

OFFICIAL



# **TIDEWAY STANDARDS FOR VEHICLE & DRIVER SAFETY**

**Guidance for compliance and  
compliance checking**

## TIDEWAY

## VEHICLE & DRIVER SAFETY

### Guidance for compliance checking

Name	Data
Document ID	2150-TDWAY-TTTUN-425-YT-PP-100006
Document type	Procedure
WBS Code	665397.01.CI.BI
Owner	Gordon Sutherland
Author	Denis Fitzpatrick
Keywords	Vehicle, Driver, Safety

#### Major review stage

This document has been issued and amended as follows:

Revision	Date	Issued for/Revision details	Revised by
P01	15.1.16	Draft for comment	Denis Fitzpatrick, Gordon Sutherland
P01	9.2.16	For information	Gordon Sutherland
P02	22.4.16	For clarification	Gordon Sutherland
P03	23.9.16	For further clarification	Gordon Sutherland

#### Required approvals

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# TIDEWAY

## VEHICLE & DRIVER SAFETY Guidance for compliance checking

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## Abbreviations

ADR	Accord Dangereux Routier (Hazardous Goods)
CoCP	Code of Construction Practice
CLOCS	Construction Logistics and Cyclist Safety
DCO	Development Consent Order
DCPC	Driver Certificate of Professional Competence
DVANI	Driver and Vehicle Agency Northern Ireland
DVLA	Driver and Vehicle Licencing Agency
DVSA	Driver and Vehicle Standards Agency
EU	European Union
FORS	Fleet Operators Recognition Scheme
GB	Great Britain
GVW	Gross Vehicle Weight
HGV	Heavy Goods Vehicle (i.e. Vehicles over 3.5 tonnes GVW)
MWC	Main Works Contractor
OTC	Office of the Traffic Commissioner
RTC	Road Traffic Collision
SLS	Safer Lorries Scheme
TC	Traffic Commissioner
VBMS	Vehicle Booking Management System
VRU	Vulnerable Road User
WI	Tideway Works Information
WRRR	Work-Related Road Risk

# 1 Introduction

1.1 The Code of Construction Practice (CoCP) Section 5, Paragraph 5.2 commits Tideway to a high standard of vehicle and driver safety through implementing a system of vehicle management and control.

The areas the CoCP covers include:

- FORS membership – aiming for at least Silver level
- Vehicle safety equipment
- Warning signage on vehicles
- Safe Urban Driving training for drivers
- Monitoring of driver licences and collision reporting
- Low emission vehicles
- Review of potential conflicts and hazards
- Local routing
- Parking restrictions
- Vehicle movement planning

1.2 The CoCP is a requirement of the Development Consent Order (DCO) and failure of the project and its Principal Contractors and their sub-contractors to meet any of these commitments would constitute a criminal offence.

1.3 The location of the construction sites are largely adjacent to the River Thames where water transport is possible, but there are other sites which are land-locked. All of these sites will introduce significant vehicle movements into a road network which is already heavily used with many forms of traffic all using the same road space. These include cars, vans, HGVs, cyclists, motorbikes and pedestrian interaction at work sites and in the wider urban environment. Tideway is a CLOCS champion and a FORS Champion; and as such is committed to improving road safety, especially for vulnerable road users.

1.4 The Tideway project is committed to a transformational health & safety objective. The historical record of HGV movements and incidents with vulnerable road users (VRUs) is a major safety risk and this document outlines the Vehicle and Driver Safety Standards that are required on the Tideway project to help meet the programme requirement of zero incidents.

## 2 Purpose

- 2.1 To detail and provide guidance on the Tideway Vehicle and Driver Safety Standards and expectations for all contactors and sub-contractors working on the project.
- 2.2 To advise the procedures required to achieve full compliance as laid out in the DCO, WI and CoCP.
- 2.3 To reinforce the need to address the real potential for risk to vulnerable road users resulting from project vehicular activity at 24 sites situated across 14 London Boroughs.

## 3 Requirements

- 3.1 Suppliers Requirements
  - CoCP Part A: General Requirements-Section 5. (This provides overall Project wide measures and controls)
  - CoCP Part B: Site-specific Controls. These are site-specific controls that supplement and refine the controls set out in Part A that shall be implemented by the contractor.
  - Fleet Operator Recognition Scheme (FORS) membership - Works Information 4900 paragraph 58. CoCP Section 5.2.1 a
  - Operating Licencing – Works Information 4900 paragraph 48 f & g
- 3.2 Drivers Requirements
  - Approved Driver Training – Works Information 4900 paragraph 62-68
  - Driver licence checking – Works Information 4900 paragraphs 46 & 47
- 3.3 Vehicle Requirements
  - Works Information 4900 paragraph 49
- 3.4 Compliance verification
  - Vehicle Booking System – Works Information 4900 paragraph 43-45
  - Vehicle/Driver Inspection – Works Information 4900 paragraph 46-47
  - Monitoring and Reporting – Works Information 4900 paragraph 60-61
- 3.5 As part of CLOCS, the project is committed to ensuring that the Work-Related Road Risk (WRRR) initiative is adopted across the project. A checklist of these requirements is given as Appendix B.

## 4 Vehicle safety standards

### 4.1 Standard for all vehicles

4.1.1 The Works Information 4900 paragraph 49 details the standards applicable to all vehicles, including vans. This is reproduced below.

49. The *Contractor* shall ensure that all vehicles used to transport Equipment, Plant and Materials and people are equipped with the mandatory safety equipment including:
- a. seat belts (for the driver and all passengers riding in vehicles)
  - b. rear-view mirrors, if applicable
  - c. reversing sensors; or alarms; or cameras
  - d. lights:
    - i. head and tail
    - ii. stop
    - iii. turn signal
    - iv. emergency warning
    - v. fog lights.
  - e. a working roof mounted amber flashing rotating beacon when moving, for Worksite vehicles and Equipment, *or in-built flashing amber lights are fitted and must be operational within the worksite or working area*<sup>1</sup>
  - f. a reflective warning triangle (portable emergency warning)
  - g. signage; maximum number of passengers (minibuses and other similar vehicles only)
  - h. fire extinguishers (in date)
  - i. spare light bulb kit.<sup>2</sup>
  - j. warning sign for cyclists at the rear, warning of the dangers of undertaking the vehicle<sup>3</sup>
  - k. pedestrian warning sign on each side of all vehicles to be fitted on the sides warning about walking close to the front of a moving or stationary vehicle.

4.1.2 ADR vehicles may carry smaller items above such as warning triangles and spare bulbs in a sealed container on the vehicle, provided a certificate confirming the contents is provided by the company transport manager.

<sup>1</sup> *Supplementary guidance to the Works Information*

<sup>2</sup> *Where a vehicle is fitted with a sealed LED unit, this is exempted.*

<sup>3</sup> *The approved format of this sign is as recommended by FORS*

- 4.1.3 Para 48.e requires that all vehicles are uniquely identifiable as working on the project. It has been decided that the method by which this will be achieved shall be by affixing a sign to the bottom near side windscreen (provided vision is not deemed to be adversely affected) or placing a laminated sign on the bottom near side dashboard<sup>4</sup>. An example of such a sign to be used is given as Appendix G. The supplier should check with the Contractor what contract number should be displayed. These must be removed when not working on Tideway.

## 4.2 Standards for vehicles above 3.5t GVW

- 4.2.1 The Works Information 4900 paragraph 52 details the standards applicable to HGVs (i.e. vehicles over 3.5t Gross Vehicle Weight). These are in addition to the standard requirements stated at paragraph 49 of the works information. Paragraph 52 is reproduced below.

- a. *Tideway requirements in this section apply to all vehicles over 3.5t GVW, and this includes those vehicles not currently requiring an O Licence, such as some Plant or similar worksite apparatus<sup>5</sup>. Examples include:*
- i. *Suction Excavators*
  - ii. *Volumetric Mixers*

52. The Contractor shall ensure the following safety measures and Equipment are implemented for all vehicles engaged on the Project:

- a. blind spot mirrors:
  - i. for all vehicles over 3.5 tonnes to be fitted with Class IV and V mirrors in accordance with 2003/97/EC EU and 2007/38/EC, and Class VI mirrors to give a view of the roadway directly in front of the driver's cab<sup>6</sup>
  - ii. for all vehicles, to be cleaned daily and correctly adjusted.
- b. Fresnel lenses:
  - i. are only acceptable where this provides a reliable alternative to a rear facing CCTV.
- c. rear warning signs for cyclists and pedestrians:
  - i. all *articulated*<sup>7</sup> vehicles over 3.5 tonnes are to have warning signs fitted to the back of the vehicle stating the overall length
  - ii. are fitted on the back of vehicles
  - iii. for articulated vehicles, mention shall be made of the length of the vehicle to illustrate additional dangers as the vehicle moves round corners<sup>8</sup>

<sup>4</sup> There is a sign for use in HGVs (transporting heavy goods) and for use in vans (transporting light goods)

<sup>5</sup> Supplementary guidance to the Works Information

<sup>6</sup> Class VI mirrors requirement reflects the London Safer Lorries Scheme. Certain exemptions apply; see <http://content.tfl.gov.uk/list-of-vehicles-exempted-safer-lorries-scheme.pdf>

<sup>7</sup> Supplementary guidance to the works information

<sup>8</sup> There is no standard format. The sign needs to be legible from a reasonable distance.



- d. side under-run guards:
- i. side under-run guards means guards that are fitted between the front and rear axles of a lorry and that comply with EC Directive 89/297/EEC and the Road Vehicles (Construction and Use) Regulations 1986 (*Maximum clearance from the bottom of the guards to the road surface should be 0.55 metres*)<sup>9</sup>
  - ii. shall be fitted on all vehicles above 3.5 tonnes unless the *Contractor* can provide evidence from the original equipment manufacturer that fitting of such guards to the vehicle will not perform the function to which it was intended
  - iii. install side under-run guards as standard to all two, or multi axle, tippers (including grab HGVs) unless the *Contractor* can provide evidence from the original equipment manufacturer that fitting of such equipment the vehicle will not perform the function for which it was built if side guards are fitted
  - iv. shall be reviewed annually
- e. Side scan detection and close proximity warning systems
- i. are to be fitted on all HGVs above 3.5 tonnes comprising of:
    - a front mounted rear facing CCTV camera
    - with a live in-cab feed to the driver
    - a close proximity sensor being a device consisting of a sensor system which detects objects in a vehicle's blind spot and alerts the driver via in-cab visual and/or audio stimuli and which alerts other road users to the planned movement of the vehicle when the vehicle's indicators are engaged.<sup>10</sup>
  - ii. shall emit an audible voice message to other road users, upon engagement of the left-turn indicator.
- f. reversing cameras are to be fitted on all HGVs above 3.5 tonnes.<sup>11</sup>

## 4.3 Exemptions to vehicle safety equipment requirements

4.3.1 The Works Information 4900 paragraphs 53-58 list the allowable exemptions and the circumstances in which they apply. This is reproduced below:

53. Courier vehicles (all criteria must apply to obtain an exemption)
- a. the delivery is by a courier company (e.g. DHL, UPS, Parcelforce, Royal Mail, TNT, FedEx etc.)
  - b. the courier company is delivering or collecting Equipment only, not Plant or Materials
  - c. the Equipment shall consist of only packages or boxes which can be off loaded manually by a single person

<sup>9</sup> Supplementary guidance to the Works Information

<sup>10</sup> Applies to left-turn indicator engagement only

<sup>11</sup> For articulated vehicles, the camera should be fitted to the tractor unit if it is not fitted to the semi-trailer (both are acceptable)

- 
- d. the supplier of the Equipment is a third party; nor is it a courier company or the Supplier's own fleet making the delivery
  - e. the vehicle making the delivery does not exceed 18 tonnes gross vehicle weight
54. Articulated trailers
- a. exempt from side scan detection system, but the tractor unit must comply.
55. Road sweepers
- a. only exempt from side under-run guards; all other criteria applies
56. Abnormal Indivisible Loads
- a. provided the vehicle is escorted and a risk assessment is submitted to the Project Manager at least seven days in advance of the planned delivery or collection (the escort vehicle is not exempt).
57. Road cranes
- a. exempt from side under-run guards if there is no significant gap between the axles and the body-works
  - b. exempt if travelling under Abnormal Indivisible Loads regulations
- If in doubt, the MWC should check with Tideway.

## 4.4 The Safer Lorry Scheme

4.4.1 The Safer Lorry Scheme (SLS) came into force in Greater London on 1 September 2015.

It requires all vehicles that are based in, or enter in to the Greater London Authority Area over 3.5t GVW to:

- a. Be fitted with side under run protection
- b. Be fitted with a Class V and Class VI mirror

Refer to <https://tfl.gov.uk/info-for/freight/safer-lorry-scheme>

4.4.2 Vehicles meeting the requirements of the WI will be compliant with this scheme.

4.4.3 There are specified exemptions to the SLS and these are listed at <http://content.tfl.gov.uk/list-of-vehicles-exempted-safer-lorries-scheme.pdf>

## 5 Contract & Vehicle Operator requirements

### 5.1 Operator Licencing

5.1.1 The Works Information 4900 paragraphs 48f and 48g refer to Operating Licencing. This is reproduced below:

48.The *Contractor* shall:

- f. provide evidence on request that the freight operators, hauliers and other goods vehicle operators are in possession of an up to date operating licence for the types of vehicles being used; and that the Project Manager is advised of any restrictions, suspensions or revocations that have been placed on the operating licence of any operator by the Traffic Commissioner (TC) within the preceding twelve month period of the request from the Project Manager
- g. advise the Project Manager if any operator has been the subject of a Public Inquiry before the TC in the preceding twelve months of the starting date

5.1.2 MWCs should carry out checks with the Office of the Traffic Commissioner (OTC) to ascertain whether any transport provider has the correct O Licence for the type of vehicles and business they operate. This can be checked at:

[https://www.tan.gov.uk/tanen/vosa\\_anonymousoperatorsearch\\_new.asp](https://www.tan.gov.uk/tanen/vosa_anonymousoperatorsearch_new.asp)

5.1.3 There are three types of O Licence:

- a. Restricted (indicated by an 'R' next to the O Licence number)
  - i. This means the operator can only transport his own goods; i.e. only such goods that are legally and contractually owned by that operator.<sup>12</sup>
  - ii. Authorised vehicles under this licence will display an orange disc on the windscreen.
- b. Standard National (indicated by 'SN' next to the O Licence number)
  - i. Allows the operator to carry goods for hire or reward in Great Britain
  - ii. Authorised vehicles under this licence will display a blue disc on the windscreen.
- c. Standard International (indicated by 'SI' next to the O Licence number)
  - i. Allows the operator to carry goods for hire or reward in Great Britain and out-with Great Britain.
  - ii. Authorised vehicles under this licence will display a green disc on the windscreen.

<sup>12</sup> Note that any waste carriers must have had the waste contractually transferred to their ownership. If any excavated material or other arisings from Tideway worksites are being carried, then those must be transferred contractually to the ownership of the haulier, and not remain the property of Tideway or its MWCs; in which case, a Standard National or Standard International O Licence is required.

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- 5.1.4 O Licences issued in Northern Ireland:
- a. Operators based in Northern Ireland require a Standard International O Licence to deliver in Great Britain (green disc in windscreen).
- 5.1.5 Where an O Licence has been surrendered, this means the company Operating Centre concerned is no longer entitled to operate vehicles from that site.<sup>13</sup>
- 5.1.6 The Contractor may ask their suppliers for their Operator Compliance Risk Score (OCRS), as defined by the DVSA.

## 5.2 FORS Requirements

- 5.2.1 FORS (Fleet Operators Recognition Scheme)
- a. FORS membership is a requirement for operators of all vehicles.<sup>14</sup>
  - b. Membership is mandatory at point of first site access with Silver standard attained, if not already attained within 6 months of first site access date.
  - c. Membership and the associated level can be checked at <https://www.fors-online.org.uk/cms/members-list/>
  - d. Note that 'Registration' is not 'Accreditation'. Membership is not granted until the company has successfully undergone an audit by FORS.
  - e. The FORS standard is based upon legal compliance, safety, efficiency and environmental protection.
  - f. Refer to <http://www.fors-online.org.uk/cms/download-fors-standard/>
  - g. *A FORS identifier sign must be displayed on each company vehicle which also gives the FORS ID number<sup>15</sup>*
  - h. *Suppliers who are not FORS members can only be used provided a FORS member company, who meet the Tideway FORS criteria is used to transport the load(s).<sup>16</sup>*
  - i. Refer to Works Information 4900 paragraph 58 and CoCP Section 5.2.1 a.
  - j. Appendix A gives guidance on how to register and attain membership.

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<sup>13</sup> In such case, MWCs are advised to contact the company to enquire as to the reason for the surrender of the O Licence, and transport services from the Operating Centre concerned cannot be used on the project

<sup>14</sup> 'All vehicles' includes HGVs, Vans, Minibuses, Car-derived vans

<sup>15</sup> Supplementary guidance to the Works Information

<sup>16</sup> Supplementary guidance to the Works Information

## 6 Driver training

- 6.1 The Works Information 4900 paragraphs 62-68 refer to driver training.
- 6.2 There are three areas the MWC and its sub-contractors need to implement and manage:
- a. DCPC accredited training in Safe Urban Driving for drivers of HGVs<sup>17</sup> and the *Van Smart training for van drivers*<sup>18</sup>. This applies to all drivers who make three or more round trips to any worksite in a 12 month period. Information relating to these courses is available at <http://www.fors-online.org.uk/cms/training/safe-urban-driving/> and <http://www.fors-online.org.uk/cms/van-smart-driver-training/>
  - b. Approved online training to be carried out annually by all drivers. <https://www.fors-online.org.uk/cms/training/online-driver-training/>
  - c. Issue and administration of photo-ID badges for all drivers who have successfully completed the course(s).
- 6.3 A list of all drivers who have successfully undertaken the Safe Urban Driving course, the Van Smart course and/or undertaken e-learning can be found at <http://www.fors-online.org.uk/eLearningList.php>
- a. The MWC may ask for a copy of the certificate of attendance
- 6.4 MWCs should keep a list of all drivers who have successfully completed the relevant course and prepare monthly forecasts of driver numbers required who will need to be trained.
- 6.5 The requirements for driver training are in addition to any induction, on-boarding, health screening, or other health, safety and wellbeing requirements that may be needed under the contract.

## 7 Driver licence checking

- 7.1 Works Information 4900 paragraphs 46 and 47 refer to driver licence checking.
- 7.2 The MWC must have in place a system that records and regularly checks the status of all drivers in its entire supply chain, to ensure they have a current licence for the type of vehicle they are driving.
- 7.3 Drivers are required to provide a code to the MWCs so as to allow them to check the entitlement to drive the class of vehicle intended. To do this, drivers can obtain a code by going to <https://www.gov.uk/view-driving-licence>

<sup>17</sup> Crossrail driver training is an acceptable alternative to SUD and Van Smart

<sup>18</sup> New course that will cover the Tideway requirement for training van drivers; supplementary guidance to the Works Information

- a. Drivers can either provide the code, or the PDF of the information displayed using the code, that is generated by using <https://www.gov.uk/check-driving-information> <sup>19</sup>
  - i. The above process is applicable to all licences issued in Great Britain.
- b. For drivers with licences issued in Northern Ireland, licences can be checked by calling the DVANI on 0300 200 7861. The driver needs to be present to give consent.
- c. For HGV drivers with licences issued in the EU, the GB Driver CPC card is required to be shown to the MWC
  - i. Drivers with non-HGV licences issued in the EU should provide a copy of their licence to the MWC.
- d. For drivers with licences issued outside the EU, including the Channel Islands and the Isle of Man, confirmation is required that the driver has not been resident in Great Britain for more than 12 months. After that time a GB licence must be applied for.
  - i. Drivers with these licences should provide a copy to their licence to the MWC.

## 8 Vehicle Arrivals

- 8.1 Works Information 4900 paragraph 43-45 refers to the Vehicle Booking Management System (VBMS) which is to be developed and implemented by the contractor.
- 8.2 The VBMS is integral to:
  - a) identifying individual vehicles and drivers, confirming vehicle compliance, and that drivers comply with the training and driving licence requirements.
 Ensuring that:
  - b) MWCs only allow on the Worksites those vehicles notified in advance
- 8.3 The requirements must be clearly communicated at the time of placing any order or contract with any sub-contractor and supplier. This could take the form of a 'Compliance Pack' which should include routing instructions and identify relevant hazards.
- 8.4 Pre-construction checks should be made at procurement stage on each transport provider to check:
  - a. FORS Membership
  - b. Operator Licence type and status

<sup>19</sup> Driver's full licence number, date of birth and address is not displayed. This process only checks licence validity and should not constitute a breach of data protection rules.

## 9 Carrying out an inspection

### 9.1 Requirements

- 9.1.1 Where a vehicle arrives at any worksite or working area that is being driven by a driver who does not meet the relevant training requirements, then the vehicle must be refused entry and turned away.
- 9.1.2 Where a vehicle arrives at any worksite or working area that does not meet the requirements for vehicle safety equipment, then the vehicle must be refused entry and turned away.
- 9.1.3 Where a vehicle arrives at any worksite or working area that is operated by a company who does not meet the FORS membership criteria, then the vehicle must be refused entry and turned away.
- 9.1.4 Where a vehicle arrives at any worksite or working area that is operated by a company who does not meet the Operating Licence criteria, then the vehicle must be refused entry and turned away.

### 9.2 Site Inspection of Vehicles

- 9.2.1 Training must be given to all inspectors including gate staff, supervisors and management.
- 9.2.2 Vehicles that are inspected must have been booked in via the VBMS.
- 9.2.3 It is essential that site management support the gate staff in their duties when carrying out an inspection. If a non-compliant vehicle or driver is encountered, there must be no pressure put upon the gate staff to allow the vehicle entry.
- 9.2.4 Ensure the transport providers are informed that their drivers and vehicles will be subject to inspection at the site gate or entrance to any working area.
- 9.2.5 A risk assessment must be carried out before any physical checks are undertaken on any vehicle. This will include but not be limited to:
  - a. Area where the inspection is to take place
  - b. Welfare facilities for inspectors and drivers
  - c. Vehicle engine running
  - d. Weather conditions
  - e. Daylight and non-daylight times of inspections
  - f. Driver non-cooperation
  - g. Personal Protective Equipment
  - h. Method for recording findings
  - i. Off highway and on-highway (possible vehicle holding area)
  - j. Interaction with members of the public
  - k. Safety barriers

- 
- 9.2.6 A checklist for all items of safety equipment to be inspected is given as Appendix E. This can be used manually or adapted to form the basis for electronic input and for use by hand-held devices to record data in real-time.
  - 9.2.7 Checks should be evidence-based. This means the inspector needs to hear and see electronic safety devices actually working. This requires the co-operation of the driver.
  - 9.2.8 Proper checks can take several minutes and a guide suggesting the order of checking is given as appendix C to help expedite the process for inspectors.
  - 9.2.9 A quick reference guide is given as appendix D.

### **9.3 Inspection of drivers**

- 9.3.1 The driver is required to co-operate and the management of the transport provider should have been informed by the MWC and its sub-contractors of this requirement prior to the journey being made.
- 9.3.2 Inspectors must be advised of the format and content of the pass as issued by the MWC's driver training administrator.
- 9.3.3 The driver is required to carry the photo-ID badge that confirms their successful attendance at the Safe Urban Driving course or the Van Smart course, at all times whilst on Tideway-related business.
- 9.3.4 Inspectors should check the pass is in date, has a reference number and is a true likeness photograph of the driver.
- 9.3.5 If the driver does not have a pass on account of not having made three or more round trips to a project worksite in a 12 month period before, then a note should be taken of the driver's name from the driving licence or other suitable photographic identification. This will allow the inspectors to keep track of such drivers. The inspector should notify the untrained driver of the project limit of three round trips in a 12 month period at the time.
- 9.3.6 The inspector does not have to check the driving licence for validity because the driving licence check will have been undertaken as part of the process referred to in section 7. Driving licence checks also form part of the Safe Urban Driving and Van Smart course attendance.



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## 10 Reporting and Metrics

- 10.1 Reference should be made to Works Information 4900 paragraph 112.
- 10.1.1 Provide a monthly report to Tideway:
  - a. In electronic format. In lieu of the implementation of the PODFather system, a spreadsheet provided by Tideway (Document number: 2150-TDWAY-TTTUN-425-YT-ED-100000) should be used.
  - b. Summarising performance against targets
- 10.1.2 Monthly meetings with Tideway to discuss:
  - a. Progress
  - b. The report
  - c. Performance against the indicators given as appendix F of this document and at appendix B of Works Information 4900.
  - d. Sustainable transportation initiatives

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## Appendix A: FORS registration & membership guidance



HELPLINE  
08448 09 09 44

FORS FLEET OPERATOR  
RECOGNITION SCHEME

### FLEET OPERATOR RECOGNITION SCHEME

#### Tideway Requirements

##### Works Information 4900

##### *Para 3.b.iv*

Ensuring that: all operators are members of the Fleet Operator Recognition Scheme (FORS), in accordance with the levels of attainment defined within the CoCP

##### *Para 58*

The *Contractor* shall:

- a. register for membership of the Fleet Operators Recognition Scheme, FORS, and obtain Bronze membership (or higher) within 18 weeks after the starting date
- b. ensure silver level membership as a minimum is attained within six months of the first Worksite access date
- c. ensure that all freight vehicles comply with the FORS membership terms
- d. ensure that all Subcontractors, Suppliers and the supply chain comply with the FORS membership terms
- e. refuse entry to and turn away from the Worksite or vehicle holding area (if used) any vehicle belonging to or being operated by a company which does not meet the above FORS criteria.

#### **What you need to do:**

1. Register on the website and apply for membership  
<https://www.fors-online.org.uk/cms/apply/>
2. Follow up with a telephone call to request and arrange an audit date - 08448 090944 – Or book an audit online: <https://www.fors-online.org.uk/cms/audit-booking/>
  - a. Audits can only be carried out at the Operating Centre. This means the location will be either the place where vehicles are normally kept when not in use, or an office where the management records are kept.
3. Undergo the Audit
4. Advise Tideway of the result of the Audit as soon as you receive the report from the Auditor

## Appendices

### Fees (correct at time of document production and subject to change by FORS):

Annual subscription (£) based on total number of vehicles operated							
Fleet size	1	2-3	4-10	11-25	26-50	51-100	100+
Subscription fee (£)	65 + VAT	180 + VAT	420 + VAT	630 + VAT	900 + VAT	1,700 + VAT	2,250 + VAT
Audit fee per operating centre							
Standard rate (£)						450 + VAT	
Small operator rate (total fleet not larger than 3 vehicles) (£)						420 + VAT	

### What to expect at the Audit:

There is a comprehensive list of what will the Auditor is looking for on the website as a PDF:

<https://www.fors-online.org.uk/cms/wp-content/uploads/2016/04/FORS-Audit-Checklists4.pdf>

There is also a list of the top ten reasons for failing an Audit available as a download in Word on the website (opens in Word):

<https://www.fors-online.org.uk/cms/what-is-fors/how-do-i-progress/fors-bronze-audit/>

### Preparing for an Audit

Go through the checklist and check if you can demonstrate to yourself that you meet the criteria and you know where to find the relevant management information and records.

See a helpful description of Audit components here:

<http://www.fors-online.org.uk/cms/what-is-fors/how-do-i-progress/fors-bronze-audit/>

Here is a basic list of areas that the Auditor will want to look at:

- Company policy documents
- Your operator licence and any other licenses specific to the transportation of goods or waste
- Employees handbook
- Driver's handbook
- Company structure
- Fleet list
- Training manual
- Driver contracts (including sub-contracted or agency)
- Driver licence checking process

## Appendices

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Also you should ask yourself the following questions:

- Have I read and understood the FORS Standard? See it here: <https://www.fors-online.org.uk/cms/download-fors-standard/>
- Are records easily located?
- Does the information contained in the records need updating?
- Am I confident that my vehicles and drivers are all legally compliant?
- Does my company have a transport health and safety procedure and is it properly documented, and can I demonstrate that I have disseminated this policy to all who need to be aware?
- If I need an Operating Licence, is it in date and is it the correct type of O Licence for the types of vehicles and business I operate?
- Can I tell the Auditor about my company's training programme and does it address vehicle and driver safety issues?

### What happens if my company fails its Audit?

You will need to re-arrange an Audit based on the conclusions of the Auditor's report.

There are fees associated with follow-up Audits:

Follow-up audit type	Fee (£)
Desk based follow up	100 + VAT
Operating centre	235 + VAT

The type of follow up audit is determined by the Auditor based on the outcome of the initial Audit.

## Appendix B: Work-related road risk (WRRR) Checklist

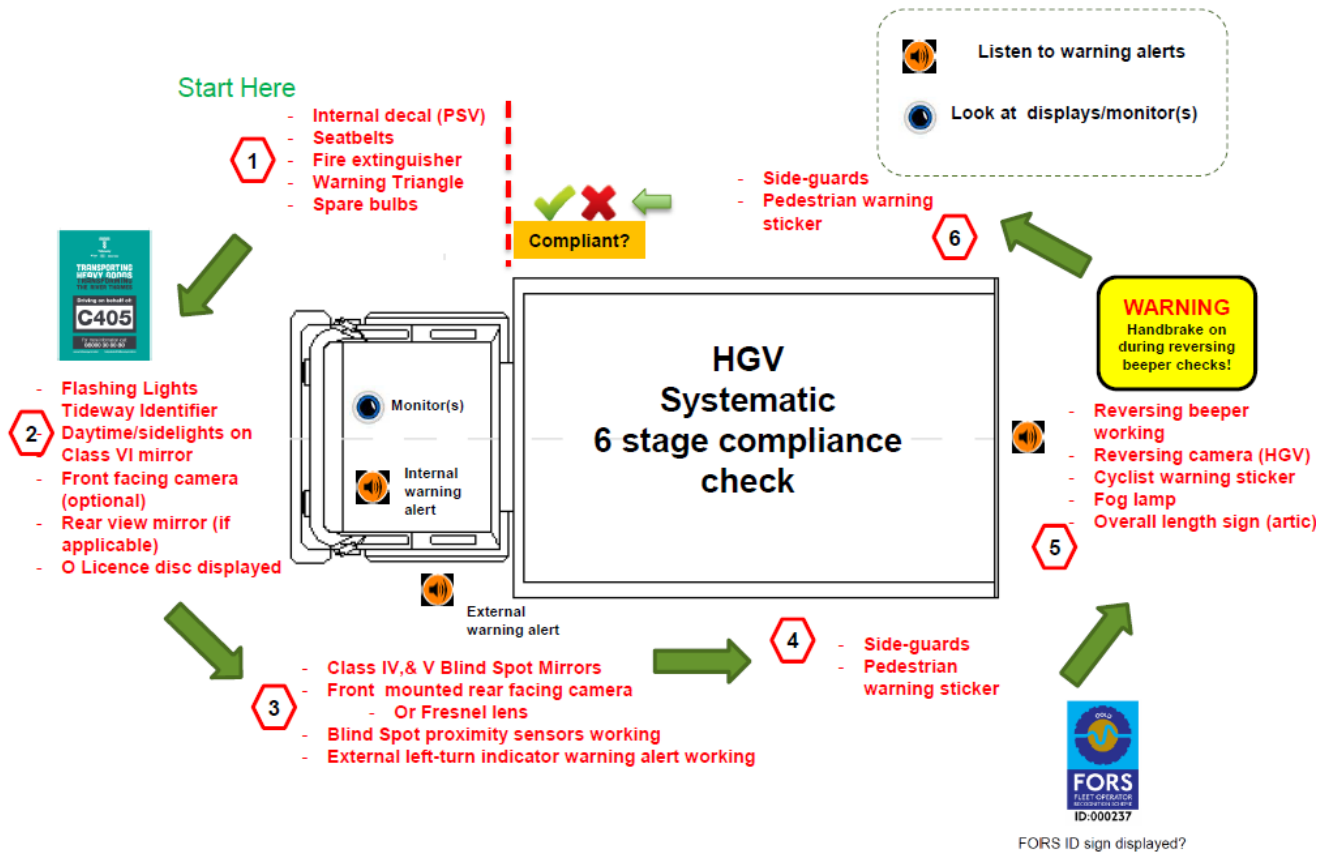
Requirement	CoCP Part A
FORS accreditation	See Appendix A
Safety equipment on vehicles	<p>The MWC ensures that any goods vehicle over 3.5 tonnes gross vehicle weight, which it and its sub-contractors uses to provide the services, shall:</p> <ul style="list-style-type: none"> <li>• Have side guards fitted, unless the operator can demonstrate to the reasonable satisfaction of the authority that the vehicle will not perform the function for which it was built if side guards are fitted</li> <li>• Have a close proximity warning system fitted comprising: a front-mounted, rear-facing CCTV camera with in-cab live feed to the driver or a Fresnel lens where the lens provides a reliable alternative to the CCTV camera; and a close proximity sensor</li> <li>• Have a Class VI mirror</li> <li>• Bear warning signage on the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside</li> </ul>
Driver licence checks	<p>The MWCs shall ensure that each of its drivers has a driving licence check with the Driver and Vehicle Licensing Agency (DVLA) before that driver commences delivery of the services and that the driving license check with the DVLA is repeated in accordance with either the following risk scale, or the operator's risk scale, provided that the Contractor's risk scale has been approved in writing by the client within the last 12 months:</p> <ul style="list-style-type: none"> <li>• With 0-3 points on the driving licence – annual checks</li> <li>• With 4-8 points on the driving licence – six monthly checks</li> <li>• With 9-11 points on the driving licence – quarterly checks</li> </ul>
Driver training	<p>The MWCs shall ensure that all vehicle operators and drivers engaged on the Contract, including Subcontractors, Suppliers and the supply chain:</p> <ul style="list-style-type: none"> <li>• undertake (or have undertaken within the last three years), the 'Safe Urban Driving Course' (details of which are provided at <a href="http://www.fors-online.com">www.fors-online.com</a>) prior to delivering or collecting Equipment, Plant and Materials, and excavated materials, to and from any Worksite or Working Area</li> </ul>

## Appendices

	<ul style="list-style-type: none"> <li>• complete the FORS e-learning 'Work Related Road Safety' module (or an approved equivalent safety module) at least every 12 months</li> <li>• undertake additional training to raise awareness of all road users, including pedestrians and cyclists.</li> </ul>
Collision reporting	<p>The MWCs shall in the event of a collision, accident or near miss involving all vehicles associated with the <i>works</i>, irrespective of whether such collision, accident or near miss occurred on a Worksite or in a Working Area:</p> <ul style="list-style-type: none"> <li>• undertake an investigation immediately</li> <li>• provide: <ul style="list-style-type: none"> <li>○ an initial report to the <i>Project Manager</i> as soon as is practicable, or no more than 24 hours, after the incident</li> <li>○ a full report to the <i>Project Manager</i> within three weeks of the conclusion of the investigation.</li> </ul> </li> <li>• maintain a log of all collisions, accidents or near misses detailing all evidence required to investigate an incident, and all the lessons learnt.</li> </ul>
Access Arrangements	<p>The MWCs shall provide site access information to the supplier in the form of a compliance pack which will contain information such as though not limited to</p> <ul style="list-style-type: none"> <li>• Routing information.</li> </ul> <p>CoCP Part B will contain information on the approved traffic route from the site to and from the wider road network. This route will have been specified to reduce the probability of collisions and must be adhered to.</p> <ul style="list-style-type: none"> <li>• Relevant hazards along the route, such as schools, hospitals, and known accident black-spots.</li> </ul>

# Appendix C: Inspection sequence

## Suggested evidence-based check sequence



FORS ID sign displayed?

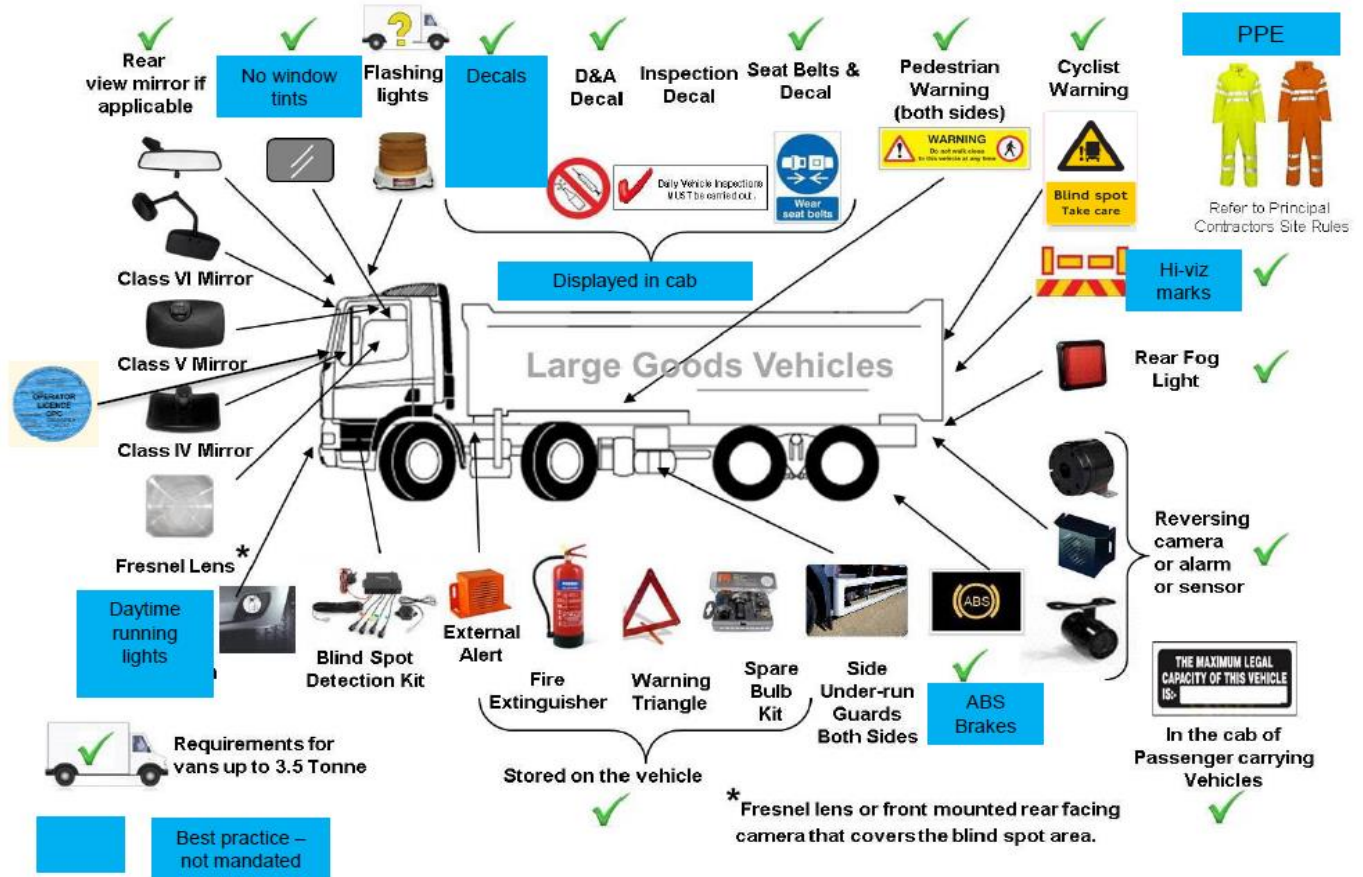


Tideway Identifier displayed?



# Appendix D: Quick vehicle inspection reference guides

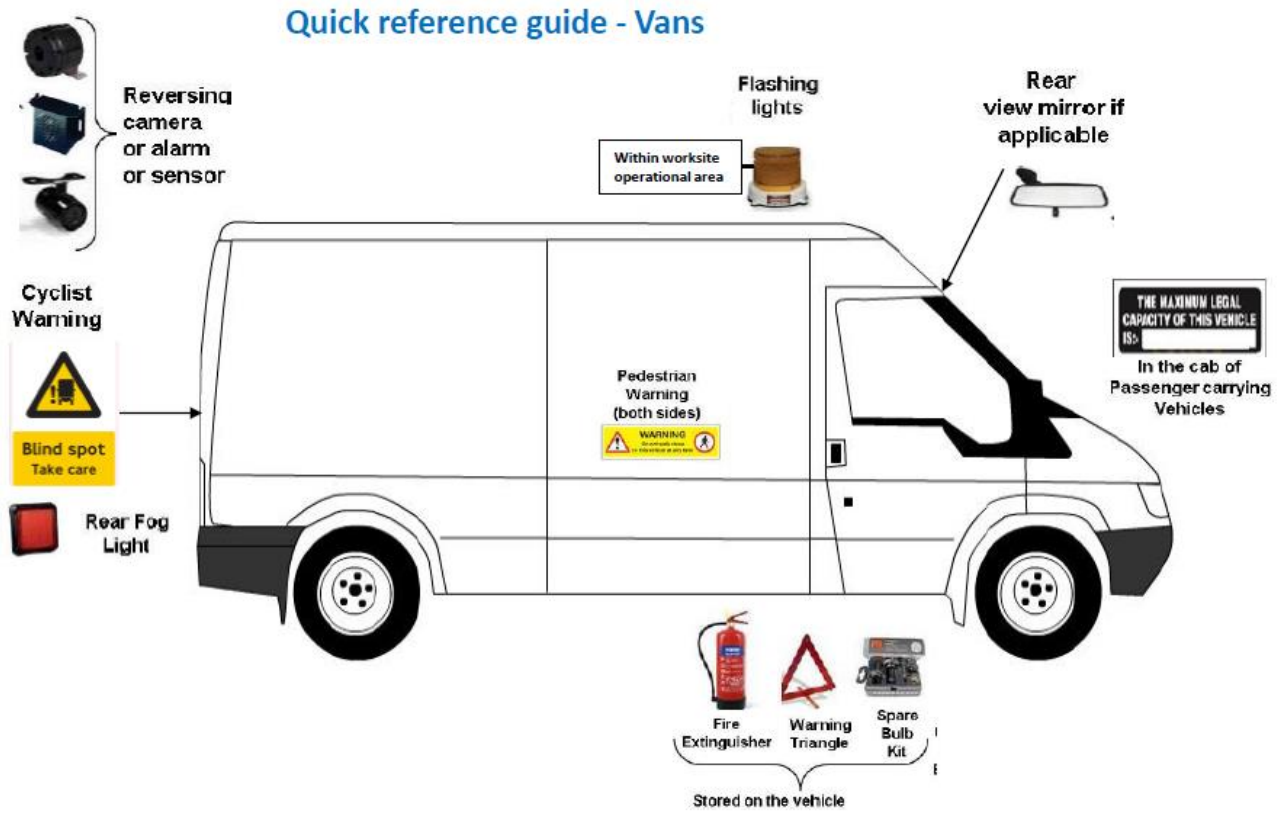
## Quick reference guide - HGVs



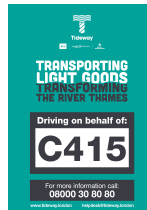
FORS ID Sign displayed?



Tideway identifier displayed?



FORS ID sign displayed?



Tideway identifier displayed?













# Appendix E: Vehicle inspection check list

Registration Number:  
HGV/VAN/MINIBUS/PCV:

Date:

DRIVER'S NAME AND TRAINING ID:

NB. 'HGV' MEANS VEHICLES OVER 3.5 TONNES GVW

		<b>Mark Y or N</b>		<b>Comments</b>
	Fire extinguisher (in date)	All Vehicles	<input type="checkbox"/>	<input type="text"/>
	Warning triangle (reflective)	All Vehicles	<input type="checkbox"/>	<input type="text"/>
	Spare light bulbs	All Vehicles	<input type="checkbox"/>	<input type="text"/>
	Flashing beacon (or in-built flashing lights)	All Vehicles	<input type="checkbox"/>	<input type="text"/>
	Front-positioned Class VI mirror (or front-view camera)	HGV	<input type="checkbox"/>	<input type="text"/>
	Class V mirror	HGV	<input type="checkbox"/>	<input type="text"/>
	Standard mirror	All Vehicles	<input type="checkbox"/>	<input type="text"/>
	Class IV mirror	HGV	<input type="checkbox"/>	<input type="text"/>
	Fresnel lens	HGV	<input type="checkbox"/>	<input type="text"/>
↓ <b>OR</b> ↓				
	Rear-facing camera (can substitute a Fresnel lens)	HGV	<input type="checkbox"/>	<input type="text"/>
	Side scan detection system (in working order)	HGV	<input type="checkbox"/>	<input type="text"/>
	Audible external alert (on engaging left-turn indicator)	HGV	<input type="checkbox"/>	<input type="text"/>

*Sealed light units exempted*

*Only applicable within an operational area*

*Safer Lorries Scheme exemptions apply*

CHECKED BY (PRINT NAME):

VEHICLE COMPANY FORS ID

Appendices

Registration Number:  
HGV/VAN/MINIBUS/PCV:

Date:

DRIVER'S NAME AND TRAINING ID:



Side under-run guards (both sides)

HGV

--	--



Pedestrian warning sign (both sides)

All Vehicles

--	--



Rear (near side) cyclist warning sign (clearly seen)

All Vehicles

--	--



Reversing alarm Or Camera Or Sensor

All Vehicles

--	--



Reversing camera

HGV

--	--

*For artics, camera on rear of tractor unit or trailer*



Rear (off side) sign stating overall vehicle length

Artic Only

--	--

Lights



Head & tail \_\_\_\_\_  
Stop \_\_\_\_\_ All  
Indicators \_\_\_\_\_ Vehicles  
Hazard \_\_\_\_\_




Max passenger allowance sign in cab

PCV including minibuses

--	--



Rear-view mirror (where applicable)

All Vehicles

--	--



Seat belts

All Vehicles

--	--

CHECKED BY (PRINT NAME):

Vehicle & Driver Safety  
Guidance for Compliance Checking

VEHICLE COMPANY FORS ID

2150-TDWAY-TTTUN-425-YT-PP-100006

## Appendix F: Performance indicators


- A.1.1 Number of vehicle movements to the worksite or working area:
  - total (daily and monthly)
  - by vehicle (by type/size/age)
  - by origin and destination
  - by type of materials.
- A.1.2 Vehicle mileage for site journeys:
  - a. total (monthly)
  - b. by vehicle (by type/size/age)
- A.1.3 Level of vehicle fill (load vs. capacity in weight or volume):
  - a. for each delivery/collection
  - b. percentage of material removed by road
- A.1.4 Efficiency savings.
- A.1.5 CO2 calculation.
- A.1.6 Local recorded air quality emissions at key locations on the worksite and/or working area access route, where available:
  - a. NOx records
  - b. Particulate matter smaller than 10 micrometres.
- A.1.7 Delivery/collection/timing accuracy compared to planned schedule times.
- A.1.8 Breaches and complaints received:
  - a. vehicle routing
  - b. unacceptable queuing
  - c. unacceptable parking
  - d. late arrivals
  - e. Non-booked deliveries.
- A.1.9 Logistics accreditation:
  - a. record of Supplier FORS memberships
  - b. Low Emission Zone (LEZ) compliance
  - c. Contractual conditions compliance with respect to lorry management requirements.
- A.1.10 Safety:
  - a. total number of vehicle and driver hours on the Contract
  - b. number of vehicles not allowed on the Worksite and/or Working Areas due to non-compliance with Project safety requirements

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- c. Number of accident free driver hours.
- A.1.11 Effectiveness of waste plan:
- a. % recycled inputs
  - b. % materials reused on site
  - c. % recycled outputs.
- A.1.12 Assessment of cost implications:
- a. material losses and waste
  - b. Transport delays/issues.

## Appendix G: Tideway vehicle identifiers



Tideway

bam  
MORGAN  
Balfour Beatty


**TRANSPORTING  
HEAVY GOODS  
TRANSFORMING  
THE RIVER THAMES**

Driving on behalf of:

**C405**

For more information call:  
**08000 30 80 80**

[www.tideway.london](http://www.tideway.london)    [helpdesk@tideway.london](mailto:helpdesk@tideway.london)



Tideway

ferrovial  
signature

**TRANSPORTING  
LIGHT GOODS  
TRANSFORMING  
THE RIVER THAMES**

Driving on behalf of:

**C410**

For more information call:  
**08000 30 80 80**

[www.tideway.london](http://www.tideway.london)    [helpdesk@tideway.london](mailto:helpdesk@tideway.london)