

# Road Transportation Policy

## Objective:

The goal of this Road Transportation Policy is to establish safe and efficient management of road transportation, ensuring the health and safety of all personnel, compliance with regulations, and the proper use of vehicles and equipment.

## 1. Management Responsibility

Management is responsible for overseeing the entire road transportation process to ensure compliance with safety standards, legal requirements, and best practices. Specific responsibilities include:

### – Policy Development & Implementation:

Develop, implement, and review transportation safety policies regularly, ensuring they align with legal and organizational requirements.

### – Risk Assessment:

Conduct regular risk assessments to identify potential hazards related to road transportation and implement control measures.

### – Resource Allocation:

Ensure adequate resources (staff, training, vehicles) are available to maintain transportation safety and efficiency.

### – Monitoring & Compliance:

Regularly monitor and evaluate the performance of the road transportation system and compliance with internal policies, legal standards, and industry practices.

### – Incident Investigation:

Investigate all transportation-related incidents, implement corrective actions, and report findings to senior management for improvement.

## 2. Communication

Effective communication within the organization and with external stakeholders is crucial for safe and efficient road transportation.

### – Internal Communication:

- Implement regular meetings with management and staff to discuss road transportation safety issues, challenges, and performance.
- Use electronic communication tools (emails, company intranet, etc.) to disseminate policy updates, safety alerts, and reminders.

#### – External Communication:

- Maintain open lines of communication with contractors, suppliers, and regulatory bodies regarding road transportation operations and compliance.
- Ensure that all drivers have access to emergency contact information and procedures in case of accidents or unforeseen circumstances.

#### – Feedback Mechanisms:

- Encourage drivers and staff to provide feedback on the road transportation system, suggesting improvements or highlighting issues.
- Regularly review feedback and implement changes where necessary.

### 3. Driver Qualification

The organization shall ensure that all drivers meet the minimum qualifications and have the appropriate certifications to operate vehicles safely.

#### – Licensing & Certifications:

- All drivers must hold a valid and up-to-date driver's license relevant to the class of vehicle they operate.
- Drivers must meet the minimum qualifications for the vehicle type they are operating (e.g., heavy vehicle, hazardous materials).

#### – Background Checks:

- Conduct criminal background checks, motor vehicle record checks, and drug/alcohol testing to ensure drivers' eligibility for employment and safe operation of vehicles.

#### – Age & Health Requirements:

- Drivers must meet minimum age requirements (e.g., 21 years or older).
- Drivers must undergo a health assessment and maintain physical fitness to ensure they can perform their duties without risk.

### 4. Driver Training

All drivers must receive ongoing training and professional development to ensure they remain up-to-date with road safety regulations and best practices.

#### – Initial Training:

- New drivers must complete an orientation program covering the company's road transportation policies, safety procedures, vehicle operation, and emergency protocols.
- Training on specific vehicle types, handling hazardous materials (if applicable), and defensive driving techniques is mandatory.

#### – Ongoing Training:

- Drivers must participate in periodic refresher courses on road safety, legal updates, vehicle maintenance, and driver fatigue management.
- Include training on safe driving practices, accident avoidance, first aid, and handling emergencies.

#### – Driver Performance Evaluation:

- Implement a regular evaluation system (e.g., road tests, performance reviews) to assess drivers' skills and knowledge.
- Address any performance issues with targeted additional training.

## 5. Driver Fatigue Management

Driver fatigue is a significant safety concern, and measures must be in place to prevent fatigue-related incidents.

#### – Rest Periods:

- Drivers must adhere to legal requirements for rest periods, including mandatory breaks and maximum driving hours.
- The organization will establish guidelines for ensuring drivers have sufficient rest, especially for long-distance travel.

#### – Monitoring Fatigue:

- Implement a system to monitor drivers' hours of service, ensuring compliance with regulations and internal limits.
- Use technology (e.g., driver monitoring systems) to track driving patterns and alert management if signs of fatigue or overwork are detected.

#### – Fatigue Awareness:

- Provide training on the signs of fatigue and the importance of rest.
- Promote a culture that encourages drivers to report fatigue without fear of penalty, emphasizing safety over productivity.

#### – Fatigue Reduction Strategies:

- Encourage drivers to take naps during long trips and rotate shifts if possible.
- Ensure that vehicles are equipped with comfortable rest areas for drivers on long journeys.

## 6. Vehicles

The organization is committed to ensuring that all vehicles used for road transportation are properly maintained and suitable for their intended purpose.

#### – Vehicle Selection:

- Vehicles will be selected based on their suitability for the required transportation tasks, including load capacity, fuel efficiency, safety features, and environmental impact.
- For vehicles transporting hazardous materials, additional safety measures and equipment are required.

**– Vehicle Maintenance:**

- A regular maintenance schedule must be followed for all vehicles, including routine inspections, servicing, and repairs.
- Maintenance records will be kept for each vehicle and reviewed periodically to ensure compliance with safety standards.

**– Vehicle Inspections:**

- Prior to each trip, drivers must conduct a pre-trip inspection to check essential vehicle components such as brakes, tires, lights, and fluid levels.
- Post-trip inspections will be carried out to identify any issues that arose during the journey.

**– Emergency Equipment:**

- Vehicles must be equipped with necessary emergency supplies such as first aid kits, fire extinguishers, warning triangles, and reflective vests.

## 7. Applicable Markings/Placards

Vehicles must display the appropriate markings and placards to ensure compliance with legal and safety requirements.

**– Safety Markings:**

- All vehicles must have clearly visible reflective markings to enhance visibility, especially at night or in low-visibility conditions.

**– Hazardous Material Placards:**

- Vehicles transporting hazardous materials must display appropriate placards indicating the type of cargo (e.g., flammable, toxic, corrosive).
- Drivers must ensure that placards are securely attached and in good condition for easy visibility by emergency responders.

**– Identification & Branding:**

- Company-owned vehicles must display proper identification, including company logo, contact information, and registration number.
- All markings must comply with local, state, or national regulatory requirements.

## 8. Policy Review & Enforcement

This policy will be reviewed annually to ensure it remains current with industry standards and legal requirements. Any updates or changes will be communicated to all relevant personnel.

**– Policy Enforcement:**

- Compliance with this policy is mandatory for all drivers and transportation staff.
- Non-compliance may result in disciplinary action, including retraining, suspension, or termination, depending on the severity of the violation.

## Conclusion

By adhering to this Road Transportation Policy, the organization will promote the safety and well-being of all personnel involved in road transportation activities. Proper training, vehicle maintenance, and management oversight will help mitigate risks and enhance the overall efficiency of the transportation system.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:  
**09.12.2025**

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