[Induction Training Guide]

It is important that you implement standard HR procedures for any new starters which incorporate all the elements of your Fleet Risk Management programme.

Such procedures should include:

- A robust licence checking process, preferably accessing DVLA records.
- Although regular health checks are only a legal requirement for LGV and PCV drivers, all employees should have pre-employment medicals and thorough eyesight tests [see http://www.dvla.gov.uk/medical/ataglance.aspx for the DVLA's Medical Standards Guide].
- A risk assessment to establish possible training needs, carried out within set time frames. This assessment can be conducted online, possibly coupled with an onroad assessment for more occupational drivers.
- Provision of a fully Health and Safety-compliant vehicle policy, signed for by the driver as read, understood and agreed to. This could be supplemented by a classroom training session.
- A documented record of the new employee's driving history, covering accidents and prosecutions in particular, including any evidence of previous driver training courses.
- A test of the candidate's knowledge of the Highway Code.
- Some companies with a high proportion of occupational drivers have introduced internal 'driving permits' that are issued on satisfactory completion of the agreed procedures, and renewed at periodic intervals to ensure ongoing eligibility.
- A pre-employment checklist like the one available on our website may be used to ensure a consistent approach to all employees expected to drive on business.

Safe driving tips

1. The tyre and tarmac rule. When stopping behind a vehicle, always ensure you can see the tyres on the vehicle in front making contact with the tarmac on the road. This provides enough space between the two vehicles.
2. Avoid driving three a-breast on a motorway. This provides room for manoeuvrability.
3. On a motorway, stay at least six car lengths' back from the car in front.
4. Use your brake lights to control the traffic behind.
5. If you have come to a complete stop, maintain your brake lights until the driver behind has stopped.
6. Position for vision. When approaching a right-hand bend, keep to the left to ensure maximum vision.
7. Choose your neighbours. Steer clear of drivers on mobile phones or who look distracted.
8. More money, more danger. Money spent on road signs and road improvements means there has been a previous accident or danger risk.
9. Reverse into car park spaces and in car parks keep your speed, radio volume and window down.
10. Avoid stopping when approaching roundabouts or traffic lights. Keep moving slowly and edge up carefully until the lights change or the roundabout is clear.

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