50)	50 (40)
Goods vehicle towing one trailer, with an aggregate maximum laden weight over 7.5 tonnes	60	60 (50)	50 (40)

Different limits apply to vehicles towing more than one trailer, vehicles with abnormal loads, etc.

Speed limiters

Speed limiters must be installed and used in an increasing number of passenger and goods vehicles that are capable of speeds in excess of 60mph (if 12 tonnes or less) or 56mph (if over 12 tonnes).

From 1 January 2008 this includes vehicles between 3.5 and 7.5 tonnes used solely in the UK that were first registered on or after 1 January 2005.

The speed limiters must be kept in good working order.

Limiters must be adjusted so that the 'stabilised speed' does not exceed the following limits:

- For vehicles over 7.5 tonnes up to 12 tonnes first used from 1 August 1992, a 'set speed' setting of 90kph (55.9mph).
- For vehicles over 3.5 tonnes up to 12 tonnes first registered between 1 October 2001 and 31 December 2004, a 'set speed' setting of 85kph (52.8mph).

'Stabilised speed' is the mean speed of a vehicle controlled by a speed limiter when it is under stable control.

'Set speed' is the speed that the person who calibrated the limiter intended to be the mean speed of the vehicle when under stable control.

A speed limiter must be sealed by an authorised sealer to prevent tampering. Every vehicle with a speed limiter must be equipped with a plate supplied by the authorised sealer, clearly marked with the speed limiter setting.

This plate must be displayed in a prominent position in the driving cab.

Vehicles required to have a speed limiter must abide by the motorway third lane ban except under special circumstances, such as:

- Passing roadworks.
- Passing a wide load.
- If instructed to do so by the police, for example, in an emergency.
- If you are in the outside lane of a two-lane motorway which becomes three lanes (drivers may stay in the outer lane until it is safe to move over).

Defensive Driving



Defensive driving means safe driving. It is driving your vehicle in a way that avoids preventable accidents. A preventable accident is one which a good professional driver could avoid. This means you are always alert to what other road users are doing and take action to prevent an accident happening.

The main features of defensive driving are as follows:

Concentration

You must concentrate all the time so that you can spot any bad driving by other drivers. By being alert, you can change your own driving in good time so that an accident does not happen.

It is very important to maintain concentration throughout your journey. It only takes a few seconds break in concentration at any time during your journey for an accident to happen. That is why it is important for drivers to constantly look at the traffic and conditions around them - keep an eye on what is happening as far ahead of your vehicle as it is possible for you to see. This should give you plenty of time to adjust your driving.

Drivers must not only be aware of other vehicles on the road, but they must also never 'trust' the other driver not to make a mistake. If you 'trust' other drivers this could limit your ability to react quickly so as to avoid an accident.

Personal driving skills

A skilled defensive driver is one who knows and keeps to all the relevant traffic rules and regulations. This means you should, at a minimum, have a good working knowledge of 'The Highway Code' - it's always worth keeping a copy handy.

Defensive driving is about more than this though. It means you must be able to adjust your driving to the special dangers caused by abnormal weather and visibility conditions. It means you must also be fully aware of the mechanical operation of your vehicle, of different types of road surfaces and of the variety of traffic conditions that you come across.

It will be your personal driving skills that will help you to decide on the best course of action when you see a hazardous situation developing. At these times, decisions have to be taken quickly and the level of your personal driving skills will determine how effective you are in avoiding accidents.

Speed limits

Defensive driving means keeping to the speed limits. This is not only true of all legal speed limits but also with advisory speed limits which show, for example, fog on the motorway, or other types of dangers.

In any case, good LGV drivers do not really benefit from speeding. All that speeding does is put the LGV driver at risk of being caught by the police or the employer who can read the tachograph chart. On the road speeding increases stress for a driver and danger for others.

Vehicle checks

How well you drive will also depend on the good mechanical condition of your vehicle. That is why defensive driving includes checking your vehicle before you set off on a journey. You must be satisfied that, as far as you can see, your vehicle is safe and roadworthy. If in doubt see your transport manager before taking the vehicle out.

If any fault occurs to your vehicle on the road, defensive driving means that you take the right action immediately – delaying it only increases the risk of an accident. You must report any defects to your employer. Remember, it is a condition of your employer's operators' licence that there is a proper system for drivers to report vehicle defects.

Driving conditions

At times bad weather and visibility will determine driving conditions. Fog, snow and heavy rain reduce your ability to control your vehicle. Bright sunlight can reduce your ability to see, and hot weather can affect the road surface. In these circumstances, you must adjust your driving – particularly by increasing the distance between yourself and the vehicle in front.

Traffic conditions

Traffic conditions can vary from hour to hour, day to day, week to week, town to town. The defensive driver must accept this and adjust his or her driving and attitude to meet these conditions. The irritations of traffic and the bad behaviour of other drivers on the road must be accepted as part of your normal driving job. A cool head is needed at all times and the good, defensive driver is one who is calm and careful.

Children in lorries

You should never carry young children in your cab. Children are unaware of the dangers of driving and are at risk when you brake sharply or when they jump out of stationary lorries, etc. In any case, carrying youngsters very often breaks your and your employer's insurance policy.

In-cab radios and telephones

Drivers may not use a hand-held mobile telephone while the engine is running, even though the vehicle may be stationary at the time. This includes when stopped at traffic lights or other hold-ups.

In exceptional traffic jams use is permissible if the engine is switched off.

A hands-free telephone is permissible and the driver is lawfully entitled to press buttons while driving or when the engine is still running to operate and speak on a hands-free telephone. However, try to keep calls as brief as possible.

Two way radios

The use of two way radios is still permitted unless the device can be used as a telephone.

The exemptions are:

- If the driver is making an emergency call to the police, fire, ambulance or other emergency service.
- If the driver is acting in response to a genuine emergency.
- If it is unsafe or impracticable for the driver to cease driving in order to make the call.

Penalties

The penalty for using a hand-held mobile phone while driving is £200 and six penalty points.

However, if disputed and the matter goes to court and the case is proved against the driver, a fine not exceeding £2,500 can be ordered when the driver holds an LGV entitlement.

Motivation and responsibility

Quite simply, a defensive driver is one motivated enough to ensure safe driving. You must be prepared to make allowances for the behaviour of other road users and be willing to give way (even if you are in the right) if it means avoiding an accident.

LGV drivers must also recognise they have extra responsibilities. They are aware that some road

users find lorry drivers intimidating and because of this they will not drive too close to other vehicles; it is dangerous for the other drivers involved and it can be very frightening.

Your most important responsibility is to avoid becoming involved in or contributing to an accident. This is what defensive driving is all about and it is this type of driving that should be a guide to all LGV drivers.

If your employer asks you to do anything you think is unreasonable, contact your Usdaw rep.



Accident Situations



If you arrive at the scene of an accident, be careful because:

- More collisions may happen.
- A fire could start.

You should warn other traffic:

- Use a red triangle.
- Use your hazard flashers or lights.
- Any other reasonable means.

Always:

- Stub out cigarettes, etc.
- Switch off your engine.
- Tell others to switch off their engines.

Then:

- Call or arrange for someone else to call the police and ambulance.
- Give exact location and details of people hurt.
- If you're on a motorway you (or someone else) can drive on to the next emergency telephone.

Remember:

- Do not remove people trapped in vehicles who are hurt unless they are in more danger.
- Get uninjured people out of the vehicle and make sure they are safe - if the accident is on a motorway also get them away from the road, the central reservation and the hard shoulder.
- Stay at the accident until the police/ambulance arrive.

If the accident involves a vehicle with dangerous goods (in which case the vehicle should display one of the hazard labels), also:

- Arrange for the police or fire service to be told immediately; give them as much additional information as possible about the labels and other markings.
- Keep well away from the vehicle unless you have to go near to it save lives. Beware of dangerous liquid, dust or vapour.

Even if you have no first-aid training, you can still save lives (see pages 60-62).

The following information is reproduced with the permission of St. John Ambulance.

Resuscitation

Check response:

If the casualty is unconscious, gently shake their shoulders and shout 'wake up'.

If you get no response...

1. Open the airway:

- Lift the jaw and tilt the head to open the airway.
- Carefully remove any obvious debris from inside the mouth.



2. Check breathing:

- Look to see the chest is rising and falling.
- Listen and feel for breath against your cheek.
- If the casualty is breathing, turn to recovery position.



3. Recovery position:

- Turn the casualty on their side, taking care to protect their face. The head should remain tilted with the jaw forward to maintain the open airway.

- Check that they cannot roll forwards or backwards. Check frequently for breathing.

If the casualty is not breathing...



4. Start artificial ventilation:

- Pinch the nose firmly and take a deep breath.
- Seal your lips around the casualty's lips and blow slowly into their mouth. Watch for the chest rising.
- Give two breaths - then repeat 12-15 times per minute.



Bleeding

In the case of large cuts, apply pressure directly to the bleeding part with a pad (if possible a clean cloth. Your fingers will do if necessary). If possible, lift the wounded part up into the air.

Apply a dressing and bandage firmly.

If the blood seeps through the dressing, bandage another one over the top of the original. Do not remove the dressings once in place.

Shock

The casualty may be shocked, but prompt treatment will minimise this: reassure him/her confidently; avoid unnecessary movement; keep him/her comfortable and prevent him/her from getting cold; ensure he/she is not left alone.

Give the casualty nothing by the mouth.

Carry a first-aid kit. Learn first-aid from the St. John Ambulance or a similar organisation.



What to Do After an Accident

Reporting

You should carry out the following if you are involved in an accident which results in:

- Injury to others.
 - Damage to other vehicles.
 - Injury to an animal.
 - Damage to property on or alongside a road (for example lamp-posts or trees).
1. Do not leave the scene of the accident.
 2. Give any person who has reasonable grounds to ask your name and address, the name and address of the owner and the number of your vehicle.
 3. Report the full details of any accident to your employer without delay.
 4. If the details were not reported at the scene, report all accidents, including those involving personal injury, to the police as soon as reasonably practicable, and in any case within 24 hours.

This does not mean that you can wait the full 24 hours before reporting an incident, for the main obligation is for you to report 'as soon as reasonably practicable'. Unnecessary delay in reporting the accident could lead to a prosecution – even if you report the accident within 24 hours.

Statements

Be careful about making any statements. In particular:

- Do not make any statement in which you admit any liability or fault regarding your driving, the condition of the vehicle or the security of the load.
- Make no offers or promises to third parties.
- Give the police all reasonable assistance.

Details

In both your own and your employer's interests you should:

1. Get the names and addresses of the other parties involved.
2. Get the insurance details of other parties involved, ie the name and address of the insurance company, policy number and the name of the policy holder.
3. Get the names and addresses of witnesses - this is important.
4. If the police arrive at the scene of the accident, get the police officer's name, number and station.
5. Make a drawing of the scene to aid your memory in the future. This should include:
 - Details of the road.
 - Position of vehicles involved.
 - Position of any other traffic.
 - Skid marks.
 - Position of traffic signs.
 - Traffic islands.
 - Turnings and road junctions in the area.
 - Any other useful information.
6. Write down what happened as soon as possible (and keep this in a safe place).
7. Find out where the vehicles can be inspected.

Legal help

Usdaw provides legal advice and assistance for drivers involved in accidents arising out of employment.



Health and Safety



Drivers, when compared to most other workers, are in a high risk job – the road is a dangerous place to work.

Around 1,800 people are killed in road traffic accidents every year. Alongside this, there are about 5,000 goods vehicle casualties. Apart from road accidents, drivers are at risk in a number of other situations. These are some of the most significant risks.

Unloading/loading vehicles

Most of the hazards with loading or unloading arise from the job of manually handling boxes, roll pallets, etc. off the trailer and into a building. There are also risks of falling from trailers, loads or loading bays and crushing injuries from equipment such as tail lifts.

In retail distribution, manoeuvring roll pallets from trailers into the backs of stores can cause particular problems. The pallets may be damaged, wheels may not run true or may jam suddenly, pallets may be too heavy or badly packed so that loads are unstable, the ground over which the load must be wheeled may not be even and flat, etc.

Reversing vehicles

Many of the deaths and serious injuries in the service sector are caused when reversing vehicles run over or crush pedestrians. Some drivers have also been injured or killed while leaning out of the cab to look behind while reversing. Drivers should be able to use properly adjusted wing mirrors to avoid any necessity to lean out. Even with visual and audible reversing warnings and properly adjusted mirrors, there may still be blind spots behind the vehicle. In many cases drivers will therefore need the assistance of others to check that the area is clear while reversing.

Anyone helping the driver to reverse should not stand in a position where they may be trapped or crushed themselves.

Hitching and unhitching trailers

When a semi-trailer is unhitched from the tractor unit, the front end of the trailer is normally supported by a pair of 'landing legs'. Accidents have happened when one of these legs has failed while the trailer is being loaded or unloaded and when drivers are coupling or uncoupling tractor units. Employers should have safe systems of work to make sure that landing legs are used properly, trailer brakes are applied, precautions are taken to stop the tractor and trailer from moving unexpectedly while air and electrical lines are connected, etc.

Stress/fatigue

Stress and tiredness are killers. Timed deliveries, heavy traffic conditions and tight delivery schedules all cause stress - especially for light van drivers constantly in the city traffic situation. Scientific research shows:

- Many drivers work 12 to 14-hour days (this is far too long).
- Driving between the hours of midnight and 6am is particularly dangerous.
- Many drivers show the physical symptoms of stress - hypertension and ulcers, etc.

Drivers' cabs

This is the driver's 'workroom' but most drivers have no say about cab design. Even the newest and best designed cabs deteriorate quickly so that the following old problems soon re-appear:

- Noise.
- Vibration.
- Heat.
- Broken equipment.

Cabs with these faults (and dirty cabs) can make the best of drivers irritable - and this can affect your driving. Don't put up with these conditions, report problems and make your employer put them right.

If you have a problem, and all these things are negotiable, contact your Usdaw rep or call in your Area Organiser.

Foul weather

All too often drivers do not have decent bad weather clothing which leaves them driving when they are too hot or too cold and dripping wet.

You need to concentrate on the road (it's dangerous out there) so don't just accept this situation, get it put right as soon as possible.

First-aid

Employers have a legal duty to ensure that their employees have reasonable access to first-aid facilities even when employees work away from the workplace. Particularly for drivers who cover long distances in remote areas, this means the employer should provide an appropriate first-aid kit in the cab. To enable them to use the kit, drivers should also be provided with some basic training in emergency first-aid.

Drivers are more likely to witness serious accidents than most other workers. Apart from being able to look after themselves, basic training would ensure that they know the correct procedures to follow at a road accident and would enable them to assist other road users.

Diesel/petrol exhausts

There is surprisingly little research on the long-term health hazards of exposure to vehicle exhaust fumes. Drivers, mechanics and depot staff are likely to be exposed to far higher concentrations than average. Petrol engine exhausts contain volatile organic compounds (VOCs), nitrogen oxides (NOXs) and other toxic or harmful gases such as ozone and carbon monoxide.

A properly-serviced diesel engine produces smaller quantities of these gases, but the main problem with diesels is smoke – small sooty particles produced when the engine is not working efficiently. These particles are irritating and contain substances known to cause cancer.

Apart from the health effects on the driver himself, there is increasing concern about the effects of vehicle exhaust fumes in the wider environment. Proper maintenance and servicing of engines is essential to minimise the potential damage caused.

Violence to staff

There are two main potential problem areas:

- Attack by criminals intent on stealing vehicles or loads.
- Confrontation with other road users.

It is foreseeable that drivers are at risk of violence because of the work they do. Employers' legal duties under health and safety law apply to this risk as much as they do to any other occupational risk. This means employers must do what they can to reduce or prevent this risk.

The employer's duties

Even though as a driver you spend most of your working time away from the depot, your own employer still has the primary responsibility under the Health and Safety at Work Act to provide safe and healthy systems of work 'so far as is reasonably practicable'. In addition, the owner or controller of the premises you visit also has duties under the same Act to take care of your health and safety.

In January 1993, regulations were introduced which give more detail to these duties.

The Management of Health and Safety at Work Regulations require your employer to assess the most significant risks you may be exposed to as a driver to find ways of preventing or reducing them. They must also co-operate with the owners/controllers of the sites you visit to make sure that any risks there are being dealt with.

The Manual Handling Operations Regulations apply to many tasks involved in loading and unloading of goods. These Regulations require employers to eliminate risky handling tasks where possible and to devise ways of reducing the risk where it cannot be totally removed.

The Guidance attached to the Regulations specifically refers to workers who travel to different places. In such cases the employer must liaise closely with the controllers of the premises visited and must provide a safe system of work for their own employees.

Where the risk changes from place to place - because the loads are different or the loading bay/delivery areas change - the employer's overall assessment must be flexible enough to cope.

What the Union can do

If you have any health and safety problems in your workplace, it is the responsibility of your employer to do what they can to resolve the problem. Where the Union is recognised, it has certain legal powers to make sure that this is done.

The Union has the legal right to appoint Health and Safety Reps from its members, Health and Safety Reps have legal rights:

- To be consulted by the employer on health and safety issues.
- To do regular inspections of the workplace (the depot, lorry cabs, etc).

- To investigate potential hazards (including problems at delivery sites away from the depot).
- To take up issues and problems with the employer.
- To investigate accidents.
- To receive information from the employer relating to health and safety.
- To speak to officers of the enforcing authorities.

Make sure you know who your Health and Safety Rep is for your depot. If there isn't one, have a talk with the other members. If there is an Usdaw rep they might be able to do both jobs. Alternatively, there may be someone who is willing to stand as the Health and Safety Rep. The Area Organiser or Branch Secretary will help if anyone wants to volunteer.

Strong trade union organisation is the most effective way to make improvements to health and safety problems like the ones identified in this section of the handbook.

If you have a health and safety problem don't ignore it. Complain to your Supervisor/Depot Manager and let your Usdaw Health and Safety Rep know. If the problem isn't resolved to your satisfaction, contact your Usdaw Health and Safety Rep again and make sure that the issue is taken up through the appropriate procedure.



Carriage of Dangerous Substances

The laws governing the carriage of dangerous goods are complicated and were designed to comply with a European agreement on the international carriage of dangerous goods by road called ADR. In the UK, the relevant statutory instrument is the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.

The carriage regulations apply to tankers, pressure vessels, packaged goods and bulk loads. It is possible to carry small quantities of dangerous goods without applying all the rules.

Under ADR, goods are assigned to specific transport categories and there is a different threshold for each category. For example, for Category 1 goods (the most dangerous), the threshold is normally 20 kilograms or 20 litres.

Where the regulations do apply, there are strict rules about the information that must be carried, driver training and the need for employers to have competent 'dangerous goods safety advisors'. Drivers have to pass an appropriate exam and must have a certificate of vocational training from the DVLA.

In practice, few Usdaw drivers are likely to carry dangerous goods in quantities that will trigger the carriage regulations.

If you do need any further information on the carriage of dangerous goods, please contact the Health and Safety Section in the Legal Department at Head Office.



Usdaw Legal Services

Legal assistance

Usdaw provides drivers with legal advice and assistance for all matters arising out of their employment while they are members.

Usdaw Legal Plus is one of the great benefits of being an Usdaw member.

Usdaw Legal Plus – Looking After You and Your Family

- Accidents, injuries and diseases (including Motor Insurers Bureau – MIB).
- CICA – Victims of Violence.
- Prosecutions.
- Employment.
- Free Wills.
- Conveyancing at a reduced rate.
- Legal Advice, not related to work, for you and family members living at the same address.
- Pensions.
- Health and Safety.

Usdaw Legal Plus helps members and their families.

Usdaw Legal Plus is FREE from the day you join.

If you win your case you get 100% of the compensation and there are no hidden charges – most high street solicitors will deduct up to 25% from your compensation.

Usdaw Legal Plus works for people not for profits.

Usdaw Legal Plus is delivered through the Usdaw team of reps, officials and professionals in the Usdaw Legal Department backed by a nationwide network of expert solicitors.

If you need more information about Usdaw Legal Plus, or if you need copies of any of the Usdaw Legal Handbooks, forms or documents they are available at:

www.usdaw.org.uk/legalplus

Accidents, injuries and diseases

- Accidents any time and any place in the UK – not just at work or going to and from work.
- Work-related conditions or diseases.
- Injuries caused by violent crime or armed robbery.
- Road traffic accidents – including against uninsured drivers.
- Family members living with you are also fully covered if they are injured in a road traffic accident.

Occupational diseases

Usdaw Legal Plus covers work-related diseases and conditions like repetitive strain injury, deafness, occupational asthma and dermatitis.

Fast, expert help is only a free call away – 24/7.

Use FirstCall Usdaw to start your claim – Call on **0800 055 6333**.

CICA – victims of violence

If you are a victim of violence, use FirstCall Usdaw on **0800 055 6333** to start your claim.

Usdaw Legal Plus helps members claim compensation from the CICA – Criminal Injuries Compensation Authority – which is a state-funded scheme.

In order to qualify you must:

- Personally report the incident to the police within 48 hours and get a crime reference number. Usually, it is not enough if someone else reports it, such as a relative, friend or employer.
- See a doctor immediately for treatment of physical injuries as well as psychological ones such as stress or shock.

What you should do after an accident

This section tells you about:

- FirstCall Usdaw – **0800 055 6333**.
- Reporting the Accident.
- Keeping the Evidence.
- Health and Safety Investigation.
- Medical Examinations.
- Seeing Your Doctor.
- Sick Pay.
- Disablement Benefit.
- Claiming Union Benefits.
- Warning about Filming.
- Keeping in Touch.
- Contacting Usdaw.
- Contacting the Usdaw solicitor.

Call FirstCall Usdaw 0800 055 6333

Members should make the free call to lodge their claim. You will need to provide your:

- Name, address and contact details.
- Membership number.
- Date of accident.
- Details of injury sustained.

If you have your membership number it will speed up the process – but the membership number is not essential.

The operator will give you the following details which you should keep safe:

- A case number.
- The name of the appointed solicitor.

You will be transferred straight through to one of our appointed solicitors.

If there are any difficulties, you should call the Personal Injury Team in the Legal Department on **0161 249 2438**.

Reporting the accident

Make sure that you:

- Let your Usdaw rep know about the accident.

- Tell the employer and get it recorded in the Accident Book.
- Check that the Accident Book entry is accurate and keep a copy of it.
- Ask for help from your Usdaw rep if there is any problem in getting the correct version of events in the Accident Book.

Keeping the evidence

You must keep any letters, memos, receipts or any other documents that will be useful in your case. Also any receipts, tickets or evidence of expenditure.

You also need to keep wage slips and make a note of the pay you receive from the employer whilst off work.

You should work with your Usdaw rep to make sure that any tools or equipment which were involved in the accident are not thrown away but are kept safely for future inspection. If vehicles, fork-lift trucks, etc. are involved, make sure you have the registration or serial number to identify the vehicle involved.

Health and safety investigation

Independent research shows that workplaces with a trade union are twice as safe as those where there is no employee consultation on safety.

Please make sure that you tell your Usdaw rep about your accident. This will give them a chance to investigate it and raise their safety concerns with the company. This will not only be useful for your accident claim but will help make the workplace safer for others.

You must co-operate with any reasonable investigation the employer needs to make because of their duties under health and safety law. The purpose of the investigation should be to identify what went wrong and decide what can be done to prevent it happening again.

It is important that they stick to the facts about what happened and avoid getting into discussion about who was to blame. You should have your Usdaw rep, or a trusted colleague, present when the manager is interviewing you.

Apart from the accident investigation you should not make any statements to the company, its insurers, their solicitors, or anyone else acting for the employer.

Medical examinations

If your employer, their insurance company or solicitor wants to arrange to have you medically examined, you should not agree to anything until you have spoken to your Usdaw solicitor.

The employer may wish to meet you to discuss your future employment situation. This might include the prospects of returning to work, transferring to different work, or dismissal.

Contact your Usdaw rep before any meeting with the company about your employment situation.

Seeing your doctor

You should see your doctor as soon as possible after the accident so that there is a record of it. This is important because the doctor may be asked to provide a medical report later on.

You should also go back to your doctor if the injury continues to give you trouble, not only to get the proper treatment but also so that there is a record of it.

Sick pay

Company sick pay may be payable - this will depend on the terms of your contract.

Statutory Sick Pay (SSP) should be payable through the payroll. If SSP is not paid you should query the position with the employer and contact the Benefits Agency.

Disablement Benefit

You should claim Industrial Injuries Disablement Benefit straight away as it is payable after 90 days (not including Sundays) following an accident. You may be entitled to other benefits depending on your circumstances. You should contact your local Benefits Agency for more information and a form. If you have any difficulty filling in this form you should contact the Union solicitors dealing with your accident claim.

The Benefits Agency will get a doctor to examine you and assess the degree of disability. The assessment will determine whether you receive any benefit and how much you get. You must send a copy to the Union solicitors dealing with your claim along with any comments.

The solicitors dealing with the accident claim should also be told if your condition changes after the Benefits Agency assessment is made. If there is any need to appeal against the decision of the Benefits Agency, the Union solicitors should be able to advise.

Claiming Union benefits

You may be entitled to Union benefits if you are off sick or unemployed. Contact the Benefits Section at Usdaw Head Office on **0161 224 2804**.

Warning about filming

Insurers sometimes obtain evidence of a claimant's capabilities, for example, by secretly filming them doing DIY or shopping, if they suspect the claimant of exaggerating their injuries. The courts can allow such evidence to be used, but expect insurers to show it to the claimant as soon as possible. The message to members, of course, is to be honest about the extent of their injuries.

You should also take care if you regularly use social media websites such as Facebook, Twitter, Instagram, etc.

Insurers regularly search these types of websites to look for information they can use against potential claimants.

The best advice to give is to always avoid discussing your claim (or commenting on how it is going) or making statements or posts that could contradict your medical evidence on any social media websites.

Keeping in touch

You must tell us whenever something important happens which may affect the case.

Tell the Usdaw Legal Department if:

- You change your name.
- You change your address.
- You change your telephone number or email address.
- You change your job or lose your job.

Tell your Usdaw appointed solicitor if:

- You change your contact details.
- You have hospital treatment or an operation.
- Your medical condition changes.
- You discover any new evidence or witnesses.
- There are major changes in the way you do your job compared to before your accident.
- You change or lose your job.

Contacting Usdaw – Use the case number

You should always use the Usdaw legal case number when you write to or telephone the Union. This is because we deal with thousands of claims and this number helps us to find the file quickly.

The Usdaw legal case number is usually printed in bold type at the top right of an Usdaw letter and will be your name with a six-figure number after it, for example:

P Smith/13/1234/C

A Choudhry/14/4798/E

In Personal Injury cases you will be given a case number when you contact **FirstCall Usdaw**.

Members are welcome to contact Usdaw to discuss the claim. However, generally you should contact the Usdaw solicitors for any information or advice in respect of the progress of a personal injury case.

Contacting the Usdaw solicitor

Udaw solicitors will appoint a named person to deal with the claim.

Address any queries to that person directly. When telephoning or writing to the Usdaw solicitors use their reference number. If this is not available, give them the Usdaw case number.

Make sure you keep the contact details of the solicitor in a safe place.

Member's Checklist

- ✓ Have you called FirstCall Usdaw?
- ✓ Have you told your Usdaw rep?
- ✓ Have you reported the accident to management?
- ✓ Have you recorded the accident in the Accident Book?
- ✓ Do you agree with the record?
- ✓ Have you kept a copy of your Accident Book report?
- ✓ Have you reported the accident to Jobcentre Plus? Get the appropriate form from them to get it declared an industrial injury.
- ✓ Is your accident being investigated?
- ✓ Have you made enquiries at your local Benefits Agency and claimed your full entitlement to State Benefits?

Prosecutions

In the course of your work as a driver, you may be prosecuted for a road traffic offence.

All prosecutions for offences in employers' vehicles must be reported to them so they can pass the information to their insurers.

In many cases it will be in the interest of the employer and/or their insurers to provide legal representation to a driver to defend the prosecution. Therefore, you should approach the employer for such legal representation as soon as possible.

If the employer does not provide the legal assistance, then contact the Union's Legal Department on **0161 249 2477** immediately. You can also contact us via the Legal Plus area on our website: www.usdaw.org.uk/legalplus

It may not be possible to provide legal assistance if an application is made at the last minute.

When making an application for legal assistance, the Legal Department will need from you:

- An account of what happened and when.
- Details of the time, date and place of any court hearing.

As a member, if you are prosecuted for something in the course of your work, we will instruct solicitors to advise on your defence. If there is a defence, we will instruct them to represent you until State Criminal Legal Aid can be arranged.

For work-related prosecutions, contact the Union's Legal Department on **0161 249 2477** or via the Legal Plus area on our website www.usdaw.org.uk/legalplus

Legal assistance in prosecution cases will not normally be granted if there is no reasonable defence to the charge.

Sometimes assistance is granted for a plea in mitigation where a driver's livelihood may be affected and/or where the driver is technically guilty but not blameworthy.

If you are granted legal assistance, the Union will pay for the costs of your defence but not any fine or costs awarded against you, which remain your responsibility. The Union may be able to help with any fines or costs if you are a member of the Road Transport Distress Fund.

Fatal accidents

In the event of such a tragedy Usdaw will assist the family - call FirstCall Usdaw on **0800 055 6333** to start the process.



Applications for Legal Assistance



There are special forms for applying for Union legal assistance:

- **BL3 Form**
 - Legal problems unconnected with work.
- **BL4 Form**
 - Free will writing for you and your partner.
- **BL6 Form**
 - All prosecution matters.

You can complete these forms online. Alternatively, all the forms may be downloaded from the Usdaw website or obtained from your Usdaw rep, Area Organiser or local Usdaw office.

If you need legal assistance for an employment matter you must contact your local office for a Member Pack.

In employment cases you should always speak to your Usdaw rep or Area Organiser first.



Tax Allowances



Night out subsistence payments

As a general rule, you do not have to pay tax on night out subsistence payments. According to HMRC, these allowances are exempt from tax provided:

- Documentary evidence is available to show that the lorry driver had spent the night away from home and their normal place of employment and that this caused them additional expenditure.
- The amounts paid by the employer are no more than a 'reasonable amount' to cover the costs concerned. HMRC put this 'reasonable amount' as £34.90 per night from 1st January 2015. Any payment over this reasonable amount is taxable at 25%.

Drivers with a sleeper cab are able to claim an allowance equal to 75% of the full tax-free allowance. From 1 April 2013 this amount was £26.20 per night.

These figures are the 'maximum' amounts a driver can receive before any tax is paid. It does not follow that all employers pay up to this amount. The actual level of your

night out subsistence payments will be that negotiated between your employer and Usdaw.

Drivers should get and keep a receipt for all their expenses. It is up to your employer to decide what evidence they want to make sure that the subsistence payments are legitimate. Provided that the employer has taken reasonable care, HMRC will not normally intervene.

Tax Relief on Meals

According to HMRC, some drivers qualify for tax relief on meals. These are drivers who are engaged full-time in 'travelling' in 'the performance of their duties'. By this they mean employment as a driver throughout the full normal working hours of each day. These drivers will be seen as spending money on meals over and above what they would normally spend if they had a fixed place of work or were able to get home for meals. Employees whose jobs involve only 'incidental

travelling' will not get this tax relief. Some employers may contribute either by direct payment or by the provision of meal vouchers. Such payments may be made tax free if the amount paid is reasonable, ie not exceeding £15 per day.

HMRC excludes some full-time drivers from this tax relief. These are drivers who travel only in a local area. They see these drivers as having no extra expenses when at work because they have a regular pattern of buying meals – in the same way as other employees who work at a distance from home and can return home for meals.

In general

The amount of relief which is allowed depends on the bills and vouchers which can be supplied by a driver to support his or her claims. If you think you have a claim, you should contact your local tax office. To claim you will need bills, receipts, etc. If you are unable to obtain these, then make a note of the date, place and exact amount spent.

Remember, an expenses deduction will not be given without proof.

LGV licence and tax relief

The cost of renewing an LGV driving licence, and the costs of medical examinations, qualify for income tax relief.

This does not apply to the costs of obtaining the first licence, the first medical examination or the cost of taking the LGV driving test.

LGV licence and medical costs

Many employers now pay the cost of licence renewals and medical examinations. If this is not in your agreement see your Usdaw rep or Area Organiser.



Insurance

General Insurance

By law, all drivers must be insured by their employer, but:

- Many policies are for Third Party and Fire and Theft cover only – these are often not good enough.
- Drivers may not be covered in 'Acts of God' accidents where damages cannot be recovered from another party.
- There is often only limited cover for accidents that happen when unloading and loading and delivering to the door on foot.
- If the vehicle is not properly maintained in a safe and roadworthy condition, the insurance cover becomes invalid.

If you do not know what insurance cover has been arranged by your employer then ask your Transport Manager.

If you are in any doubt about how good the insurance cover is, then contact your Usdaw rep or Area Organiser.



Usdaw Road Transport Distress Fund

We will never encourage or support the breaking of road transport laws but we recognise drivers, like everyone else, will make mistakes:

- Breaking unloading zone restriction time rules.
- Misreading road traffic signs.
- Infringing parking rules.
- Unwittingly speeding.

Usdaw's Road Transport Distress Fund exists to help reduce the financial hardship caused to our members in the event of prosecution.

Any member who drives as part of their job can apply to join the Fund. Membership of the Fund costs £6 per year. Contact your Usdaw rep or Area Organiser for an application form to join.

Extract clauses from the rules

2. Objectives

The object of the Fund shall be to provide, in appropriate cases, for the relief of hardship suffered

by any member of the Fund as a consequence of being ordered by a Court of Justice to pay a fine and/or costs in respect of any traffic offence committed arising out of and in the course of the member's employment.

4. Contributions

- New and existing members of the Fund shall be required to instruct their bank or building society to pay their contributions to the Fund by Direct Debit. Applications to join the Fund, including a completed direct debit instruction form, must be sent to the Records Department at Usdaw Head Office, Voyager Building, 2 Furness Quay, Salford Quays, Manchester M50 3XZ.*
- Membership of the Fund requires one direct debit payment of £6 upon joining and a further direct debit payment of £6 every October thereafter.*

- (iii) *Special provisions may be agreed by the Trustees of the Fund for companies which pay on behalf of their drivers.*
- (iv) *The responsibility for keeping payments up-to-date shall rest with the member.*
- (v) *Any member wishing to leave the Fund will not be entitled to a refund of any contributions made.*

6. Benefit Entitlement

- (i) *No claim for benefit by a member of the Fund arising out of any circumstances or incident giving rise to a prosecution of that member shall be entertained unless the member was:*
 - (a) *At the time of the circumstances or incident a member of Usdaw and not more than six weeks in arrears with Usdaw contributions.*
 - (b) *At the time of the imposition of the penalty relating to such prosecution was a member of Usdaw and not more than six weeks in arrears with Usdaw contributions.*
- (ii) *Any member who at the time of the imposition was up to but no more than six weeks in arrears with his or her contributions will not be entitled to receive benefit until the amount of arrears has been cleared. Any member more than six weeks in arrears with his or her Usdaw contributions at the time of the circumstances or incident or the imposition will not be entitled to claim benefit as provided for within the Rules of the Fund.*
- (iii) *Claims for benefit shall be made within 26 weeks of the imposition and addressed to:*

*The Secretary
Road Transport
Distress Fund
Usdaw Head Office
Voyager Building
2 Funes Quay
Salford Quays
Manchester M50 3XZ*
- (c) *At the time of the incident had a minimum of 13 weeks' membership of the Fund.*
- (iv) *No member shall be entitled to a payment of benefit on more than three occasions in any period of 12 consecutive months.*

How Usdaw Works



Democracy

You belong to a local branch which meets regularly (generally once a month – ask your Usdaw rep for details).

What your branch does

Your branch:

- Protects and promotes the members' interests.
- Takes up grievances.
- Gives good advice about jobs, pay and conditions, etc.
- Receives information about the Union – nationally and locally.
- Makes sure your views are discussed and made known to the Union's regional and central bodies.
- Elects people onto regional bodies and to conferences, etc.

As you can see, your local branch meeting is very important – every member should take an active part.

Regional Councils

Regional Councils meet once a month and oversee the regions' activities. At these meetings we:

- Work to strengthen our organisation, membership and recruitment.
- Overview local pay and conditions negotiations.
- Generally work to improve the Union's services to the members.

Regional Conferences

These are held up to four times a year and representatives from every branch are invited to attend and:

- Hear reports from the Regional Officer and the National Executive Council.
- Delegates can ask questions, put forward their own views and make propositions.

National Executive Council

This is made up of:

- The President.
- 15 lay members.
- The General Secretary.

The National Executive Council (which is elected every three years by a postal ballot of all members) meets once a month to control the day-to-day business of the Union.

Annual Delegate Meeting

This Conference takes place once a year. The Conference hears reports about the previous year's activity and takes all the major policy decisions. It is the most important Union body.

At your workplace

The Union can play an important role in dealing with problems in your work situation - or in preventing them from happening in the first place.

Your Usdaw rep and Health and Safety Reps are key contacts. Make sure you know who they are and if there are none at your depot contact your Branch Secretary or Area Organiser to arrange elections.

At the end of this handbook there are Personal Contact List pages. You can use these to build up a list of people you may need to contact.

For more information about the Union, contact your local Usdaw office or Head Office at:

Voyager Building
2 Furness Quay
Salford Quays
Manchester M50 3XZ

Tel: **0161 224 2804**

or visit our website:

www.usdaw.org.uk

or email: **enquiries@usdaw.org.uk**



Metric Conversions

Speed and distances

One kilometre is almost exactly five eighths of a mile.

Kilometres per hour	Miles per hour	Kilometres per hour	Miles per hour
5	3.1	70	43.5
10	6.2	75	46.6
15	9.3	80	49.7
20	12.4	85	52.8
25	15.5	90	55.9
30	18.6	95	59.0
35	21.7	100	62.1
40	24.8	105	65.2
45	27.9	110	68.3
50	31.0	115	71.5
55	34.1	120	74.6
60	37.3	125	77.7
65	40.4	130	80.8

Weights and measures

To convert:

Centimetres to Inches	- multiply by	2.54
Metres to Feet	- multiply by	3.2808
Kilometres to Miles	- multiply by	1.6093
Kilograms to Pounds (lb)	- multiply by	2.2046
Litres to Gallons	- multiply by	0.2199

Table (approx)

Qty	Centimetres to inches	Metres to feet	Kilometres to miles	Kilograms to pounds	Litres to gallons
1	0.4	3	0.6	2	0.2
5	2	16	3	11	1
10	4	33	6	22	2
25	10	82	16	55	5
50	20	164	31	110	11
100	39	328	62	220	22

In the above table, for example, 5 centimetres = 2 inches (approx) and 50 litres = about 11 gallons.

International Driving



If you drive abroad, it is common sense to ask your employer for a continental driving guide, which will have a checklist of 'things to do' before you set off.

Each country has its own set of transport regulations about speed limits, parking, signalling, lighting, seat belts, priorities and so on, plus a set of rules about commercial vehicles.

Ignorance of the law is no defence, so make sure you have read about the law in all the countries you are passing through. Make sure you know the road signs - most are international, but there are lots of variations.

On page 90 there are a few basic words which may help you on your way.



English

right

left

straight on

one way

exit

no entry

no stopping

traffic lights

roundabout

motorway

petrol station

parking place

police

doctor

ambulance

hospital

toilets

cafe

cheap hotel

French

a droit

a gauche

tout droit

sens unique

sortie

defense d'entrer

defense d'arreter

les feux

le rond point

l'autoroute

le gaz

le parking

gendarme

le medecin/docteur

l'ambulance

l'hopital

le cabinet

le cafe

un hotel a bon prix

German

rechts

links

geradeaus

einbahnstrasse

ausgang

kein durchgang

parkverbot/

halteverbot

ampeln

kreisverkehr

autobahn

tankstelle

parkplatz

polizei

doktor/arzt

krankswagen

krankenhaus

toiletten/WC

cafe

billiges hotel

Personal Contact List

Your Name: _____

Work Address:

Tel: _____

Convenor or Supervisor:
(where you work)

Name: _____

Address: _____

Tel: _____

Area Organiser:

Name: _____

Address: _____

Tel: _____

Branch Secretary:

Name: _____

Address: _____

Tel: _____

Company Health and Safety Officer:

Name: _____

Address: _____

Tel: _____

Usdaw's Health and Safety Officer:

Address: Legal Department
Usdaw Head Office
Voyager Building
2 Furness Quay
Salford Quays
Manchester M50 3XZ

Tel: 0161 224 2804

Regional Representative on the Usdaw Road Transport National Committee:

Name: _____

Address: _____

Tel: _____

Other Useful Contacts

Name: _____

Position: _____

Address: _____

Tel: _____

Name: _____

Position: _____

Address: _____

Tel: _____

Name: _____

Position: _____

Address: _____

Tel: _____

Usdaw Offices



South Wales and Western Region

Bristol

0117 931 9730

bristol@usdaw.org.uk

Cardiff

029 2073 1131

cardiff@usdaw.org.uk

Plymouth

01752 765930

plymouth@usdaw.org.uk

Eastern Region

Bury St Edmunds

01284 775700

burystedmunds@usdaw.org.uk

Waltham Cross

01992 709280

walthamx@usdaw.org.uk

Midlands Region

Redditch

01527 406290

redditch@usdaw.org.uk

Kegworth

01509 686900

kegworth@usdaw.org.uk

North Eastern Region

Leeds

0113 232 1320

leeds@usdaw.org.uk

Newcastle

0191 296 5333

newcastle@usdaw.org.uk

Scottish Region

Edinburgh

0131 556 5242/557 9109

edinburgh@usdaw.org.uk

Aberdeen

01224 652820

aberdeen@usdaw.org.uk

Glasgow

0141 427 6561

glasgow@usdaw.org.uk

Southern Region

Faversham

01795 532637

faversham@usdaw.org.uk

Andover

01264 321460

andover@usdaw.org.uk

Morden

020 8687 5950

morden@usdaw.org.uk

North West Region

Belfast

028 9066 3773

belfast@usdaw.org.uk

Warrington

01925 578050

warrington@usdaw.org.uk



For further information contact the
Usdaw Helpline 0800 030 80 30



www.usdaw.org.uk

UsdawUnion



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Stock photography, posed by models