

Waste Collection Operations		Person Responsible	Notes	Cross Ref: to Risk Assessments & Procedures
Occupational Road Risk & Fleet Management System				
Management of vehicles				
Fit & proper person to manage	The Service Team Manager (Vehicle Management) and the Technical Officer are trained and hold a Certificate of Professional Competence in National Road Haulage Operations.	Service Team Manager (Vehicle Management)	Assisted by Collections Manager and Technical Officer	NA
Information	<ul style="list-style-type: none"> ▪ Membership of Freight Transport Association (FTA) ▪ Croners Road Transport Operation updates ▪ Trade magazines 	Service Team Manager (Vehicle Management)	Information disseminated to Collections Manager / Technical Officer as appropriate	NA
Proper maintenance				
Faun Municipal Vehicles Ltd maintenance contract	<p>Monthly contract meetings</p> <p>Periodic safety inspections and services in accordance with the Operator's Licence (records held for at least 15 months)</p>	<p>Service Team Manager (Vehicle Management)</p> <p>Service Team Manager (Vehicle Management)</p>	Meetings attended by representatives of Collections service	<p>Contract document</p> <p>Minutes of meetings</p> <p>SSOW 18 'Management of Contractors'</p>

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Proper maintenance (Continued)				
Driver Daily Checks	<ul style="list-style-type: none"> ▪ Drivers trained by Faun (maintenance contractor) ▪ Refresher training provided by Faun at intervals ▪ Check & Defect reporting system ▪ Supervisors random checks on drivers 	Collections Manager	<p>Assisted by Supervisors and Technical Officer</p> <p>Reviewed at monthly Team Briefing</p>	<p>Training records on central database</p> <p>Monthly exception reports to managers</p> <p>Doc P10 'Vehicle Defect Process (Faun / B&NES – Driver daily vehicle check system)'</p>
Random vehicle inspection	Inspections by Service Team Manager (Vehicle Management)	Service Team Manager (Vehicle Management)		Inspection reports to Collections Manager
Specialist repairs to Refuse Collection vehicles	Works carried out by specialist firms	Collections Manager	Technical Officer	
Windscreen repair/replacement & accident repairs	Works carried out by specialist firms	Collections Manager	Technical Officer	SSOW 18 'Management of Contractors'
Accident repairs	Works carried out by Faun Municipal Vehicles Ltd or specialist firm	Collections Manager	Technical Officer	SSOW 18 'Management of Contractors'

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Proper maintenance (Continued)				
Tyre checks & replacement	Works carried out by ATS Euromaster Monthly tyre checks by ATS Euromaster	Service Team Manager (Vehicle Management)	Assisted by Supervisors and Technical Officer	Contract document SSOW 18 'Management of Contractors'
Drivers				
Driving licences	<ul style="list-style-type: none"> ▪ Appropriate licence on appointment ▪ 6 monthly check of licence (and copy taken/filed) ▪ Licence also checked when Service Advisor Assessment & Training carries out driver assessment ▪ Drivers are required to notify their Manager immediately of any restrictions or penalties endorsed on their licence 	Collections Manager	Assisted by Supervisors, Administrator & Service Advisor Assessment & Training	Record of checks on 'Driver License Records' tab of the 'Record of Daily Defects' spreadsheet Drivers Handbook Waste Collections Staff Guidance & Information Pocketbook Doc P15 'Driver Checks & Assessments'
Driver Fitness	<ul style="list-style-type: none"> ▪ HGV drivers must pass a medical to obtain their licence and must pass a medical at periodic intervals to renew their license 	Collections Manager		

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Drivers (Continued)				
Driver Fitness (Cont)	<ul style="list-style-type: none"> ▪ Drivers are required to notify their Manager immediately of any circumstances which could render them unfit to drive ▪ Bi-annual Visual Acuity checks carried out with drivers 		Checks made by BUPA	Drivers Handbook Doc P15 'Driver Checks & Assessments'
Driver's Hours	<ul style="list-style-type: none"> ▪ The Collections Service operates under Domestic Rules ▪ Drivers Hours rules must be adhered to at all times ▪ Instruction & Training provided at Drivers Meetings and CPC training 	Collections Manager	Assisted by Supervisors & Service Advisor Assessment & Training	
Driver Certificate of Professional Competence (CPC)	<ul style="list-style-type: none"> ▪ All drivers of vehicles over 3500kg will need to have completed 35 hours of recognised training in every 5 year period to ensure that their Driver CPC is current. The initial training must be completed by 10 September 2014 	Collections Manager	Assisted by Supervisors, Technical Officer, WTTL and other appointed training providers	5 year outline CPC training plan
Training	<ul style="list-style-type: none"> ▪ Forms part of driver assessment selection process for HGV drivers ▪ Induction process 	Collections Manager	Assisted by Supervisors & Service Advisor Assessment & Training	SSOW 02 Drivers Handbook Docs P08 & P09 'Inductions'

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Drivers (Continued)				
Training (Cont)	<ul style="list-style-type: none"> ▪ Provided by suppliers of new vehicles & by supplier of hired vehicles. Supervisors satisfy themselves that a driver is safe before using any vehicle ▪ Instruction on safe system of work provided ▪ Regular assessment of driving ability ▪ Refresher training on driving within the scope of the Highway Code and changes in Road Traffic law ▪ 	Collections Manager	Assisted by Supervisors & Service Advisor Assessment & Training	Training recorded on central database Doc. P15 'Driver checks and Assessment' Quarterly Drivers Meetings
Communication	<ul style="list-style-type: none"> ▪ Monthly Fleet Management meeting ▪ Monthly Team Briefings and quarterly Drivers Meetings held with opportunity to provide refresher training to drivers / hear any concerns 	Service Team Manager (Vehicle Management) Collections Manager	Meetings attended by representatives of Collections service Assisted by Supervisors, Technical Officer & Service Advisor Assessment & Training	Minutes of meetings Monthly Team Briefings & Quarterly Drivers Meetings PDR interviews

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Drivers (Continued)				
Insurance	<ul style="list-style-type: none"> ▪ Arranged by Council's Insurance Officer for Council owned and hired vehicles when notified by Collections Manager, or his / her representative ▪ Cover held by employees who use own cars checked annually for business use 	Collections Manager	Assisted by Supervisors, Technical Officer & Council's Insurance Officer	Copy of Insurance Certificate held in depot offices Record of checks on ?? database
Alcohol & Drugs Policy	Instruction provided			Drivers Handbook Waste Collections Staff Guidance and Information Pocket Book SSOW 01
Accidents	<ul style="list-style-type: none"> ▪ Review of accident reports (monthly) ▪ In the case of serious accidents, the Manager (or Supervisor) will attend the scene (and the Waste Services Manager and Health & Safety Advisor will be informed immediately) 	Collections Manager	Manager takes action with drivers as appropriate, assisted by Service Advisor Assessment & Training	Monthly Team Briefings & Quarterly Drivers Meetings Doc. P15 'Driver checks and Assessment'

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Drivers (Continued)				
Breakdown	Instruction provided	Collections Manager	Repair / Recovery of vehicles by Vehicle Maintenance Contractor	SSOW 02 Drivers Handbook
Radio	Instruction provided	Collections Manager		Risk Assessment WC5 SSOW 06 – Use of Two Way radio
Mobile Phones	The use of a mobile telephone is prohibited when driving.	Collections Manager		
Passengers	Employees are prohibited from carrying members of the public and other persons as passengers who are not acting on or on behalf of the Council. The Council does not carry insurance for those persons if they were involved in a road traffic accident.	Collections Manager		Drivers Handbook
Overloading				
Safe loads	<ul style="list-style-type: none"> ▪ Overload warning indicators fitted where appropriate. Drivers trained to use them ▪ Monitoring of overloading - system in place ▪ Details of service overloads scrutinised on a monthly basis 	Collections Manager	Assisted by Technical Officer who arranges checks and adjustment / recalibration of load weight indicators	Doc P02 'Overload Process'

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Vehicles				
Selection of new vehicles	Consultation with drivers or their representatives	Collections Manager	Assisted by Supervisors and Technical Officer	Doc P13 'Vehicle Procurement Procedure'
Hired vehicles	<ul style="list-style-type: none"> ▪ Check on previous servicing / MOT / DOT ▪ Check on plant (that it is intact with all safety mechanisms in place and operating) 	Collections Manager	Assisted by Supervisors and Technical Officer	Doc P01 'Vehicle Hire Process'
Reversing	<ul style="list-style-type: none"> ▪ Rear view cameras fitted to RCVs ▪ Audible reversing warnings fitted RCVs ▪ Training and Instruction provided ▪ Refresher training of Drivers and Reversing Assistants / Banksmen repeated at 2 year intervals 	Collections Manager	Assisted by Supervisors and Technical Officer	Risk Assessment WC6 SSOW 02 Waste Collections Staff Guidance and Information Pocket Book
Mirrors	The mirrors of new vehicles and those on long term hire are checked for avoidance of blind spot and annually thereafter	Collections Manager	Assisted by Supervisors	Doc P16 'Field of Vision Check'
Minimum Safety Equipment	<p>All vehicles will be provided with the minimum safety equipment:</p> <ul style="list-style-type: none"> ▪ one 2kg dry powder fire extinguisher ▪ one first aid box ▪ one hi visibility top per person <p>All fire extinguishers will be checked on an annual basis. It is the driver's responsibility to request replacement items as and when necessary.</p>	Collections Manager	Assisted by Supervisors	SSOW 01 SSOW 02 SSOW 04 SSOW 12

Waste Collection Operations Occupational Road Risk & Fleet Management System (Continued)		Person Responsible	Notes	Cross References
Depot				
Traffic movements	<ul style="list-style-type: none"> ▪ Separation of vehicles from pedestrians wherever possible by barriers and road markings (crossings & walkways) ▪ Speed limit of 5 mph in depot ▪ Appropriate warning signs ▪ Parking (normally reverse into space) ▪ Speed restriction hump 	Collections Manager	Supervisors and Safety Representatives have a role in assisting with enforcement	Risk Assessment WC9 Doc P04 'Traffic Management Plan' for Midland Rd Depot
Call outs				
Out of hours response	Out of hours response	Out of hours response	Out of hours response	Out of hours response
Hire of vans / cars				
Hire arrangements	Hire arrangements	Hire arrangements	Hire arrangements	Hire arrangements