



IRISH CONCRETE FEDERATION

DRIVER'S HANDBOOK



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Disclaimer

This Driver's Handbook has been prepared by the Irish Concrete Federation in consultation with its members and with technical assistance from the Transport Committee and the Federation's consultant Michael Joyce.

Every care has been taken to ensure that the information contained herein is correct and accurate at the date of publication. However, the Irish Concrete Federation Ltd and/or its Associates cannot accept any responsibility or liability for any errors, inaccuracies or omissions which may have occurred inadvertently.

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President's Message

As President of the Irish Concrete Federation, I am very pleased to welcome the publication of this Driver's Handbook.

Transport is a vital component of the concrete and quarrying industry, providing an essential link in the supply chain to building and construction projects throughout the country. The key objective of any transport operation is to provide an efficient supply of materials throughout the production and distribution process, while always ensuring full compliance with traffic legislation and the highest standards of road safety.

This latest document follows on from the previous ICF publication 'Code of Practice for Transport Operations', which was designed to educate all concrete industry transport operators in how to meet their legal obligations.

The driver is at the centre of our industry's transport operations and is the front line representative of our industry on the road. This new document is aimed specifically at our industry truck drivers, offering a valuable resource to enable them to perform their functions to the very highest standards. It will also be of great benefit to those involved in driver training.

Guidance is given to drivers on how to comply with all traffic legislation in delivering materials from quarries, pits and concrete manufacturing plants. The Driver's Handbook also includes advice on coping with variable driving conditions, traffic and other hazards likely to be encountered whether on the public roadway or on a construction site.

In setting out the duties and responsibilities of truck drivers, this document is written in a clear manner and with practical information and helpful advice. It includes a glossary, references and list of useful websites, and therefore provides a comprehensive source of information for all industry participants.

The publication of this excellent document is another demonstration of the commitment of the ICF to raising the standard of operations throughout our industry. On behalf of all the members, I wish to acknowledge the valuable work of all those involved in its preparation.

Alan Haugh
President

Introduction

In preparing a drivers handbook it is clear that the impact of legislation is very significant. Almost every aspect of the business from vehicle weights and dimensions to driver licensing, vehicle maintenance and roadworthiness tests governed by legislation.

While this handbook will cover the legislative aspects, the overall objective is to provide guidelines and procedures that will facilitate a safe and efficient operation and will provide all involved with the necessary information to comply with best practice.

Another unique aspect of this business is the amount of specialized equipment for product handling which is carried on the vehicle such as cranes, compressors, mixer drums, and hydraulic and tipping gear. The driver, in addition to being competent at the basic skills of driving a heavy goods vehicle, must also be trained and in some cases certified to operate specific equipment such as forklift trucks and to deliver dangerous goods such as bitumen.

This handbook aims to cover all aspects of the operations of ICF member companies. Some of the sections such as driving, legislation and health and safety will be common to all operations. In addition, the handbook has sections dedicated to individual operations such as cranes, tipping, and concrete mixers.

The Federation would like to thank the following for their contribution to this publication:

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Michael Joyce, Technical Consultant.

1. Driver

The driver is a key person in the transport operation. This handbook sets out clear criteria and standards in relation to drivers.

As the vehicle used for the transportation of concrete products usually carries the equipment for off loading the product such as a crane or tipper body, the driver should have received training and certification (if required) in the operation of this equipment.

Documents

Licence; drivers should be in possession of the appropriate driving licence for the vehicle they are using. Drivers should carry the licence with them at all times. Should a driver have his licence endorsed or accumulate penalty points under the Road Traffic Acts he should inform his Transport Manager or Supervisor.

Safe Pass; drivers making deliveries to building sites must be in possession of a current "Safe Pass" as required by SI 504 of 2006 (Safety, Health and Welfare at Work (Construction) Regulations).

Where relevant the driver should carry an ADR certificate.

The driver should ensure that he has inserted a chart in the tachograph head and has filled in the necessary detail. If the vehicle is fitted with a digital tachograph, the driver should be in possession of a card issued by the Department of Transport. This card should be inserted in the digital tachograph. Compliance with tachograph regulations is covered in section 3 - Legislation.

If the vehicle is owned and operated for "hire and reward", then the owner must be in possession of a road freight licence and each individual vehicle must display the appropriate disk (Reference – Road Transport Act 1999 Section 5).

Medical

Drivers should be medically fit to perform their duties.

Drugs and Alcohol

Drivers should be aware that under the Road Traffic Act 2006 Gardai have



the power to carry out "Mandatory Breath Testing". Drivers who are stopped at a checkpoint are required to provide a breath sample and if their blood alcohol levels exceed the legal limit they face disqualification from driving.

Ensure compliance within the law.

Many member companies operate a drug and alcohol policy, which prohibits employees from presenting themselves for work when under the influence of drugs or alcohol. As drivers of heavy goods vehicles on the public road, it is mandatory that drivers should not be under the influence of drugs or alcohol as required by Section 13 of the Safety, Health and Welfare at Work Act 2005.

Legal Compliance

Drivers should familiarize themselves with the Rules of the Road and ensure that they are fully knowledgeable with all relevant aspects. A copy of the revised Rules of the Road should be carried in every vehicle.

Driving Standards

The driver is the representative of the industry on the road and his/her behaviour is therefore very important. While observance of the law is the first duty, safe and courteous driving displays an understanding of the needs of other road users. The following guidelines should be observed:

- Avoid unnecessary use of the horn.
- Allow adequate space for other users.
- Do not drive too close to the vehicle in front.
- Watch out for pedestrians and young children crossing when traffic is stopped (use your fish eye mirror before moving off).

- Watch out for pedal cyclists when making left turns. Continuously check your mirrors and stop if you have lost sight of a pedal cyclist.
- When reversing, ensure that the area behind you is clear. Use your reversing camera (if fitted). If you cannot see get out and check. Where possible get a competent person to assist you and ensure that they remain in your vision.
- Do not increase your engine speed as the lights are about to change.
- Maintain good lane discipline.
- Position yourself in the correct lane when approaching a junction or roundabout.
- 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.



Always check your mirrors.

Driving Conditions

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

Traffic Conditions

Traffic conditions can vary from hour to hour, day to day, week to week and from town to town. The driver must be aware of this and adjust their driving and attitude to suit these conditions. The irritations of traffic and the bad behaviour of other drivers on the road must be accepted as part of the normal driving job.

Children and Pets in Vehicles

Children and pets should never be carried in the cab.

Personal Safety

Drivers shall ensure that:

- A seat belt (when fitted in the vehicle) shall be worn at all times (this is a legal requirement – SI 240 of 2006).
- The cab is kept in a clean and tidy condition as loose equipment can be a hazard in the event of an accident.
- A handheld phone or other handheld communication equipment may not be used while driving. This is now an offence and drivers using handheld phones may incur two penalty points on their licence. The definition of 'holding a mobile phone' covers holding it by hand or supporting it with some other part of the body. The definition prohibits the practice of cradling a mobile phone in the nook of the neck and shoulder. (Road Traffic Act 2006). Guidelines on the use of mobile phones are available on the Road Safety Authority website (www.rsa.ie).

Seat Belts – it's the law



Complaints

Drivers shall report all complaints to their supervisor irrespective of how trivial they may consider the issue. Companies should have a procedure for handling all complaints including those made by members of the public, customers and employees. All complaints should be recorded and investigated and appropriate action taken.

2. Vehicle

Road Safety

Because of the size and weight of the vehicle, the consequences of an accident involving a car, pedestrian, pedal or motor cyclist are likely to have grave or even fatal consequences for the other road user. The driver therefore needs to be extra vigilant to prevent accidents.

Vehicle Specification

Sheeting: where sheeting is required, this should be fitted on the vehicle so that the load can be sheeted and un-sheeted by the driver at ground level.

Load Security: this should be incorporated in the vehicle specification, including items such as side creels for block trucks, headboards, anchorage points and other dedicated load securing mechanisms.

Drivers should ensure that the load is secure before starting their journey.

Vision: as a minimum vehicles should be fitted with mirrors to provide the maximum all round vision, including kerb side and front (fish eye or cyclops) mirrors.

When fitting reversing alarms the wide band low frequency type is recommended as they minimize nuisance

noise emissions.

The installation of reversing cameras is ICF policy and is strongly recommended.



Always check the legal weight of your load.

Vehicle Weights⁽¹⁾

The maximum gross vehicle weight for the most commonly used vehicle combinations in the industry are as follows:

Two axle rigid	18 tonnes.
Three axle rigid	26 tonnes. ⁽²⁾
Four axle rigid	32 tonnes. ⁽²⁾
Five axle articulated combination	42 tonnes. ⁽³⁾
Six axle articulated combination	44 tonnes.

Rigid and trailer Combinations

Three axle rigid and three axle trailer	44 tonnes.
Four axle rigid and three axle trailer	44 tonnes.
Four axle rigid and two axle trailer	42 tonnes.

Notes

- (1) These are maximum weights and there are several conditions which must be met for a vehicle to operate at this weight.
- (2) The maximum weights for the three and four axle rigids are subject to the condition that the weight of either of the drive axles does not exceed 9.5 tonnes. (Reference SI 5 of 2003).
- (3) The maximum gross vehicle weight of five axle articulated combination consisting of a two axle tractor and three axle trailer will revert to 40 tonnes on 31st December 2008.

Overloading:

Vehicles must not be loaded above the maximum weights shown above.

Overloading of vehicles must be avoided for many reasons.

- It causes excessive road and pavement damage.
- It is in breach of Road Traffic law and both consignor and operator may be subject to heavy fines.
- It may impact on vehicle safety.

In addition to ensuring that the vehicle does not exceed the maximum gross vehicle weight, the driver should check that the load is evenly distributed to prevent overloading of individual axles.

The driver should monitor tare weights to ensure that there is no accumulation of product inside mixer drums or bulk tanks which can give rise to overloading.

Exceeding Vehicle Dimensions

Drivers shall ensure that loads do not hang over the edge of the vehicle. They should also ensure when carrying high loads that there is no risk of striking a low bridge during their journey.

Pre operational vehicle check

Before the start of each shift, a driver should carry out a vehicle check to ensure the vehicle is in a road worthy condition. It is recommended that a written record should be maintained.

Use your approach to the vehicle as part of an overall visual inspection:

- Check that the whole unit sits straight and level.
- Note any excessive steering lock applied.
- Any signs of damage including broken lenses.
- Leaks beneath the vehicle.

Then carry out the following external checks:

- Engine oil level and top up as required.
- Coolant level in the header tank and top up as required.
- Windscreen washer level and fill up as necessary.
- Fuel level in the diesel tank and fill up as required remaining beside the vehicle while filling.
- Windows, mirrors, lights, number plates and vehicle markings are clean. Note – as vehicles are operating on building sites, it is mandatory for drivers to ensure that these vital parts of their vehicle are kept clean at all times.



Carry out vehicle check on a daily basis.



Check wheel nuts on a regular daily basis.

Ensure tyres are not damaged, have the correct tread depth and are properly inflated

- Ensure wheel nuts are suitably tightened.
- If the vehicle is an artic, air and electrical connections to the trailer and that the trailer is securely coupled to the tractor.

Enter the vehicle, start the engine and check.

- Operation of lights, wipers, horn.
- Build up of air pressure.
- If any warning lights are flashing.
- Insert a new tachograph chart or the driver's card if you are using a digital tachograph
- Mirror adjustment.

Depending on the operation, the driver should ensure that the product handling equipment is in working order, that there are no air/oil leaks or other malfunctions.

Vehicle Maintenance

While it is the responsibility of the operator to arrange and schedule maintenance, the onus is on the driver to report vehicle defects. This should be carried out either verbally or preferably in writing using the defect reporting system.

Both the driver and the owner can be found guilty of an offence, if a defective vehicle which is a danger to the public is driven in public.

Vehicles and the product handling equipment should be maintained in accordance with the manufacturer's instructions and records maintained.

The maintenance of the product handling equipment requires special expertise. In particular there are safety rules to be observed:

- Ensure that a raised tipper body is supported before working under same.
- Ensure mixer drums are locked to prevent rotation.
- Entry into bulk tankers or mixer drums requires special precautions as outlined in the code of practice for working in confined spaces.

**Never work under
unpropped bodies**

(Source – HSG 144
Health and Safety in
Construction HSE).



Statutory Inspections

Vehicles are subject to the following statutory inspections:

Road worthiness test	Every year
Tachograph	
Inspection	Every two years
Calibration	Every six years
Crane	inspection Every 12 months
Bitumen tankers	
ADR inspection	Every year
Tanks pressure tests	Every three years
Forklifts Inspection	Every 12 months

Vehicle Image

Heavy goods vehicles can be intimidating to many road users so a professional driver will make every effort to minimize the impact. Drivers shall ensure that:

- Vehicles should be kept as clean as possible. A clean vehicle is more pleasing to the eye and much less intimidating. It will also enhance the company image and reassure the public that it is well maintained.
- All lights, number plates, vehicle markings are clean and functional.
- The load is well secured and that material such as sand, blocks or concrete are not likely to drop onto another vehicle or onto public roads.
- When the vehicle has been offloaded there are no concrete fragments remaining on the load deck which could fall off and cause damage to other vehicles e.g. breaking a windscreen.

3. Legislation

3.1 Road Traffic



STOP



NO RIGHT TURN



WEIGHT RESTRICTION

Mandatory Speed Limits

Vehicles are required to obey the local speed limits and the maximum speed for a heavy goods vehicle of 80 kilometers per hour. In addition the law requires that "A vehicle shall not be driven at a speed exceeding that which will enable its driver to bring it to a halt within the distance which the driver can see to be clear." All heavy goods vehicles should have speed limiters which restrict the maximum speed to 90 km/hour.

Yielding Right of Way

Drivers shall give way to traffic on a major road and where a yield or a yield line exists. The vehicle must be brought to a standstill at the stop line if there is one, or if not, before the major road.

Drivers on entering roundabouts and road junctions of equal importance which are not controlled by traffic signs or stop lines must yield right of way to traffic coming from the right hand side.

Left Side Driving

A driver must drive on the left side of the roadway in such a manner as to allow without danger or inconvenience to traffic or pedestrians, approaching traffic to pass on the right and overtaking traffic to overtake on the right.

Overtaking

A driver shall not overtake, or attempt to overtake if to do so would endanger, or cause inconvenience to any other person.

No overtaking is allowed on a roadway with a sign indicating there is no overtaking on that stretch of road.

No overtaking is to be done by a driver unless he sees clearly a portion, sufficiently long and wide, of the road, free from approaching traffic, pedestrians and obstruction, so as to enable him to complete the passing out without danger or inconvenience to other traffic or pedestrians.

A driver must overtake on the right and move back into the left when safe to do so.

Overtaking on the left is permissible:

- If the driver of the vehicle in front has signalled he is going to turn right and the overtaking driver intends to go straight ahead or left after overtaking.
- Where the driver of the overtaking vehicle intends, after having overtaken, to turn left at a road junction and has signalled his intention.
- In slow moving traffic, when vehicles in the traffic lane on the driver's right are moving more slowly than the overtaking vehicle.

Turning at Junctions:

A driver shall (unless a traffic sign requires differently).

- Keep to the left side of the road, if he intends to turn left.
- If he wishes to go right, go to the centre of the road.
- If it is a one way street, keep to the right of the street if turning right.
- It is necessary to give and obey signals and signs.

Reversing

The rules for a driver are:

- To ensure by (sufficient vision etc) that he can reverse without endangering other traffic or pedestrians.
- A driver cannot reverse on to a major road from another road.
- Not to reverse from a place adjacent to a public road save where it is clear to the driver that he would not be a danger to other traffic or pedestrians.
- If relying on signals from another, the driver must be satisfied that the other person has proper vision.

Footpaths

A driver shall not drive a vehicle wholly or partly along or across a footpath except to cross it to get to another place.

Cycle tracks

Vehicles may not be driven along or across a cycle track except for access purposes.

**Roundabouts**

A driver shall enter a roundabout by turning to the left.

Median Strip

Vehicles should not be driven wholly or partly along or across a median strip. A "median strip" means a boundary between two carriageways of a road.

Box Junctions

Yellow Boxes at junctions prevent entry unless the vehicle can clear the area without stopping, except where a driver enters the junctions cross hatched area to make a right turn. It does not matter if the junction has traffic lights or other signs.

Traffic Lights

Red lights

- If a light is red, the driver must stop at the lights or the stop line or at the sign if there is no line.

Amber Lights

- If a non-flashing amber, then the driver must stop at the lights or stop line or the sign if there is no line, unless the vehicle is so close to the line that it cannot stop safely at the line.
- If it is a flashing amber light the driver can proceed beyond the stop light or sign but must yield to crossing pedestrians.
- Where the traffic lights have an advance yield sign or line or both, then when the amber light at the lower level of the lights is illuminated on an intermittent basis, a driver may proceed past the traffic light subject to obeying the Yield Right of Way Rules.

Green Lights

- If green, the driver may proceed past the light provided no other road user is endangered and the Yield Right of Way Rules and Box Junction Rules are complied with.
- If an arrow is green, then the driver may proceed as the arrow directs.



Motorways

A driver on the motorway shall not:

- Drive against the traffic flow.
- Drive on or across any part of the motorway which is not a carriageway except for any part of the motorway providing parking or for services or amenities.
- Stop or park the vehicle on any part of the motorway except any part provided for parking, for services or amenities.
- Drive vehicles with an 80 KPH speed limit (i. e. HGV's) on an outside traffic lane of the carriageway or motorway.

A driver shall not stop or park on the motorway except:

- On any part of the motorway provided for parking, for services or amenities
- When stopped by an obstruction on the carriageway
- When the vehicle is involved in an accident or broken down in either event, or in an emergency or defect the driver is under a duty to get the vehicle off the carriageway to the left and telephone the Gardaí. The vehicle is to be removed and the driver must accept the assistance offered by the Gardaí or Road Authority

Parking

A vehicle shall not be parked:

- On a section of road with double yellow lines.
- Where there is a "No Parking" sign during the period indicated on the information plate.
- Within 5 meters of a road junction.
- On a section of roadway with less than 3 traffic lanes where there is a continuous white line.
- In any place, position or manner that will result in the vehicle obstructing, delaying or interfering with the entrance to or exit from a fire brigade station, an ambulance station or a Garda station.
- In any place, position or manner that will result in the vehicle obstructing an entrance or an exit for vehicles to or from the premises, save with the consent of the occupier.
- With 15 meters on the approach side, or 5 meters on the other side, of a pedestrian crossing or traffic lights.
- On a footpath, a grass margin or a median strip.
- On part of a roadway where casual trading is lawfully carried out, unless the vehicle is being used for the purpose of casual trading.

- In a manner in which it will interfere with the normal flow of traffic or which endangers other traffic.
- At a bus stop.
- In a cycle track.

(Reference SI 182 of 1997).

Mobile phones

It is an offence under the 2006 Road Traffic Act to drive a vehicle whilst using a handheld mobile phone.



Never use a mobile phone when driving.

Penalty points






The Road Traffic Act of 2002 introduced a schedule of road traffic offences, breaches of which can result in an on the spot fine and having ones driving licence endorsed with one or two penalty points. Subsequent legislation has increased the number of offences and further additions may be made in the future. Should a driver decide not to accept the fine, he or she will face prosecution and if convicted may incur additional penalty points. Penalty points remain on the drivers licence for a period of three years. Should a driver accumulate 12 or more penalty points, they will be automatically disqualified from driving for a period of 6 months.

At the time of going to press, the list of offences carrying penalty points are shown in appendix 2.






Stopping distances

The Rules of the Road recommend that a driver should keep a minimum distance of two seconds between their vehicle and the vehicle in front. Many defensive driving experts claim that this distance should be at four seconds. This time is necessary to allow you to perceive and react to what is happening in front of you.

The following tables on stopping distances for cars are taken from the Rules of the Road. Note that the stopping distances for your vehicle may be up to 50% longer

Speed (km/h)	Reaction Distance (m)	Braking Distance (m)	Total Stopping Distance (m)
	5.5	5.3	10.8
	9.2	14.8	24.0
	11.0	21.4	32.4
	14.7	38.0	52.7
	18.3	59.4	77.7

Total Stopping Distances for cars under normal Conditions. Note trucks may take up to 50% longer

Speed (km/h)	Reaction Distance (m)	Braking Distance (m)	Total Stopping Distance (m)
	5.5	9.4	14.9
	9.2	26.1	35.2
	11.0	37.5	48.5
	14.7	66.7	81.4
	18.3	104.3	122.6

Total Stopping Distances for cars under Wet Conditions

3.2 Tachographs

Duties of drivers

Analogue Tachographs

Drivers shall:

- Use the record sheets every day on which they are driving starting from the time they take over the vehicle.
- Ensure that the time recorded on the sheet agrees with the official time.
- Enter the following information on each record sheet:
 - Their surname and first name.
 - The date and place where the use of the sheet begins and the date and place where the use of the sheet ends.
 - The registration number of the vehicle.
 - The odometer reading at the start of the first journey and at the end of the last journey recorded on the sheet.
- Operate the mode switch mechanisms so that the following periods of time can be recorded separately:
 - Driving time.
 - All other periods of work.
 - Periods of availability.
 - Breaks and other daily rest periods.
- Be able to produce record sheets for the current week and for the previous 28 days on which they drove, when requested to do so by an authorized inspecting officer.
- When the recording mechanism is out of order, mark the on record sheet with all the information for the various periods of time which is not recorded correctly by the equipment.

Digital tachographs

Drivers shall:

- Be in possession of a drivers card (available from the Department of Transport) which shall be inserted in the digital tachograph.
- Either download data from the driver card every 21 days and retain the data for 1 year for inspection by the authorized officer or
- Return the data to his or her employer for downloading and retention.
- Print off details from the digital tachograph when switching between vehicles with analogue and digital tachographs.

Details of the driver's hourly regulations are set out in Appendix 1.

3.3 Working Time Directive

In January 2006 the Working Time Directive became law. The main provisions are:

- The average working week may not exceed 48 hours.
- The maximum working time in any day shall not exceed 12 hours.
- A driver is entitled to a break of 30 mins after 6 hours work and of 45 minutes after 9 hours work.
- A period of availability is defined as "any period during which the mobile worker is not required to remain at his or her workstation, but is required to be available to answer any calls to start or resume driving or to carry out other work, including but not limited to periods during which the mobile worker is accompanying a vehicle being transported by a ferry or by a train as well as periods of waiting at frontiers and those due to traffic prohibitions."
- Breaks and periods of availability, which specifically include time spent waiting to load and unload do not count as working time.
- Records of periods of availability shall be maintained.

4. Health and Safety

The Safety, Health and Welfare at Work Act 2005 requires the employer to ensure in so far as is reasonably practicable, the safety, health and welfare at work of their employees.

The duties of the employer include;

- The management and conduct of work activities.
- Preventing improper conduct or behaviour.
- The design, provision and maintenance of (i) safe workplaces (ii) safe means of access to and egress from the workplace and (iii) safe plant and machinery.
- Ensuring safety and the prevention of risk from any of the substances or articles, from noise, radiation or other physical agents at the place of work.
- Providing safe systems of work.
- Providing adequate welfare facilities.
- Provision of adequate instruction, training and supervision and any necessary information.
- Preparing risk assessments and safety statements that take account of the general principles of prevention.
- Provision and maintenance of suitable personal protective equipment where risks cannot be eliminated or where such equipment is prescribed.
- The preparation and where necessary revision of adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent danger.



- To report accidents and dangerous occurrences to the Health and Safety Authority as required under the General Application Regulations.
- To obtain where necessary the services of a competent person to assist in ensuring the safety, health and welfare of the employees.

The duties of employees are to;

- Comply with safety and health legislation both in the 2005 Act and elsewhere.
- Take reasonable care to protect their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work.
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety or that of any other person.
- Co-operate with their employer or any other person, as necessary, to assist that person in complying with health and safety legislation as appropriate.
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay which could endanger an other person at work or their safety, health and welfare.
- Where safety and health training related to a particular task is required by the employer or by safety and health legislation, attend and undergo as appropriate any reasonable assessment required by their employer.
- Taking account of the training and instruction given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work for their protection.

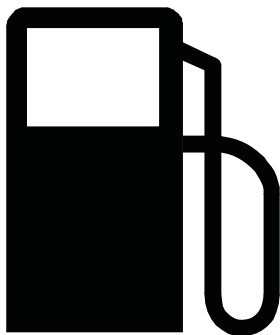
Compliance with health and safety legislation is considered to be the minimum standard of operation. This handbook sets out best practice for management and drivers. In the sections covering the specific operations such as mixer trucks, crane and tipper operation detailed guidance is provided particularly for the driver on all aspects of health and safety as it impacts on their operation.

Training is a key aspect of ensuring a safe operation and this code of practice will become part of driver training in the future.

5. Environment

The Aggregate and Concrete Products Industry is committed to achieving high environmental standards in its transport operations.

Fuel and fuel storage



Fuels and Oils

When filling the vehicle with diesel, the driver should ensure that:

- It is not overfilled.
- There is no spillage of diesel.
- The dispensing nozzle is replaced securely.
- The cap on the diesel tank is fitted tightly so that there will be no spillage on the road.
- Stand by the vehicle at all times during fuelling.

Likewise when topping up engine oil, care should be taken not to overfill and to replace fill caps securely.

Drivers should refer to the material safety data sheets for the fuels and lubricants provided by the supplier.

Leaks

Drivers should report all fuel and oils leaks to their Transport Manager/Supervisor immediately and have them repaired. All spills must be cleaned up immediately with suitable material which is disposed of correctly, in compliance with relevant regulations.

General Transport

Traffic – vehicle traffic in and out of operations and through minor or congested roads can be disturbing to the local community. Routing of vehicles should be carried out in an environmentally sensitive way and in compliance with any relevant planning requirement and drivers should observe the instructions given in this regard.

The following measures should be taken to minimize the impact of traffic on the local environment

- Vehicle cleanliness: – vehicles should be washed regularly; the frequency will depend on the weather, and should always be in a clean condition.
- Road cleanliness: – drivers should ensure that vehicles leaving their operations are effectively cleaned, by an appropriate means including wheel washing facilities, if necessary to prevent the spread of dust and aggregate on to the public highways.
- Sheeting and Load Security: - drivers should ensure where appropriate that loads of finer materials leaving operations are properly loaded, trimmed and sheeted to prevent dust (< 5mm) or any part of the load causing a hazard to the public. Alternatively the spraying of loads can be used to dampen dust and reduce dust blows from an open truck.

Waste oil and other waste materials such as batteries, tyres and filters arising from vehicle maintenance should be recycled. Spill kits should be provided in garages and areas where oils are stored and handled. Oil and fuel leaks which occur as a result of breakdowns or accidents or component failure should be cleaned up and any material such as oily rags disposed in compliance with the hazardous waste regulations.

Surplus Concrete Returns

- Mixed concrete: mixed concrete has a very short shelf life and must be used while in a workable state, generally within two hours of production.
- Returned concrete may be outside the optimum workable state when it is returned to the supplier and therefore cannot be re-directed to another customer.
- Environmental legislation demands the careful management, recycling and/or disposal of this product.
- Where the customer cannot take all the product ordered, the driver should contact his supervisor to get instructions on how to handle the surplus product before leaving the customers site.

Cleaning of Mixer Chutes

Most sites allow drivers to wash down chutes after delivery. Drivers should ensure that all waste water arising from the cleaning remains on site and does not flow onto the roadway or into site drains.

Blocks, Tiles, Pipes, Precast

Drivers should return all rejected material to the depot from where it was dispatched.

6. Specific Operation



Most of the operations covered in this section involve deliveries to construction sites. There are many hazards on sites of which drivers must be aware and should exercise due care so as not to injure themselves or other site workers.

General Site Rules

On arrival a driver should note and observe the site rules in relation to safety equipment, speed limits and other relevant issues.

Electricity

Contact with overhead power lines can result in fatal electrocution or breathing/heart failure. This is a particular hazard for tipping vehicles, concrete pumping vehicles, concrete mixer trucks with conveyors and truck mounted cranes.

Drivers should always check for overhead power lines and should not work within 6m (20 feet) of overhead cables, unless in controlled circumstances, under the guidance of a Site Supervisor.



Always use your safety equipment.

Unstable/Uneven Ground

- Vehicles can overturn with the risk of serious or fatal injury if driven or operated on unstable ground.
- Drivers should visually check the ground conditions and if in doubt contact the site manager or their company supervisor.
- Drivers should be aware of the limitations of their vehicle and the risk of overturning.



Take special care when leaving cab.

- Special care should be taken during tipping/moving on wet or steep roads and when operating near pedestrians or excavations.

Slips, Trips and Falls

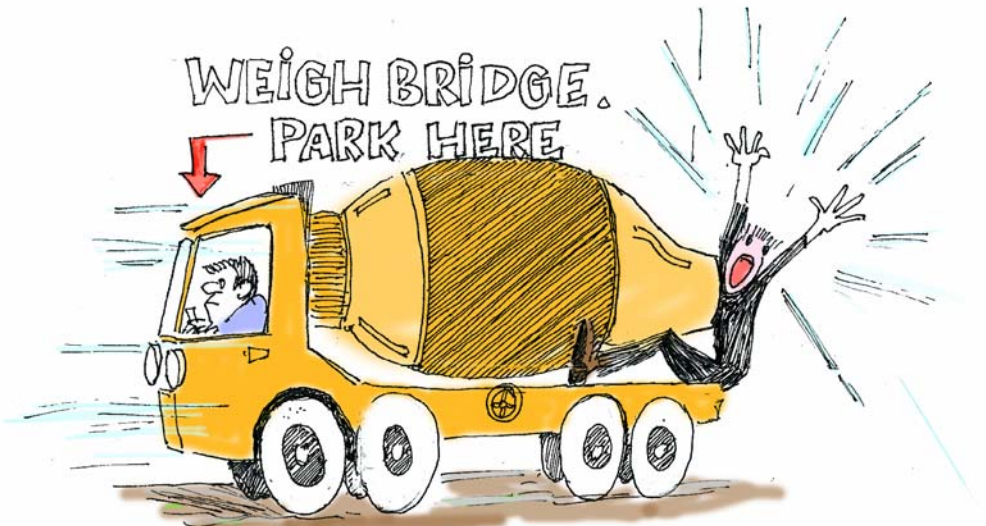
Building sites are often uneven and may present a hazard to a driver working there. Drivers should be aware of these hazards and take due care.

Vehicle Collision

Every year there are many accidents where workers on site are injured or killed as a result of being struck by a vehicle. Drivers should observe speed limits and traffic routes on sites. They should watch out for other workers on sites and should also take care of their own safety from other site traffic. Drivers should position their vehicle on site so as not to cause a hazard.

Traffic Management

Vehicles should not be parked so as to present a hazard to other parties on a site. Drivers shall comply with the traffic management system in place, especially when queuing to offload on the public road. Where it is necessary to discharge while parked on the public road suitable precautions should be taken with the use of cones or tape to alert other vehicles to your presence. Ensure that traffic lanes are adequately protected by the contractor. Use hazard warning flashers.



Always watch out for pedestrians when reversing.

Personal Protection Equipment (PPE)

Drivers shall wear the basic safety equipment at all times on site – high visibility vest, safety footwear and helmet. Additional safety equipment such as ear or eye protection may be required on some sites. (As required by Section 13 Safety, Health and Welfare at Work Act 2005).

Product Safety

Drivers should read the relevant material safety data sheets and be aware of any hazards associated with the product they are transporting. The data sheets provide specific information on protective clothing and first aid.



6.1 Concrete Mixer

Loading:

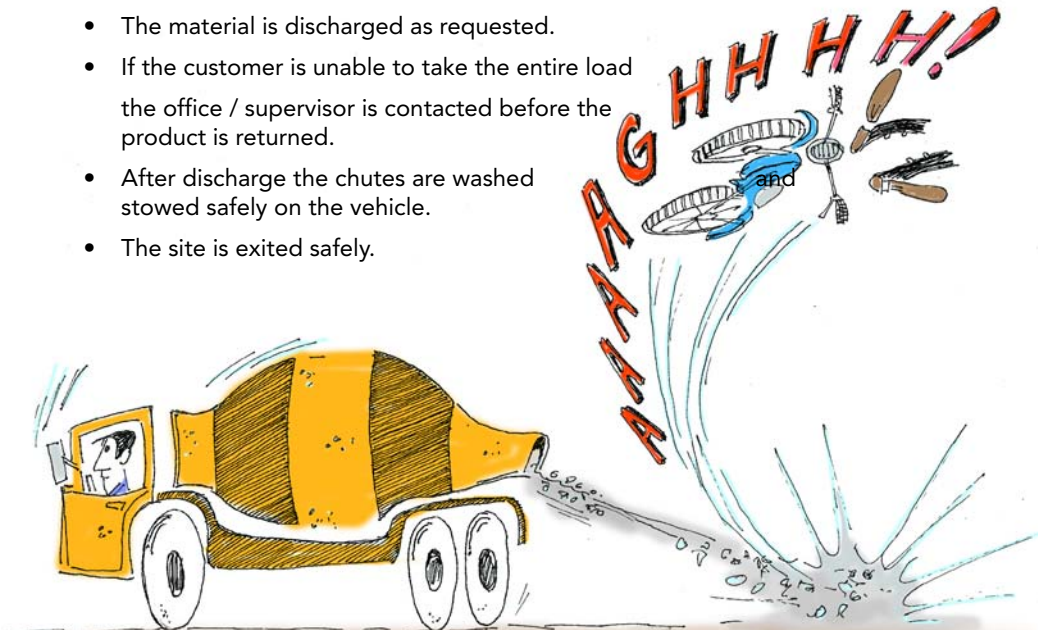
The driver shall ensure that;

- The drum is not overloaded / overfilled.
- The water tank has sufficient water for cleaning after discharge.
- The intake hopper and chutes are washed down and clean before leaving the batching plant area.
- The chutes are stowed safely on the vehicle.

Discharge:

The driver shall ensure that;

- The appropriate PPE is worn on site.
- He / She checks in with the site manager / supervisor.
- The site traffic management system is observed.
- The ground is checked for stability.
- He / she does not permit any other person to lower the discharge chutes or operate the controls.
- The material is discharged as requested.
- If the customer is unable to take the entire load the office / supervisor is contacted before the product is returned.
- After discharge the chutes are washed and stowed safely on the vehicle.
- The site is exited safely.



Don't overload Readymix truck. Don't spill product on the public road.

Conveyor Mixer Trucks:

If the truck is fitted with a conveyor belt it must be operated by a competent driver who shall ensure that;

- The conveyor belt is not operated within six meters (20 feet) of overhead cables.
- Pedestrians / other vehicles must be kept clear of the working range of the conveyor belt.
- The conveyor must never be operated over site personnel.
- When operating through an opening a competent banksman is supplied by the contractor.

Product Safety:

- Fresh mortar and concrete contain cement and water which results in an alkaline solution being produced.
- Prolonged skin contact with wet mortar or concrete may result in cement burns. The abrasiveness of the constituents may aggravate the effect.
- Material Safety Data Sheets are available for these products at the office of the material supplier.



6.2 Mortar

Silo Delivery

The driver shall ensure that:

- The appropriate PPE is worn.
- The site traffic management system is observed.
- The ground has been prepared and is suitable to erect the silo.
- There are no overhead cables within 6m (20 feet) of the silo base.
- The stabilizers on the vehicle are extended.
- The silo is carefully removed from the vehicle and erected on site.
- The stabilisers are retracted.
- The site is exited safely.



Silo Removal

The driver shall ensure that:

- The appropriate PPE is worn.
- The site traffic management system is observed.
- All electrical and water connections have been removed.
- There are no overhead cables.
- The vehicle is positioned as close as possible to the silo.
- The stabilizers are extended on the vehicle.
- The silo is lowered onto the vehicle and secured.
- The stabilisers are retracted.
- The site is exited safely.

Silo Filling

The driver shall ensure that:

- The appropriate PPE is worn.
- The site traffic management system is observed.
- He/she checks in with the site manager or supervisor.
- The vehicle is parked safely. Where possible the vehicle should be parked on the site while observing all site safety rules. If it is necessary to park on the road, ensure that the vehicle is "coned off" and that the site safety personnel provide assistance in directing traffic and pedestrians.
- The hoses are connected to the silo and the filter bag to the vent pipe.
- The compressor is started and the mortar is discharged into the silo.
- He/she stays in attendance at all times to monitor the discharge.
- After discharge, all hoses and equipment are removed and stowed securely on the vehicle.
- The tank has been fully vented.
- The site is exited safely.



6.3 Block Truck Operation

Loading:

The driver shall ensure that;

- He / She stays in the cab while the truck is loaded.
- The load is uniformly distributed and the vehicle is not overloaded.
- Bales of blocks are strapped; any bales with broken / missing straps are rejected.
- The side creels are closed after loading and the load is secure.
- After loading is complete the crane is stowed safely.



Always ensure that your load is secure, it's the law.

Off Loading:

The driver shall ensure that;

- The appropriate PPE is worn on site.
- He / She checks in with the site manager / supervisor and obtains clear instructions on the exact location the blocks should be placed
- The site traffic management system is observed.
- He / she does not permit any other person to operate the crane / controls.
- Blocks are not loaded directly onto scaffolding, unless the scaffolding has a specially designed loading bay.
- A load is not left suspended in the crane.
- The load is not lifted over site personnel.

- The crane is not operated within 6 meters (20 Feet) of overhead cables
- The ground is checked for stability.
- The truck is positioned as close as possible to where the blocks are to be off loaded.
- Both stabilisers are extended and the stabiliser pads are fitted under the legs as required.
- The side creels are lowered.
- The operating position for the crane is accessed safely using the ladders and steps provided.
- There are no personnel within the working area of the crane, if necessary seek assistance from the Site Manager / Supervisor.
- When off loading is complete, the crane is stowed safely, the stabilisers are retracted, the stabilisers pads are stowed and the side creels are closed.
- The site is exited safely.



**ALWAYS ADVISE NEAREST ESB
OFFICE BEFORE WORKING NEAR
AN ELECTRIC LINE.
IF YOUR MACHINE CONTACTS AN ESB
LINE JUMP CLEAR AND
KEEP OTHERS AWAY.**



General Safety – Blocks Trucks:

The crane should never be used for lifting personnel.

The vehicle should never be driven with the crane in the raised position.

Strapping on bales of blocks and bricks is only designed to facilitate handling during manufacture and should not be relied upon to provide stability during transport, site handling or storage.

6.4 Black Top



Always check behind your truck for fellow workers when reversing or tipping loads.

Loading

The driver shall ensure that:

- The load is uniformly distributed.
- The load is covered and tied down securely.
- The vehicle is not overloaded.

Product Safety

- Hot bituminous materials may burn skin.
- Fumes from hot bituminous materials may be a risk to health with prolonged inhalation in confined spaces e.g. tunnels. Adequate ventilation must be provided in enclosed areas.

Discharge

The driver shall ensure that:

- The appropriate PPE is worn.
- The site traffic management system is observed, including one way traffic lights or other stop – go systems.
- He/she watches out for any overhead cables –the vehicle should not be tipped within 6 m (20 feet) of overhead cables.
- Special care is taken when tipping/moving on wet or steep roads and when operating vehicles near pedestrians or excavations.

When requested to reverse slowly to the spreader, once contact is made with the rollers on the spreader, the vehicle is stopped and the tailgate released. This opening of the tailgate should be done from the side of the vehicles to reduce risk of operators been run over or crush type injuries associated with this activity.

- When a signal is received from the operator controlling the operation, he/she starts to tip the load.
- The gear lever is put into neutral, the handbrake is released and the vehicle is allowed to be pushed along by the spreader.
- He/she is ready to stop the vehicle at all times with the footbrake.
- He/she watches out for instructions from the operator in control.
- Once the load is discharged, the body is lowered and the tailgate is closed.
- Any surplus material is discharged at the designated area on site.
- The site is exited safely.

Note: Drivers should be aware of the limitations of their vehicle and the risk of overturning.

Note: Beware of any cables running parallel to the area being paved.

6.5 Tipper Operation



Loading:

The driver shall ensure that;

- The truck body is inspected for any material sticking in the corners that could cause instability when the vehicle is tipped.
- The tail gate is securely closed.
- He / She stays in the cab while the vehicle is being loaded.
- The load is uniformly distributed and the vehicle is not overloaded.
- The load is sheeted if required. This should be done from ground level and should not require the driver to climb onto the vehicle.

Unloading:

The driver shall ensure that;

- The appropriate PPE is worn on site.
- He / She checks in with the site manager / supervisor and obtains clear instructions on the exact location where the load should be placed.
- The site traffic management system is observed.
- The ground is checked for stability, and that it is firm and level
- Overhead cables are not present in the tipping area. The body is not tipped within 6 M (20 Feet) of overhead power cables.
- The truck is positioned as close as possible to where the load is to be tipped, all wheels are straight.



Always check that the ground is stable & safe before tipping your load.

- If the vehicle is an artic, the tractor unit is in line with the tipping trailer.
- The handbrake is applied, the cover if fitted is removed and the tail gate is opened.
- All personnel are clear of the tipping area.
- He / She returns to the cab and raises the body.
- If the load sticks or "hangs up / freezes" the body is lowered to enable the material to be loosened manually. The vehicle should not be shunted backwards and forwards with the body raised.
- If there is a danger of the vehicle overturning, the body is lowered immediately and the cause investigated
- The vehicle should only travel a few meters forward with the body raised to allow the material to discharge completely.
- Once the material is discharged, the body is lowered completely before moving off.
- The tail gate is closed securely.
- The site is exited safely.

General Safety – Tipper Trucks:

Drivers should be aware of the limitations of their vehicle and the risk of overturning.

The vehicle should never be driven with the body in the raised or partially raised position.



6.6 Precast Concrete



Loading

In many cases vehicles carrying precast concrete will exceed the maximum allowable vehicle weights and or dimensions and permits will be required to transport the products to their destination.

Maximum allowable dimensions:

Width: the maximum width of an overhanging load is 2.9 m and the maximum projection on either side of the vehicle is 305mm.

Length: the load on a vehicle must not project more than 3 m beyond the rearmost point of the vehicle or trailer. If the load projects more than 1m, a warning device must be carried.

Height: while there is no maximum height for vehicles, where the load is of exceptional height, the company should survey the route to be taken to ensure that there are no low bridges or that the load will come in contact with overhead cables.

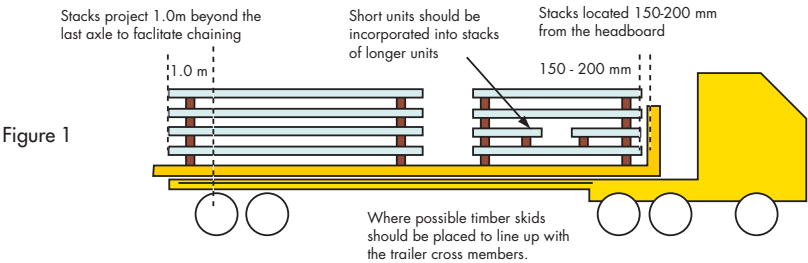
The maximum vehicle weights are given in Appendix 1 and there are no allowances in addition to the weights given.

Where drivers have to climb onto loads to attach or remove chains or slings, suitable protection against falls should be put in place as required by Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007 (SI 299 of 2007). Drivers should take particular care when working on trailer decks.

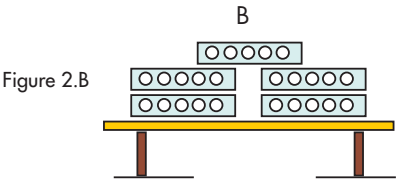
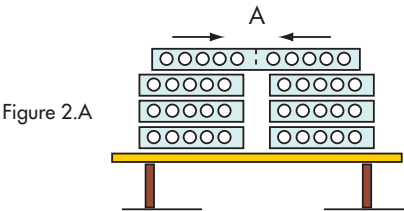
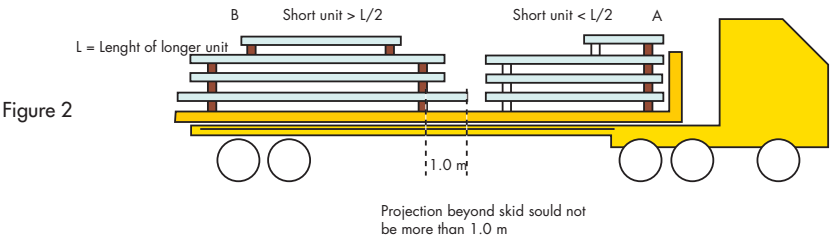
Load Security

The load should be secured using chains and tensioners, while ensuring that the precast product is not damaged or stressed. The load security should be checked during the journey. Drivers should ensure that all chains, tensioners and strapping are secure and do not pose a risk to other road users.

Guidance on the Loading of Precast Concrete Units



Stacking of Shorter Units



Offloading

In some cases a forklift is carried on the back of the vehicle for off loading material.

The driver should ensure that the area is suitable for operating the forklift. The driver should be trained and certified to operate the forklift.

In many cases, offloading requires a crane. Care should be taken when attaching slings to either use the "lifting eyes" which have been designed into the beam or to ensure that the beam is not stressed or damaged as a result of lifting.

Product Safety

- Concrete beams may be abrasive.
- Beams may have projecting steel.

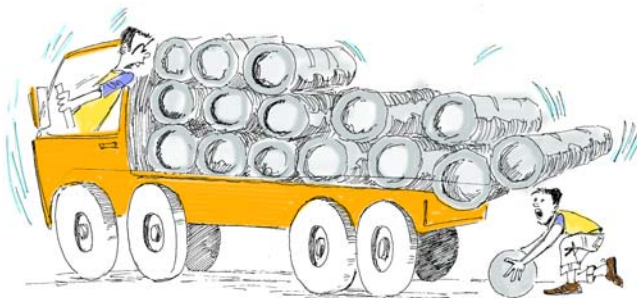
6.7 Pipes



Loading

The driver should ensure that:

- The load is uniformly distributed.
- The pipes are not overhanging the sides of the vehicle.
- The pipes have not been damaged during loading.
- The pipes are secured on the vehicle.
- Under no circumstances is the crane to be used for lifting personnel.
- The vehicle is never moved with the crane in the raised position.



Always secure your load, in particular, concrete pipes, before driving off.

Load Security

Pipes 225 – 900 mm diameter:

- Pipes can be loaded in layers, maximum of 3 layers.
- Sufficient wedges of size min. 150 X 100 used to chock pipes.
- Web strapping through each layer fore and aft with double scotches.
- Individual pipes on top layer roped down.



Pipes 1050 – 1350 mm diameter:

- Individual pipes secured with webbing strap.
- Protection between pipe and strap.
- Every socket choked with 150mm X 100mm wedge.
- Where practical the load should be in contact with the headboard, i.e. pipes should have a timber scotch at the base of the headwall.



Pipes 1500 – 2400 mm diameter:

- Individual pipes to have a minimum of double webbing straps, fore and aft.
- Chocked with suitably sized wedges fore and aft of individual pipes i.e. four wedges per pipe.



Offloading

Note: The driver should be familiar with the details provided in the material safety data sheet on handling and stacking pipes.

The driver shall ensure that:

- The appropriate PPE is worn.
- The site traffic management system is observed.
- He/she checks with the Site manager or Supervisor and obtains clear instructions on the exact location where the pipes should be offloaded.
- A visual check is carried out to ensure the area where the pipes are being stacked is suitable and has adequate load bearing capacity.

- Pipes are placed well back from the edge of any excavation and at right angles to it to prevent pipes rolling into the trench.
- Pipes in storage are safely chocked.
- There are no overhead power cables in the unloading area. Under no circumstances should the crane be operated within 6m (20 feet) of overhead power cables.
- He/she never attempts to lift pipes whose weight exceeds the safe working load of the crane.
- If working on or near public roads, traffic lanes are adequately protected by the contractor.
- The vehicle is positioned as close as possible to where the pipes are to be offloaded, both stabilizers are extended and stabilizer pads are fitted underneath the legs.
- The operating position for the crane is accessed safely using the ladders and steps provided.
- There are no personnel within the working area of the crane. If necessary, assistance should be requested the Site Manager or Supervisor.
- When the offloading is complete, the crane is stowed safely, the stabilizers are retracted and the stabiliser pads are stowed.
- Under no circumstances is the crane to be used for lifting personnel.
- The vehicle is never moved with the crane in the raised position.

Stacking Heights – the following maximum stacking heights should not be exceeded:

Diameter (mm)	No of Layers
Up to 300	6
300 – 375	4
450 – 600	3
675 – 975	2
1000 +	1

6.8 Bulk Cement



Always ensure that the hose is securely connected before attempting to pressurise the tanks

Loading

The driver shall ensure that:

- The appropriate PPE is worn.
- The safety rail is raised before climbing onto the top of the tanker.
- The tanker has been decompressed.
- The loading hatch (man lid) is opened.
- The appropriate grade of cement is selected and loaded.
- The loading hatch (man lid) is closed securely.
- The vehicle is driven through the wash to remove any cement dust from the vehicle.

Note – it is recommended that a safety rail be provided on both sides of the top of the tanker or other suitable means of fall prevention / fall arrest.

Discharge

The driver shall ensure that:

- The appropriate PPE, including eye and ear protection is worn.
- The silo has the capacity to receive the quantity you are discharging.
- The discharge hose is connected to the outlet pipe on the tanker.
- The storage filtration system is turned on and is working properly.
- If using an electrical motor to operate the compressor, the cable is carefully connected to the socket, the power is turned on and the compressor is started.
- If a donkey engine is being used, the engine and compressor are started.
- The air valves are operated to discharge the product.
- The pressure gauges are monitored to ensure that the pressure does not exceed the safe working pressure.
- At the end of the discharge, that the air pressure in the tanker is released. The vehicle shall not be driven with a pressurized tank.
- He/she stays in attendance at all times during the discharge and is prepared to shut down the discharge in case of emergency such as a full silo or hose failure.

Note: Should a hose burst or blow off, a driver could suffer serious injuries if he/she is not wearing adequate personal protective equipment.

Note on Tanker Pressure Build Up.

There have been a number of incidents where the tanker shell has exploded. Drivers should take the following precautions prior to commencing discharge



Pressure Gauges

Pressure Relief Valve

Pressure Gauges

Check the Pressure Gauges. Ensure that they can be read and are reading accurately. This can be verified by ensuring that the gauge drops to zero when the tanker is empty. If in doubt have the gauges replaced immediately.

Pressure Relief Valves

Pressure test all safety relief valves and ensure that the valve is opening at the maximum safe working pressure. While the maximum safe working pressure is 2 bar for most modern tanks, the test plate should be checked to verify the figure as a different pressure may apply to some tanks.

To test the pressure valve in place, close all valves leading to the tanker except the valve isolating the pressure relief valve (if fitted). Run the compressor and allow the air to build up in the pipeline. Check that the pressure relief valve opens and record the pressure.

If in doubt have the pressure relief valve replaced immediately. **Do not attempt to operate the tanker with a faulty pressure relief valve.**

6.9 Bitumen Operation



**Contact with hot bitumen can cause serious injury.
Always ensure hoses are securely connected.**

Bitumen is classified as a hazardous substance under the Carriage of Dangerous Goods Regulations and is a specialist transport sector. The detailed requirements are set out in SI 405 and 406 of 2006 and ADR. The following is summary of the requirements:

Tractor Unit	ADR inspection (annual)
Tanker	ADR inspection (annual) Tank pressure test (three years)
Equipment	Two fire extinguishers (minimum 12 kg) Two warning triangles Torch Wheel Chock High visibility vest Other equipment as required on the TREM Card
Driver	ADR driver training certificate (renewable every 5 years) Personal protection as required

Vehicle Marking Orange plates 99/3257 front and rear
 ADR no 9 diamond and high temperature
 sign on both sides and rear

Documentation Transport document detailing product, quantity,
 consignor and consignee
 TREM Card: provides details of actions in the event
 of an emergency

Bitumen is hazardous, because it is transported at a very high temperature of 180°C and therefore could cause serious burns were a person to come in contact with the material.

Loading

Loading is carried out at the bitumen terminal. The practice will vary depending on the terminal from where the driver carries out the loading himself to where terminal staff do the loading. If the driver is required to carry out the loading, he will receive training from the terminal on the procedures.

Before leaving the bitumen terminal, the driver should ensure that:

- The correct grade of bitumen has been loaded.
- All man lids and outlet valves are closed.
- The vehicle is marked and placarded in accordance with the Regulations.
- The equipment on board – fire extinguishers etc are in order.
- He/she has the necessary documentation.

Offloading

The bitumen storage facility should ensure that:

- There is an emergency shower in operational condition within a maximum of 20m of the discharge point.
- There is sufficient ullage in the tank to take the load being delivered plus 10%.
- The tank fill pipe is identified with a grade tag.

The driver should ensure that:

- The appropriate PPE including gauntlets, helmet with visor and neck cape, rubber boots and single piece overalls are worn.
- The vehicle is weighed in (if required).
- The vehicle is parked at the delivery point. The vehicle should be level or sloping towards the rear
- There is unrestricted access around the vehicle and personnel not involved in the delivery should not be allowed within 6m (20 feet) of the area.
- The hose is connected to the receiving tank first and then to the road tanker.
- The outlet valves on the tanker are opened and vent valve or man lid are opened to ensure the tank is suitably vented. Discharge may be by gravity, compressed air or pump.

Note: if the driver has to access the top of the tanker, suitable fall protection should be provided.

- He/she and the receiver should stay in attendance and monitor the delivery from a safe distance.
- If any leak is detected, the discharge is stopped, all valves are closed and the tanker is de-pressurised before any attempt to repair the leak is carried out.
- Under no circumstances should a driver or other person attempt to carry out repairs on a pipe or hose while bitumen is being off loaded.
- On completion of discharge, the delivery hose is disconnected (road tanker end first).
- If the bitumen has been off loaded using compressed air the road tanker is fully de-pressurised before leaving the site.

6.10 Articulated Vehicles



A Jack Knifing truck is dangerous. Ensure A.B.S is properly working.

Articulated vehicles now represent a significant proportion of company fleets, which is partly due to the development of sliding bogies which allow the semi-trailer to be “shortened” for greater maneuverability on sites while operating at the requisite overall lengths to comply with axle spacing to allow operation at maximum gross vehicle limits.

Coupling of Tractor and Semi -Trailer

The tractor and trailer should be compatible to ensure that the braking systems on the tractor and semi trailer will work safely when coupled. The coupling of tractor and semi – trailers has resulted in a number of serious accidents and the driver should observe the following procedure.

- **Uncoupling:** First apply the park brake by pulling the red knob outwards. The spring brakes are now applied, and the driver can continue with normal uncoupling procedures.
- **Coupling:** First check that the spring brakes on the trailer have been applied, i.e. check that the red knob is pulled out. Continue with the normal coupling procedure and having first checked that the tractor's handbrake is applied, push the red knob inwards to release the trailers spring brakes.

Use of Sliding Bogie Trailers.



When the vehicle is on the road, the trailer should be fully extended to ensure compliance with the relevant vehicle weights and dimensions.



The vehicle may be “shortened” to improve maneuverability on site. Drivers should ensure that they follow the supplier’s instructions when extending or retracting the bogie and that the necessary locking pins are in place.

Roll-overs

Research has shown that roll overs of articulated vehicles can occur at relatively slow speeds, particularly on roundabouts. Drivers should take care to ensure that they have reduced their speed sufficiently approaching the roundabout so as to avoid braking when turning.

Braking

Both the tractor unit and semi trailer should be equipped with ABS.

Jackknifing

When the rear wheels of the tractor lock, the tractor swings around rapidly and there is no time for the driver to react to bring the vehicle back to stability. This creates a very dangerous situation. ABS brakes on the tractor unit can prevent jackknifing.

Semi-Trailer Swing

This occurs when the rear wheels of the trailer lock and the semi-trailer swings out. While trailer spin is not as sudden as jackknifing, because the spin out is slower it is potentially very dangerous because the semi-trailer can hit other vehicles. ABS on the semi-trailer alone can prevent trailer swing but cannot prevent jackknifing.

Hence the importance of ensuring that both tractor and semi trailer are equipped with ABS which are in working condition.

6.11 Plant Carriers

The transport of plant and equipment such as road rollers, excavators, black top layers and other equipment usually requires specialized trailers with loading ramps, anchor points and low profile body.

Drivers should ensure

- The gross vehicle weights as specified in Appendix 1, are not exceeded.
- Chains should be provided for securing the equipment.

Load Securing Guidelines

- The front and rear wheels of the equipment should be butted against a bulkhead or against chocks which are secured.
- Lashing chains from the front and rear towing eyes or axles are secured and tensioned to anchorage points on the trailer.
- Ensure trailer flaps (beaver tails) are secured in the upright position.
- Check load after one mile.

Vehicle Height

- The driver shall check the overall height of the vehicle when the plant and machinery is loaded to ensure that it can safely pass under any bridges along the route. He/she should check the Iarnród Éireann Railway Bridge Map to find out if there are any low bridges on route.



Always ensure that your load will safely pass under overhead bridges.

7. Incident Reporting

Drivers shall report all incidents immediately to their Transport Manager or Supervisor. In the event of road traffic accident, drivers are required to provide their name and address, the name and address of the owner of the vehicle, vehicle registration and details of motor insurance to the Gardaí and other party.

Many member companies are putting disposable cameras into vehicles. Drivers should use these cameras to take photographs of any accident. The photographs should record all the relevant detail such as damage to vehicles, position on the road, any relevant signage and any other relevant information. In addition, drivers shall take notes of the details of the accident such as:

- Time and location.
- Name, address and contact number of other party to the accident.
- Name, address and contact number of any witnesses.
- Make a sketch of the accident scene.

Drivers should take all reasonable care to prevent spillages, particularly on bends, roundabouts and slip roads. Should any spillage occur, drivers should report this immediately. The relevant company shall respond promptly and take the necessary remedial action.

On return to the depot drivers should complete an incident report form as per the attached form in Appendix 3.

8. Glossary

ADR – European Agreement on the Transport of Dangerous Goods by Road.

Chock – wedge type device to prevent vehicle from moving.

Gross Vehicle Weight – the weight of the vehicle when laden.

HSA – Health and Safety Authority.

HSE - Health and Safety Executive (United Kingdom).

Manlid – device to close opening on tank e.g. opening for top loading of bulk cement and bitumen tankers.

PPE - Personal protective equipment.

SI – Statutory Instrument.

Side creels – hinged steel gates fitted on block trucks to provide load security for blocks.

Tachograph – in cab device for recording vehicle speed, driver hours and vehicle mode.

Analogue Tachograph – tachograph where the driver inserts a chart to record the data.

Digital Tachograph – tachograph where the driver inserts an electronic card to record the data.

Tailgate – hinged door on the rear of tipper bodied vehicles.

Ullage - unused space available in a tanker.

Vehicle tare weight – the weight of the vehicle unladen.

Appendix 1

Driving Periods, Breaks and Rest Periods

1. Driving without a break

The maximum period of driving without a break is 4.5 hours, after which a break of 45 minutes must be taken. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes, each distributed over the 4.5 hours driving period.

Note; a driver may not carry out other work such as offloading during his break.

2. Daily Driving Period

The daily driving period must not exceed 9 hours, which may be extended twice in any week to 10 hours.

3. Weekly Driving Period

A driver can work a maximum of 6 driving periods in a week. The total driving time if he works 6 periods must not exceed 56 hours.

4. Fortnightly Driving

The total period of driving in any one fortnight must not exceed 90 hours.

5. Daily Rest

In each period of 24 hours a driver must have a daily rest of at least 11 consecutive hours, which may be reduced to not less than 9 consecutive hours not more than 3 times in any one week.

6. Weekly Rest

During each week, a driver must take a weekly rest period of 45 consecutive hours. This may be reduced to 24 hours. Each reduction in the weekly rest period must be compensated by an equivalent rest taken en bloc before the end of the third week.

It is best practice to compensate for any reduction in weekly rest at the end of the second week.

The weekly rest must be taken after no more than 6 daily driving periods.

7. Waiting Time

The time spent waiting for a truck at the start of shift may be considered rest, but it must be included in the total duty period for the shift.

Appendix 2

Penalty Point Offences

Offence	Penalty Points on Payment	Penalty Points on Conviction	Fixed Charge in 28 days	Fixed Charge in next 28 days
Speeding	2	4	€ 80	€ 120
Failure by Driver to comply with front seat belt requirements	2	4	€ 60	€90
Failure by Driver to comply with rear seat belt requirements for passengers	2	4	€ 60	€90
Holding a mobile phone while driving a mechanically propelled vehicle	2	4	€ 60	€90
Dangerous overtaking	2	5	€ 80	€ 120
Failure to act in accordance with a Garda signal	1	3	€ 80	€ 120
Failure to stop a vehicle before stop sign/stop line	2	4	€ 80	€ 120
Failure to yield right of way at a yield sign/yield line	2	4	€ 80	€ 120

Offence	Penalty Points on Payment	Penalty Points on Conviction	Fixed Charge in 28 days	Fixed Charge in next 28 days
Crossing continuous white line	2	4	€ 80	€ 120
Entry by driver into hatched marked area of roadway, e.g. carriageway reduction lane	1	3	€ 80	€ 120
Failure to obey traffic lights	2	5	€ 80	€ 120
Failure to obey traffic rules at railway level crossing	2	5	€ 80	€ 120
Driving a vehicle on a motorway against the flow of traffic	2	4	€ 80	€ 120
Driving on the hard shoulder on a motorway	1	3	€ 80	€ 120
Driving a HGV or bus on the outside lane on a motorway	1	3	€ 80	€ 120
Failure to drive on the left hand side of the road			€ 60	€ 90

Offence	Penalty Points on Payment	Penalty Points on Conviction	Fixed Charge in 28 days	Fixed Charge in next 28 days
Failure to obey requirements at junctions, e.g. not being in the correct lane when driving onto another road	1	3	€ 60	€90
Failure to obey requirements regarding reversing of vehicles e.g. reversing from minor road onto major road	1	3	€ 60	€90
Driving on a footpath, except to access a premises or a place across the road	1	3	€ 60	€90
Driving on a cycle track	1	3	€ 60	€90
Failure to turn left when entering a roundabout	1	3	€ 60	€90
Driving on a median strip e.g. boundary between two carriageways	1	3	€ 60	€90

Offence	Penalty Points on Payment	Penalty Points on Conviction	Fixed Charge in 28 days	Fixed Charge in next 28 days
Failure to stop for a school warden	1	4	€ 80	€ 120
Failure to stop when so required by a Garda	2	5	€ 80	€ 120
Failure to leave appropriate distance between you and the vehicle in front	2	4	€ 80	€ 120
Failure to yield	2	4	€ 80	€ 120
Driving without reasonable consideration	2	4	€ 80	€ 120
Failure to comply with mandatory traffic signs at junctions	1	3	€ 60	€90
Failure to comply with prohibitory traffic signs	1	3	€ 60	€90
Failure to comply with keep left/keep right signs	1	3	€ 60	€90
Failure to comply with traffic lane markings	1	3	€ 60	€90
Illegal entry onto a one way street	1	3	€ 60	€90

Mandatory Court Appearance

Offence	Penalty Points on Conviction	Fine
Driving a vehicle when unfit	3	Court Fine
Parking a vehicle in a dangerous position	5	Court Fine
Breach of duties in a crash	5	Court Fine
Driving without insurance	5	Court Fine
Driver found to be driving carelessly	5	Court Fine

Appendix 3 - A

Driver Incident Report Form

Location of Incident _____ Date/Time _____

Customer _____ Driver _____

Vehicle _____ Product Spillage _____

Weather _____

Type of Incident Personal Injury _____

Road Vehicle Accident _____ Spill _____

Site accident _____ Near Miss _____

Description of what happened _____

Names and Addresses of Witnesses _____

Details of Injuries/Vehicle Damage/ Quantity Spilled, Contaminated

Root Cause of Accident _____

Follow Up Action _____

Follow Up Action Completed _____

Signed _____ Date _____

Use additional sheets and provide sketches and photographs as appropriate.



Appendix 3 – B

Accident Report Form

Date _____ Time of Accident _____ a.m./p.m.

Name _____

Registration No. _____ Vehicle Type _____

Other Party Involved _____

Name _____

Address _____

Registration No. _____ Vehicle Type _____

Valid Tax Disk: Yes ☐ No ☐ Insurance Yes ☐ No ☐

Insurance Co _____ Policy No. _____

Tel No _____

Name of Owner (if relevant) _____

Witness Name, Address and Tel _____

Type of Road:

Main ☐ Secondary ☐ Dual Carriageway ☐ Motorway ☐
 Other ☐ Inside Lane ☐ Centre Lane ☐ Outside Lane ☐

Distance from Kerb of travelling direction to point of impact:

Own Side ☐ Other side ☐
 0 to 1 meter ☐ 1 to 3 meters ☐ over 3 meters ☐

Speed of vehicle:

under 35 kph ☐ 35 to 50 kph ☐ 50 to 65 kph ☐
 65 to 80 kph ☐ over 80 kph ☐

Estimate of other vehicle speed

Were your lights on? Yes ☐ No ☐
 Other vehicle? Yes ☐ No ☐

Did you check your vehicle before starting work? Yes ☐ No ☐
 Were you wearing a seat belt Yes ☐ No ☐
 Was the other vehicle driver wearing a seat belt Yes ☐ No ☐
 Was the other vehicle's passenger wearing a seat belt Yes ☐ No ☐

Injuries

Were you injured? Yes ☐ No ☐ Details
 Your passenger? Yes ☐ No ☐ Details
 Other party driver Yes ☐ No ☐ Details
 Other party passenger Yes ☐ No ☐ Details

Was there an ambulance or doctor present Yes ☐ No ☐

Did the Gardai attend the scene Yes ☐ No ☐ Station

Did you report the accident Yes ☐ No ☐ Station

Did you try to avoid the accident by

Braking Steering Sounding Horn Other

Did the other party try to avoid the accident

Braking ☐ Steering ☐ Sounding Horn ☐ Other ☐

Were your brakes working? Yes ☐ No ☐ Very Good ☐ Fair ☐ Poor ☐

Did you take photographs of the accident scene? Yes ☐ No ☐

Describe how the accident occurred (use additional pages if required).

Provide a sketch of the accident showing:
direction of travel of the vehicles.
point of impact.
position of vehicles after impact.





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