

# SG30:17

## Management of Road Haulage for the Scaffolding Contractor

**NASC**

NATIONAL ACCESS & SCAFFOLDING  
CONFEDERATION





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## 1. INTRODUCTION – SCOPE AND APPLICABILITY OF THE GUIDANCE

A variety of vehicles are used for many different tasks every day in workplaces nationwide, and some of these tasks can be dangerous. Every year, about 50 people die as a result of vehicle accidents in the workplace, and thousands are seriously injured.

This guidance note is intended to help employers, managers and supervisors make vehicle accidents in the workplace less likely. It will also be useful for self-employed people, contractors, safety representatives, vehicle operators and other employees concerned with transport safety in the workplace.

The guidance is suitable and relevant for scaffolding contractors of all sizes and should be useful for places such as construction sites, industrial sites and other workplaces where scaffolding related transport is used, including smaller businesses.

The guidance has been written to be clear and accessible. It provides some background to scaffolding related transport safety in the workplace, and gives general advice on how to manage workplace transport safely including driver's hours, maintenance and defect reporting. It also provides information on some risks associated with common vehicle operations such as loading and unloading and provides guidance on how to deal with safety related matters for most types of operation.

## 2. OPERATORS LICENCE REQUIREMENTS

This section of the guide is concerned with goods vehicle operator licensing only.

If you are a new operator, you will find this guide useful for advice on the operator licensing procedures and where more information is available on the legal requirements and undertakings you will be required to meet. If you are an experienced and established operator, it will help you to find further information to refresh your understanding of operator licensing.

*If you need further help with applying for a licence or with any other aspect of the operator licensing system you can download copies of all the guides at [www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa).*

**Take note:** Neither the traffic commissioners nor the Department for Transport can provide legal advice to operators. If you are unsure as to whether you are compliant with the law, you should seek independent legal advice or take advice from the RHA or FTA.

For details of the law please refer to the DVSA Guide for Goods Vehicle Operator Licensing for reference available at the web address above.

All applications for operators' licences are made to the traffic commissioner and are processed through the Central Licensing Office. However, the country is divided into eight different traffic areas, each with its own traffic commissioner who can make the final decisions on applications. Details of the traffic area boundaries and how to contact your traffic area can be found in the DVSA Guide for Goods Vehicle Operator Licensing

### Purpose of Operator Licensing

The main purpose of goods vehicle operator licensing is to ensure the safe and proper use of goods vehicles and to protect the environment around operating centres. The licensing provisions can be found in the Goods Vehicles (Licensing of Operators) Act 1995 (the Act), the Goods Vehicles (Licensing of Operators) Regulations 1995, the Road Transport Operator Regulations 2011, and the Goods Vehicles (Licensing of Operators) (Fees) Regulations.

## Central Licensing Office

Applications are made to the traffic commissioner and will be processed at:

Central Licensing Office, Hillcrest House  
386 Harehills Lane, Leeds, LS9 6NF  
0300 123 9000  
self.service@vosa.gov.uk

## Role of Traffic Commissioners and the Office of the Traffic Commissioners

The operator licensing system in Great Britain is divided into eight traffic areas. A traffic commissioner is responsible for issuing these licences in each traffic area. They will consider and grant a licence on the basis of the undertakings given by the applicant and they are entitled to expect the operator to comply with those undertakings during the life of the licence. Traffic commissioners are appointed by the Secretary of State for Transport and are independent from DVSA and other enforcement authorities. Traffic commissioners may take regulatory action against an operator – where they may revoke, suspend or curtail an operator's licence.

Further detailed information can be found at:

<https://www.gov.uk/government/publications/goods-vehicle-operator-licensing-guide-gv74>

### 3. DRIVER COMPETENCE (CPC)

Driver CPC has been introduced across the European Union to maintain high driving standards and improve road safety.

Any drivers of lorries of 3.5 ton and upwards and mini buses with 9 seats or more must obtain Driver CPC.

The existing Transport Managers CPC also known as the Operators CPC is a separate qualification and anyone holding one who still drives professionally as part of their job will also need to hold a Driver CPC.

Driver CPC will affect all professional drivers of buses and coaches (D, D1, DE, D1E ) licence holders and professional drivers of lorries (C, C1, CE, C1E) licence holders.

All drivers will need to complete a minimum of 35 hours of periodic training within every 5 year period. This is usually completed as 5 separate 7 hours of training within the 5 year period.

If you are an existing driver you will have acquired rights as you already hold a vocational driving licence (D, D1, DE, D1E C, C1, CE, C1E). Bus and coach drivers will hold acquired rights up until 9 September 2013 and lorry drivers up until 9 September 2014. To keep your Driver CPC and continue to driving professionally beyond the dates you will need to undertake regular periodic training.

The minimum length of a training course is 7 hours. Where a course of 7 hours is split into two parts the second part must start within 24 hours of the completion of the first part.

Driver CPC requires you to complete a minimum of 35 hours training during every 5 year cycle for as long as you wish to continue driving professionally.

Periodic training is designed to complement the individual drivers work and relate to their every day job. Subjects covered may include any 5 of the following subjects.

- Safe and fuel efficient driving
- Legal requirement
- Driver hours regulations and tachographs including working time directive
- Maintenance, daily checks, speed limits, driving regulations, signs and restrictions
- Health & Safety loading/unloading, PPE and Risk Assessments

- Lorry mounted crane
- First aid for road users

The training will require attendance at the courses but will not require taking or passing further examinations. There is no requirement for a course to include a test or pass/fail element. On completion of 35 hours training the driver will be issued with a Driver Qualification Card. (DQC) there will be no charge at point of issue.

The card will be sent to the address on your driving licence, it is important to keep your details up to date with the DVLA. You must carry your DQC card whilst driving professionally, failure to do so will result in penalties.

If your DQC is lost, stolen or damaged you must report it to the DSA within 7 days and apply for a replacement card. There will be a fee to replace and issue a new card.

To report a lost, stolen or damaged card contact:

Email: [customer.services@dsa.gs.gov.uk](mailto:customer.services@dsa.gs.gov.uk)  
 putting DQC enquiry in the subject field or telephone 03002001122

## EXEMPTIONS

- Used for the non-commercial carriage of passengers or goods for personal use
- Undergoing road tests for technical development, repair or maintenance purpose or new or re-built vehicles not yet put in service
- Used in the course of driving lessons for any person wishing to obtain a driving licence or Driver CPC
- Carrying materials or equipment to be used by the driver in the course of his or her work provided that driving the vehicle does not constitute the drivers principal activity
- With a maximum authorised speed not exceeding 45km/h
- Used in states of emergency or assigned rescue missions
- Used by or under the control of the armed forces, civil defence, the fire service and forces responsible for maintaining public order

*Some Scaffold Company's may deem item d) as a legitimate exemption for operatives employed as Scaffolders who drive Company vehicles to transport materials. Please seek professional advice to ensure your drivers are exempt from Driver CPC.*

### **Penalties for falling foul of the legislation:**

Any driver found driving without a CPC where it is deemed they should hold the qualification will be liable to –

1. 6 Penalty Points on their licence
2. A fine of up to £1000 for the driver
3. Vehicle impounded until a 'qualified' driver is available to move the vehicle
4. A fine of up to £5000 per offence for the Operator – as this legislation is under 'strict liability' it is possible to face this fine per driver employed irrespective of whether they have transgressed the legislation. The onus is on the Operator to prove that they haven't transgressed the legislation.
5. The Operator's OCRS being adversely affected – possibly to the extent of having to cease transport operations in extreme cases.

For further details on penalties please refer to Annex 1

### **Question – What about new drivers acquiring an in scope licence?**

Any driver passing their test who needs to drive a vehicle within the scope of CPC legislation must pass the Initial Qualification before doing so. This requires them to take two additional tests even though they may have an appropriate licence to drive the vehicle.

Further information on driver CPC is available via the following website:

[http://www.fta.co.uk/export/sites/fta/\\_galleries/downloads/driver\\_cpc/cpc-periodic-guide\\_jan09.pdf](http://www.fta.co.uk/export/sites/fta/_galleries/downloads/driver_cpc/cpc-periodic-guide_jan09.pdf)

## **4. DRIVERS HOURS, WORKING TIME & TACHOGRAPHS**

This guide provides advice to drivers and operators of goods vehicles, whether used privately or commercially. It explains the rules for drivers' hours and the keeping of records.

Within Great Britain (GB), either UK domestic or EU rules may apply. Which set of rules applies depends on the type of driving and the type of vehicle being used

Vehicles will no longer have to be fitted with tachograph recording equipment and the drivers will not have to comply with EC drivers' hour rules. Instead, drivers of these vehicles must meet GB domestic drivers' hours rules.

The regulations specify a maximum journey distance of a 100km from the operator's base.

This will apply to:

- vehicles or vehicle and trailer combinations with a maximum weight of 7,500 kg which are:
- used to carry materials, equipment or machinery for the driver's use in the course of his work and when driving the vehicle is not the driver's main activity

### **Record Keeping**

As a mobile worker drivers are responsible for notifying every employer, in writing, of any work performed for any other employer. You should as an employer(s) inform employees of their rights under the regulations or any relevant agreement that is in place which records/systems are to be used to record working time to use a tachograph mode switch to distinguish *other work* from *periods of availability* to keep a separate record of working time if you do not use a vehicle with a tachograph.

### **Part-time drivers**

All drivers must record, as other work, any time spent on working activities for any employer within or outside the transport industry; any time spent driving for commercial purposes not in scope of the EU drivers hours regulations; and all periods of availability since their last daily or weekly rest period. This must be recorded manually on a record sheet (tachograph chart or domestic log book, where domestic rules apply) or by manual input on a digital tachograph. This is because the driver must have a full record of all working activities in any week that work is performed under the EU drivers' hours regulations in order that the authorities may determine that weekly rests have been taken correctly.

### **Producing records at the roadside**

Drivers using vehicles fitted with analogue and or digital tachograph must be able to produce:

- the record sheets for the current day and those used in the previous 28 calendar days
- the driver card (must be carried at all times if the driver has one – even if the vehicle has an analogue tacho)
- any manual records and printouts made during the current day and the previous 28 days.

## Return of charts to employer

Charts should be returned by drivers in a maximum 42 days.

## Damaged or lost driver cards

If a driver card is damaged, malfunctions, or is not in the possession of the driver, a printout must be produced at the start and end of the journey and the following information must be manually added by the driver:

- the driver's name, driver card or driver's licence number and signature
- any periods of other work, availability breaks or rest.

## Immobilisation of vehicles

Enforcement officers have the power to prohibit vehicles if the infringement detected means allowing the driver to continue would be a hazard to road safety.

Further detailed information can be found in the following guidance chart or at the web site below.

<https://www.gov.uk/government/publications/rules-on-drivers-hours-and-tachographs-goods-vehicles-in-gb>

Week	00.00 Monday to 24.00 Sunday
Weekly Working*	A maximum of 60 hours of work, in any single week, with a maximum 48 hour average over a 17 or 26 week reference period. Work is driving and other work only: periods of availability, breaks and rest do not count.
Night Working*	Any duty between 00.00 and 0400 hrs is defined as night work. A maximum of 10 hrs of work (driving and other work) is allowed in any 24 hours. This may be exceeded under a workforce agreement.
Daily Driving**	The maximum daily driving time is normally 9 hours but may be extended to a maximum of 10 hours, not more than twice during the week.
Weekly Driving**	The weekly driving time shall not exceed 56 hours.
Fortnightly Driving**	Maximum 90 hours in any two consecutive weeks.
Breaks*/**	Drivers must take a break after 4 ½ hours driving or 6 hours of work (excluding PoAs) whichever comes first. Driving Breaks: 45 minutes break during or immediately following 4½ hours driving. The break may be taken in 2 separate periods; the first must be a minimum of 15 minutes, followed by a second of at least 30 minutes. Work Breaks: A rest break of 30 minutes should be taken after 6 hours of work (excluding PoAs) has been completed. A rest break of 45 minutes is required if working more than 9 hours a day. Work Breaks can be divided into 15 minute intervals, but a driver <u>must</u> comply with the driving break rules. During breaks, drivers must be free to dispose of their time as they wish.
Daily Rest**	A regular daily rest is 11 hours. The rest may be reduced to no less than 9 hours up to 3 times between any two weekly rest periods. No compensation required.
Weekly Rest**	Any two consecutive weeks must contain two regular weekly rests of 45 hours or one regular rest and one reduced rest of no less than 24 hours (at home or away). Compensation for a reduced weekly rest must be made up en-bloc by the end of the 3rd week following, attached to another rest period of at least 9 hours.
Split Daily Rest**	A 12 hour daily rest period can be split into two periods. The first must be at least 3 hours, and the second at least 9 hours.
Periods of Availability*/** (PoA)	Waiting time counts as a "Period of availability" when drivers are available to resume work, and know, at the beginning of the period, how long they are likely to be waiting
Overall Source RHA	* = Road Transport Directive rule, ** = Drivers' Hours Regulations rule.

## 5. DRIVERS RECORDS, RESPONSIBILITIES, INSPECTION, TEST & DEFECT REPORTING

This section deals with running roadworthy vehicles. It sets out Industry best practice for keeping vehicles fit and safe. Nothing in this section is mandatory but operating as outlined in this section will ensure you meet the relevant conditions and undertakings on your licence. These are the commitments you make when applying for your licence.

Key points for a good maintenance system:

1. A responsible person must undertake a daily walk round check, preferably immediately before the vehicle is used.
2. First-use inspections are essential for operators who lease or hire vehicles. These are especially important where vehicles and trailers have been off the road for some time.
3. Drivers must be able to report promptly any defects or symptoms of defects that could affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done.
4. Drivers defect reports, used to record any fault and rectification work must be kept for at least 15 months.
5. Operators must ensure that regular safety checks are carried out.
6. Safety inspections must include those items covered by the appropriate Department for Transport annual test.
7. Safety inspections should be pre planned, preferably using a time based programme.
8. The system for safety inspections must be regularly monitored.
9. Any remedial work carried out as a result of safety inspections must be recorded.
10. The safety inspection record must include:
  - Name of owner/operator
  - Date of inspection
  - Vehicle identity
  - Odometer (mileage recorder) reading, if appropriate
  - A list of all the inspection manual items to be inspected
  - Details of any defects
  - Name of inspector
  - Details of any remedial/rectification or repair work and by whom it was done
  - A signed declaration that any defects have been repaired satisfactorily and the vehicle is now in a safe roadworthy condition
11. On some types of vehicles and operations, immediate safety checks may be necessary.
12. Records of safety inspections must be kept for at least 15 months for all vehicles, including vehicles that have been removed from the operator's licence
13. Staff carrying out safety inspections must be competent to assess the significance of defects. Assistance must be available to operate the vehicle controls as necessary.
14. There must be an internal system to ensure un-roadworthy vehicles are removed from service with someone responsible to take vehicles off the road.
15. Operators who undertake their own safety inspections must have the correct tools and facilities for the size of the fleet and type of vehicle operated.
16. All operators should have access to a means of measuring brake efficiency and setting headlamp aim. For vehicles showing visible exhaust smoke a vehicle smoke meter should be used to ensure the level of smoke emission is within the legal requirement.
17. Operators are responsible for the condition of vehicles and trailers that are inspected and/or maintained for them by agents, contractors or hire companies.

18. Operators who have contracted out their safety inspections must draw up a formal written contract with an inspection agency or garage. Such operators should view inspection sheets and have means of regularly monitoring the quality of work produced for them.
19. The dates when safety inspections are due must be the subject of forward planning. A maintenance planner or wall chart should be used to identify inspection dates at least six months before they are due. Computer based systems are equally acceptable.
20. Any system of maintaining roadworthiness should be effectively and continually monitored.
21. Any changes by the licensed operators to arrangements for safety inspections must be notified to the Central Licensing Unit without delay.
22. Drivers must be given clear written instructions about their responsibilities.

### **Responsibilities for Roadworthiness**

As a user of vehicles, it is your responsibility to ensure the vehicles you use are roadworthy. It is an offence to use an un-roadworthy vehicle on the road. The term 'user' of a vehicle applies to the driver and the person paying the driver to act for them.

Operators must comply with the declaration they give to the relevant Traffic Commissioner that states they will ensure that their vehicles are operated in a safe mechanical condition. If operators intend making any change to their maintenance arrangements they must notify the relevant Traffic Commissioner.

When it comes to ensuring the roadworthiness of a vehicle, there are two types of essential inspections – which differ in scope and depth. Each type is used for a different purpose and requires different levels of skill to be carried out effectively.

The two types of inspections are:

- Daily walk round checks and
- First use inspections/regular safety inspections

An inspection should not be confused with a service. A service contains items requiring routine maintenance, usually determined in scope and frequency by the vehicle's usage and the recommendations of the vehicle's manufacturer.

A responsible person must undertake a daily walk around check before a vehicle is used. As a driver, DVSA recommend this check is carried out before you first drive the vehicle on the road each day.

Where more than one driver will use the vehicle during the days running the driver taking charge of a vehicle should make sure it is roadworthy and safe to drive by carrying out their own walk around check; however, due to health and safety implications, practically this does not happen on all occasions.

There must be a system of reporting and recording faults that may affect the roadworthiness of the vehicle. This must include how they were put right before the vehicle is used. **Daily defect checks are vital, and the results of such checks should be recorded.**

Any **defects** found during the daily walk around check, while the vehicle is in use or on its return to base **must be the subject of a written report** by you or some other person responsible for recording defects.

The details recorded should include:

- vehicle registration or identification mark
- date
- details of the defects or symptoms; and
- the reporter's name
- and who the defect was reported to

It is also common practice to use a composite form that includes a list of the items checked each day. Where practicable the system should incorporate 'Nil' reporting when each driver makes out a report sheet – or confirms by another means that a daily check has been carried out and no defects found. Electronic records of reported defects are acceptable and must be available for 15 months along with any record of repair.

Drivers must be made aware of their legal responsibilities regarding vehicle condition and the procedures for reporting defects. This can be achieved by writing a letter to each driver, describing defect reporting systems as well as any other duties they are expected to perform. The driver should sign this letter to show that they have received the letter and understand what is required. Drivers share the responsibility for the vehicle's roadworthiness with the operator. Drivers **may be fined or prosecuted** for the existence of defects found on the vehicles they drive **if they are considered partly or wholly responsible** for the existence of them. **Failure to take these responsibilities seriously could result in the loss of the driver's licence to drive.**

An example of a suitable daily walk round report form is given in Annex 2.

### **Regular Safety Inspections and First Use Inspection**

A safety inspection can be a freestanding inspection of just those items affecting road safety and certain environmental issues. Or it can be part of a more comprehensive inspection that, in addition, takes into account items relating to the vehicle's work, performance and economic operation. Regular safety inspections are essential to an effective roadworthiness maintenance system.

Although a part of the overall vehicle maintenance plan, the inspections should ideally be undertaken as a separate, albeit often sequential, operation to routine servicing and repair. This provides the maintenance programme with the flexibility to intensify or otherwise change frequency of inspections. It also allows the introduction of ad hoc inspections, should they be required, without affecting frequency of servicing and other routine work (e.g. when the operating conditions call for more regular checks or when first-use inspections are required). In addition, freestanding inspection reports can be produced which provide the operator with the means of determining not only the roadworthiness of individual vehicles in service but also the overall effectiveness of their vehicle maintenance system, thus enabling the instigation of any changes that may be necessary.

For further guidance on SI frequency see Annex 3

For an example of a maintenance planner see Annex 4

Once established, operators wishing to change safety inspection frequencies, or the basis on which the frequencies are determined, must notify the Central Licensing Office.

#### **Case study 1**

Bob's Construction are an experienced operator and have two 7.5 t trucks which operate on the road and also on building sites. They found that 75% of defects identified during the 4 weekly inspections were suspension related due to the terrain.

They decided to modify their maintenance schedule such that the suspension was inspected every 3 weeks and the whole vehicle was inspected every 6 weeks. After trialling this for 6 months they noticed an improvement in the suspension condition but did not see any deterioration in other parts of the vehicle due to the reduced frequency

#### **Case study 2**

CJS Couriers Plc are a courier company that normally operate within the Bristol area but occasionally carry out national or continental deliveries. CJS found that during normal operations this 4 weekly system was too frequent as very few defects were ever found, however when there is an increase in national or continental deliveries they were seeing a spike in defects that period. Generally during a local delivery period they will drive 50 miles a day on each vehicle. A national delivery could result in a daily mileage of 360 miles depending on location and a continental delivery would be significantly more. They decided to switch the policy so that the vehicles are inspected every 2000 miles or 6 weekly, whichever comes first. They also introduced an additional inspection before any continental delivery.

### Case study 3

N. E. Hall are a new haulage company who need to implement a maintenance schedule. They estimate an annual mileage of 100,000 miles and will be carrying out arduous work. Based on DVSA's graph they selected an initial time interval of 4 weeks for their inspections.

*Please note: The case studies are based on fictional examples and not related to current operators.*

### Safety Inspection Report Forms

A safety inspection report must be completed for each safety inspection for both vehicles and trailers. If the safety inspection report is to be stored electronically then the paper version does not need to be retained. This does not rule out the use of electronic devices (e.g. tablets) in place of paper safety inspection reports.

For further information relating to computer systems use this guide together with the DVSA's Guide to the Use of Maintenance Software and Computer Storage of Maintenance Records. Each report must show at least the following:

- name of owner/operator
- date of inspection
- odometer (mileage recorder) reading (if appropriate)
- a list of all items to be inspected
- an indication of the condition of each item inspected
- details of any defects found
- name of inspector
- details of any remedial/rectification or repair work and by whom it was done
- a signed statement that any defects have been repaired satisfactorily and the vehicle is now in a safe and roadworthy condition

Example of a suitable safety inspection report form is given in Annex 5.

### Electronic Capture and Storage of Safety Inspection Data

Safety inspection and repair work records, whether undertaken by operators or contracted out, must be kept for at least 15 months as part of a vehicle's maintenance history.

Operators must, however, ensure that the electronic records are complete and available, or can be made available on request for inspection at the operating centre. If you hire, lease or borrow a vehicle you are responsible for its roadworthiness and must have available, if required, copies of any inspections that have been carried out while the vehicle is in your possession.

### Safety Inspectors

A person undertaking safety inspections **must** be technically competent and operationally aware of the safety standards that apply to the vehicles they examine. They should have been trained in the techniques of vehicle examination, diagnosis and reporting, and possess a sound working knowledge of the relevant inspection manuals produced by DVSA.

A Safety Inspector could prove technical competence by solely time served experience; however with modern vehicle systems and working practices it is strongly recommended that inspectors obtain relevant technical qualifications and achieve an automotive technical accreditation or meet a recognised quality standard for the vehicles they inspect.

A safety inspector should not be expected to carry out repair or servicing work during the course of the examination.

## Contracted out Agreements

It is essential to have a written contract that sets out precise details of vehicles covered and frequency and type of check, along with a repair policy. Such a contract must be provided to support an application for an operator's licence. If a contract is cancelled, or the terms of an existing contract are changed, a copy of the new agreement must be sent to the Central Licensing Office without delay. An example of a contract can be found in Annex 6

Even when a maintenance contract exists between you (the operator) and a contractor, **you remain legally responsible** for the condition of the vehicle, the authorisation of any repair work undertaken and the retention of records. You need to be satisfied at all times that the level of maintenance agreed matches the demands placed upon vehicles and that the standards achieved by the contractor are kept at a sufficiently high level. You should therefore talk regularly with the contractor to ensure that they are familiar with the operational needs of the vehicles they are required to inspect and repair. This knowledge is important if the contractor is to be called upon to advise on a particular course of action – particularly when your technical know-how is limited.

More detailed information can be found at the website below

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/321988/guide-to-maintaining-roadworthiness.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321988/guide-to-maintaining-roadworthiness.pdf)

## 6. WORKING FROM VEHICLES

A risk assessment should be undertaken for the type of vehicles and loads that are carried.

The risk assessment should give particular consideration to:

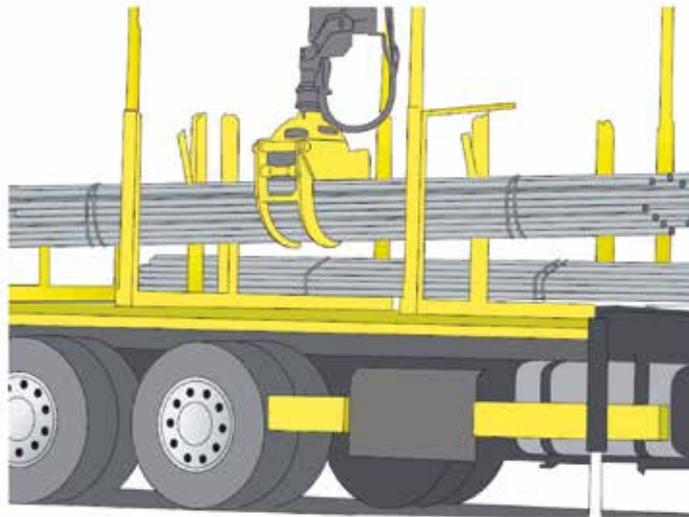
- The experience of the employees and any consequential lack of awareness of risks
- Any personal factors, including poor health, illness, disabilities, which may increase risk
- Health aspects and the completion of medical questionnaires as appropriate
- The health and safety training to be given to the employee in general and as part of the practical skills of the tasks
- The nature and layout of the loading/unloading area in particular plant, tools and equipment that can cause slips, trips and falls
- The types of loading/unloading equipment, methods of use and work activities to be undertaken
- Use of a trained and qualified banksman, slinger and signaller
- Ensure loading equipment is pre-use checked by the operator and that mandatory inspection records are available i.e. load certificated
- The provision of collective measures i.e. gantries, platforms, vehicle side netting systems, air bags and docking stations where work at height is unavoidable
- The installation of personal protection equipment which permits the attachment of a fall protection system, i.e. harness and lanyard whilst unloading
- Where collective protection measures are not available, minimise the time permitted for operatives to work on the back of a vehicle
- Secure and even distribution of loading of materials i.e. scaffolding materials

### Measures to Reduce Risks

The employer must ensure that all employees are supervised by a competent person and that any risk is reduced to the lowest level that is reasonably practicable.

Consideration should be given to the following list, which is not exhaustive:

- avoid working at height, where possible, utilise lifting equipment i.e. crane / fork lift truck, demountable lorry load beds, load with fork lift, crane
- avoid undertaking work which is beyond an operatives physical or psychological capacity
- avoid undertaking work which involves risks to health from extremes of cold or heat
- avoid undertaking work which involves a risk of accidents, which an employee could not have recognised or avoided due to lack of experience or training for work which involves risks to health from excessive noise refer to NASC guidance SG11
- in the event of a fall, rescue/evacuation must be considered when wearing fall arrest equipment
- safe access and egress on to the vehicle bed so as not to cause injury i.e. edge protection, steps and gantries with suitable lighting
- any unforeseen hazards must be reported immediately to the operatives supervisor



## Considerations to Reduce Risk

### Collective Measures

- Edge protection fitted to vehicle trailers
- Portable bays which fit around all exposed edges of the vehicle trailer



- Air bags fitted around the vehicle whilst being loaded / unloaded



## Personal Measures

- Horizontal safety line fitted down the central elevation of the vehicle bed



- Counter balanced overhead inertia reel fall protection system
- Fall protection system fitted to HIAB crane or vehicle bed

*Note: All the above measures should be considered in conjunction with the Principal Contractor*

## Safe Access onto the Vehicle

How often workers need to get on and off the load area will vary according to the type of vehicle, type of load, method of loading/unloading and the need for sheeting etc. Where possible, choose a vehicle/loading system that minimises the need for access to the load area, using the hierarchy of controls for work at height. If work at height is unavoidable, safe access should be provided, with preference to vehicle-based equipment:

- Fold-out steps should be sturdy. These are a common retrofit solution. If they are flimsy or too small, they will not do the job



- a suitable placed handhold should be fitted next to the steps. Rigid handholds are preferred over ropes or straps as they are less likely to fail during use

- steps are better than ladders, they give a more secure means of access
- side impact barriers or under run bars are not usually designed as steps. The surfaces are not generally slip resistant. Their position under the body of the vehicle requires the person to swing out from the vehicle to climb up (and it is almost impossible to use them to climb down). It can also be difficult to position a usable handhold where it is most needed, i.e. side, rear and make sure other equipment does not get in the way of access points
- if tail lifts are used for access to the vehicle as well as for load handling you should consider providing suitable handholds and guardrails

*Note:* If vehicle equipped access is not possible, then a site-based provision may be a solution, such as pairs of platforms with access steps and handrails to provide access to the vehicle and a place to work from.

## 7. SAFE LOADING AND UNLOADING OF VEHICLES

This section addresses the issue of loading scaffolding lorries so that the load remains safe throughout its journey.

### Legal Requirement

There is a myriad of legislation and guidance applying to safety of loads on lorries however as far as scaffolding is concerned, our drivers need to be aware of the following statements;

1. A motor vehicle or any trailer or semi-trailer that it is towing, and all parts and accessories of such vehicles and trailers including any load or passengers shall at all times be in such condition that it does not cause danger or likely to cause danger to any person in or on the vehicle or trailer at any time, or to any person in the vicinity of the vehicle.
2. The load carried by a motor vehicle, trailer or semi-trailer shall at all times be so secured, if necessary by physical restraint other than its own weight, and be in such a position that neither danger or nuisance is likely to be caused to any person or property by reason of the load or any part thereof falling or being blown from the vehicle or by reason of any other movement of the load or any part thereof in relation to the vehicle.
3. A person is guilty of an offence if he/she uses, or causes or permits another to use a motor vehicle or trailer on a road when;
  - (a) The condition of the motor vehicle or trailer or of its accessories or equipment, or
  - (b) The weight, position or distribution of its load or the manner in which it is secured, is such that the use of the motor vehicle or trailer involves a danger or injury to any person.

In short, if a driver or another person permits a driver to take a vehicle on the road, knowing that the load is unsafe, he or they are guilty of an offence.

### Securing Scaffolding Materials

The method by which scaffolding materials are secured to the lorry depends very much on how it is loaded. It is much easier to secure tube if they are secured in packs, and fittings are easier to secure if they are placed in fitting bins rather than loose on the platforms. It is recognised however that many Scaffolders work from the back of a lorry and therefore it is not appropriate to use packaged loads. This means that tube will have to be laid loosely on the back of the lorry so that it can be pulled out as required. Loading a lorry like this causes all sorts of problems as scaffolding lorries generally do not have side boards or tailboards to prevent materials from falling off the back or the sides. The currently accepted method of using a rack built from tube and fitting, which prevents tube from falling over the side while providing a support for boards may not be suitable, as it may not prevent short tube from falling off the back or over the sides of the lorry especially in the event of heavy braking or an accident.

Many drivers use nothing to prevent forwards or rearwards movement of the tube which leaves them open to enforcement action by the authorities and, more importantly, the risk of causing injury or death to the public or themselves.

In line with VOSA guidance, all loads should be secured using the following minimum principles by the use of physical restraint;

- 100% of the weight of load should be prevented from moving forward.
- 50% of the weight of load should be prevented from moving rearwards.
- 50% of the weight of load should be prevented from moving sideways.

Depending on the load and the type of vehicle and terrain, vertical movement may also need to be considered. These principles are based on the maximum forces experienced during normal road use. These forces will be greatly increased in the event, for example, of an accident or heavy braking.

## **Methods of Restraint:**

### ***Forward and Sideways Restraint***

Tube, boards and fitting bins are normally restrained by the use of ratchet and strap systems designed for the task. **Ropes can no longer be used as the sole means of restraint as there can be no certainty of how much restraint a rope gives.** These methods are acceptable for boards and fitting bins, but are not suitable to prevent forward or backwards movement of tube, therefore other methods must be used. The headboard of a lorry will prevent long tube from shifting forward as it is usually loaded against it however, anything shorter will not reach the headboard and will be at risk of sliding forward in the event of heavy braking or in an accident. To prevent forward movement of tube another method must be used. Where other scaffolding equipment such as fittings, beams, gates, packing, and other components are carried, consideration must be given to prevent these from falling over the side or moving during transit. It would be wise to pack these into fitting bins/stillages then securing these with restraining straps. Bins of fittings loaded at the front of a lorry may help to prevent short tube from sliding forward however, blocks, scotches or bolsters which are securely fixed to the vehicle load platform should be used. It should be remembered that all materials should be loaded behind sideboards and the load height should not exceed the height of the sideboard unless properly secured.

### ***Rearwards Restraint***

Historically the back of a scaffolding lorry has been left open as tube is often too long for the load platforms. Also in times past scaffolders did not travel far and the authorities were more lenient however, times have changed dramatically and drivers are now finding that they are more likely to be pulled over by the authorities for an unsafe load because it is possible for materials to fall from the tail of the vehicle.

To prevent rearwards movement, it would be best practice to include a tailboard on the back of a vehicle however, if this is not possible due to overhanging loads, cargo nets or sheets could be used. It has been known for short scaffolding boards to be used across the back of a load platform however, it should be understood that whatever method is used, it should be adequately secured to prevent the securing system from becoming a hazard in itself.

## **Load Height**

It should be remembered that the height of a load will have an impact on the way a lorry handles on the road. A heavy load placed high up will raise the centre of gravity making the lorry far more unstable especially during turns and heavy braking. It may also have a bearing on the methods used to restrain the load as there will be far more force placed on heavy loads during braking and cornering than there would be if it were placed on the load platform. Finally, the height of a load should not exceed the height of the headboard unless it can be fully restrained from forward movement. Remember any vehicle including its load that exceeds a travelling height of 3m must have an indicator in the cab that is clearly visible to the driver that shows in feet and inches, the maximum height of the vehicle.

## **Checking the Load**

Security of the load and checking the restraining equipment should be included as part of the Drivers Daily Walk round Checks. It should also be checked at regular intervals during a journey, especially if it is a long journey.

## Training

As with all jobs, training is of the utmost importance and driving is no different. Employers have an obligation to ensure that drivers are adequately trained in all aspects of their work, including security of loads and the equipment needed to achieve this. Many drivers in the industry will now be required to complete the Drivers Certificate of Professional Competence (DCPC) however some may be exempt. Unfortunately, those that may be exempt could find that the rules are open to interpretation by the enforcement authorities and the onus to prove exemption falls on the driver. Therefore it is recommended that all drivers of scaffolding lorries receive training to obtain the DCPC.

## Conclusion

In many cases where a load has fallen from a lorry and caused damage or injury, the blame can be laid squarely at the driver's door. This is because the driver has not checked his load before moving off, has not checked that the restraining method is suitable for the load or has not checked that the load restraint has been inspected or checked to ensure that it is serviceable. All drivers have a legal responsibility to ensure the safety of the vehicle, its load and any passengers or others that may be affected by consequences of its use. Employers also have a legal obligation to ensure that drivers are properly trained in much the same way as scaffolders need to be trained to put up scaffolding, and all too often this duty is overlooked.

## 8. MOVEMENT OF VEHICLES ON SITE

### Keeping pedestrians and vehicles apart

The majority of construction transport accidents result from the inadequate separation of pedestrians and vehicles.

This can usually be avoided by careful planning, particularly at the design stage, and by controlling vehicle operations during construction work.

The following actions will help keep pedestrians and vehicles apart:

- **Entrances and exits** – provide separate entry and exit gateways for pedestrians and vehicles;
- **Walkways** – provide firm, level, well-drained pedestrian walkways that take a direct route where possible;
- **Crossings** – where walkways cross roadways, provide a clearly signed and lit crossing point where drivers and pedestrians can see each other clearly;
- **Visibility** – make sure drivers driving out onto public roads can see both ways along the footway before they move on to it;
- **Obstructions** – do not block walkways so that pedestrians have to step onto the vehicle route; and
- **Barriers** – think about installing a barrier between the roadway and walkway.

### Minimising vehicle movements

Good planning can help to minimise vehicle movement around a site. For example, landscaping to reduce the quantities of fill or spoil movement.

To limit the number of vehicles on site:

- provide car and van parking for the workforce and visitors away from the work area;
- control entry to the work area; and
- plan storage areas so that delivery vehicles do not have to cross the site.

## People on site

Employers should take steps to make sure that all workers are fit and competent to operate the vehicles, machines and attachments they use on site by, for example:

- checks when recruiting drivers/operators or hiring contractors;
- training drivers and operators;
- managing the activities of visiting drivers.

People who direct vehicle movements (signallers) must be trained and authorised to do so.

Accidents can also occur when untrained or inexperienced workers drive construction vehicles without authority. Access to vehicles should be managed and people alerted to the risk.

## Turning vehicles

The need for vehicles to reverse should be avoided where possible as reversing is a major cause of fatal accidents.

One-way systems can reduce the risk, especially in storage areas.

A turning circle could be installed so that vehicles can turn without reversing.

## Visibility

If vehicles reverse in areas where pedestrians cannot be excluded the risk is elevated and visibility becomes a vital consideration.

You should consider:

- **Aids for drivers** – mirrors, CCTV cameras or reversing alarms that can help drivers see movement all-round the vehicle;
- **Signallers** – who can be appointed to control manoeuvres and who are trained in the task;
- **Lighting** – so that drivers and pedestrians on shared routes can see each other easily. Lighting may be needed after sunset or in bad weather;
- **Clothing** – pedestrians on site should wear high-visibility clothing.

## Signs and instructions

Make sure that all drivers and pedestrians know and understand the routes and traffic rules on site. Use standard road signs where appropriate

Provide induction training for drivers, workers and visitors and consider sending instructions out to visitors before their visit.

## 9. FURTHER REFERENCE

Department for Transport Code of Practice, Safety of Loads on Vehicles (Current edition)

ISBN 0-11-552547-5 (Should be held by all operators)

Road Vehicles (Construction & Use) Regulations 1986

Road Traffic Act 1988

DfT (Department for Transport) [www.dft.gov.uk](http://www.dft.gov.uk)

HSE (Health & Safety Executive) [www.hse.gov.uk](http://www.hse.gov.uk)

DVSA (Driver & Vehicle Standards Agency)

Associations such as FTA and RHA are also able to offer advice on all transport issues.

GV74 Goods Vehicle Operator Licensing, Guide for Operators

## 10. ANNEX

Annex 1 Relevant convictions

Annex 2 An Example of a driver's vehicle defect report

Annex 3 A Guide to safety inspection intervals

Annex 4 A Specimen Maintenance Planner

Annex 5 Example of a Safety Inspection Record

Annex 6 Example of a Maintenance Agreement

## ANNEX 1: RELEVANT CONVICTIONS

You must declare all relevant convictions and penalties at the time you make your application and any additional convictions after the licence has been granted. You must also inform a traffic commissioner immediately of any convictions that occur between the date of you applying for a licence and a decision being made on your application. A traffic commissioner will decide whether the convictions are relevant. It is a criminal offence to make a false declaration.

A more general explanation of what a traffic commissioner can take into account is detailed at section A below. You should provide full details of the background circumstances of any convictions or penalties declared.

Failure to provide all information could subsequently lead to regulatory action.

### Spent convictions

You do not have to declare convictions which are “spent” under the Rehabilitation of Offenders Act 1974. The table below shows the rehabilitation period, at the end of which convictions will become spent. The rehabilitation period depends on the sentence for the original offence and runs from the date of conviction.

A sentence of imprisonment for life or a sentence of imprisonment, detention in a YOI, a sentence of preventative detention or a sentence of detention during Her Majesty’s pleasure for terms exceeding 30 months are excluded from rehabilitation. Otherwise:

Where on a conviction the sentence imposed is:	The rehabilitation period begins on conviction and lasts for:
IMPRISONMENT IN A YOI, CORRECTIVE TRAINING for MORE THAN 6 MONTHS but not exceeding 30 months	10 years*
IMPRISONMENT NOT EXCEEDING 6 MONTHS	7 years*
FINE (or other order not specified below)	5 years*
DETENTION (PCC(S)A 2000, s.91) under CYPA 933, s.53 for MORE THAN SIX MONTHS but not exceeding 30 months	3 years
DETENTION under PCC(S)A 2000, s.91, s.53 for NOT MORE THAN 6 MONTHS	3 years
Detention in a YOI	3 years
PROBATION (COMMUNITY REHABILITATION) ORDER, where offender 18 years or over at date of conviction; Where offender under 18 at date of conviction	5 years 2½ years from conviction or a period beginning with date of conviction and ending when order ceases to have effect (whichever is the longer)
DETENTION AND TRAINING ORDER under CDA 1998, S.73	In the case of a person aged 15 or over a date of conviction, 5 years if order was, 3½ years if it was not, for a term exceeding 6 months. In the case of a person under 15, a period beginning with date of conviction, and ending 1 year after the date on which the order ceases to have effect
SECURE TRAINING ORDER. BIND OVER to keep the peace or be of good behaviour, CARE ORDER, SUPERVISION ORDER under PCC(S)A 2000, s.63(1), Care order under CYPA 1933, S.57, Supervision order under CYPA 1933 or CYPA 1963	1 year or duration of order (whichever is longer)
Attendance at an ATTENDANCE CENTRE	Duration of the order plus 1 year
HOSPITAL ORDER (with or without restriction order)	5 years or duration of the order plus 2 years (whichever is longer)
DISQUALIFICATION, disability, prohibition or other penalty	The duration of the order

**ANNEX 2: EXAMPLE OF A DRIVER'S VEHICLE DEFECT REPORT**

Driver's name:	Date:
Vehicle no:	
Trailer fleet / serial no:	Odometer reading:

Daily or shift check (tick or cross)		* Items refer to articulated lorry and trailer combinations	
Fuel/oil leaks		Lights	
Battery security (condition)		Reflectors	
Tyres and wheel fixing		Indicators / Side repeaters	
Spray suppression		Wipers	
Steering		Washers	
Security of load		Horn	
Mirrors		Excessive engine exhaust smoke	
		Brake lines*	
		Coupling security*	
		Electrical connections*	
		Brakes inc. ABS / EBS	
		Security of body / wings	
		Markers / Registration plates	
		Glass	

<b>REPORT DEFECTS HERE:</b>	<b>RECTIFIED:</b>

Defects reported to:	
----------------------	--

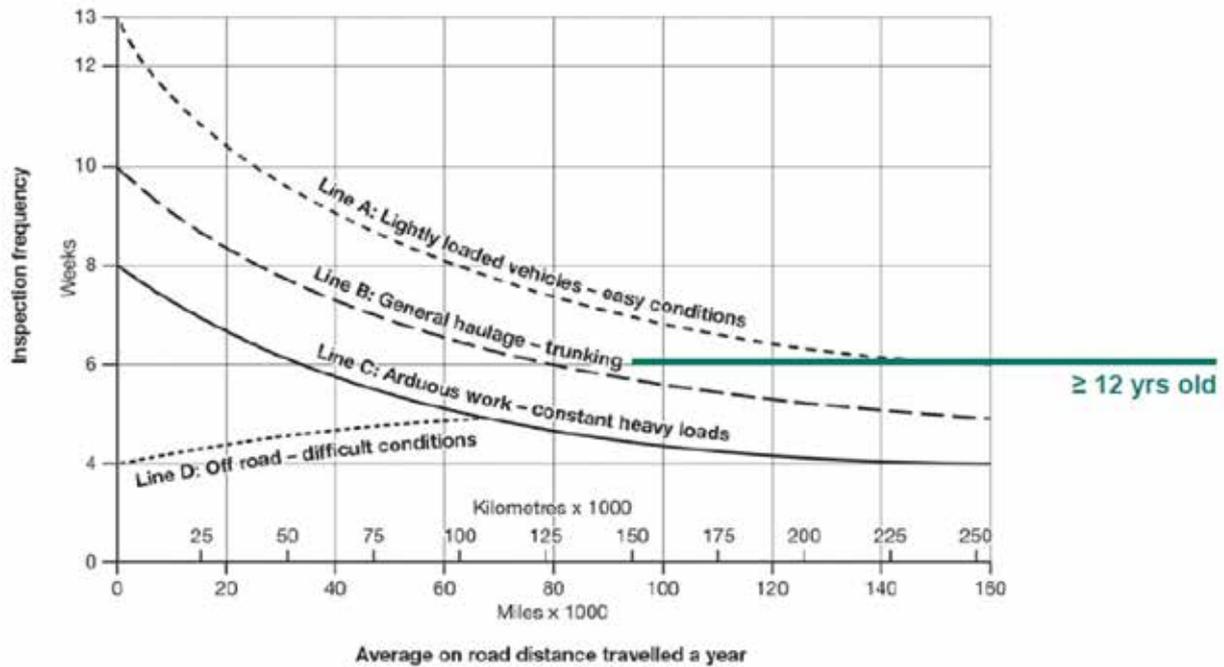
Write NIL here if no defects found:	Drivers signature:
-------------------------------------	--------------------

Defects rectified by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ANNEX 3: A GUIDE TO SAFETY INSPECTION INTERVALS



Safety intervals for all vehicles should fall between lines A and C or A and D as appropriate.

If the vehicle or trailer is 12 years or older than the SI interval should be no more than six weeks. The chart is only a guide and it is the responsibility of you, the operator, to increase the number of safety inspections should the operating conditions demand it. Equally, the number of safety inspections may be decreased with notification to the Traffic Commissioners.

If you are confident that this will still be effective in maintaining roadworthiness. The actual inspection interval chosen should be determined by taking into account:

- the age of vehicle/trailer;
- the conditions under which a vehicle will be operated;
- the expected annual mileage;
- the recommendations of the vehicle manufacturer; and
- other factors that may increase the risk of vehicles becoming unroadworthy.

Vehicles that are only used for part of the year, or that have been out of service for some time, should be inspected before they are first used. When they are being used, the subsequent safety inspection intervals should be determined in accordance with this chart – conditions of use and the equivalent annual mileage (e.g. 20,000 miles covered over a six-month period represents an equivalent annual mileage of 40,000).

Trailers not permanently coupled but in regular use need to be assessed on their conditions of work and anticipated mileage.

Where there are doubts about what interval to choose, new operators are advised to be cautious and make more, rather than fewer, checks.

**ANNEX 4: SPECIMEN MAINTENANCE PLANNER**

Vehicle Registration Number	Vehicle Make & Type	Week No:	January					February					March					April				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		

Vehicle Registration Number	Vehicle Make & Type	Week No:	May					June					July					August				
			19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		

Vehicle Registration Number	Vehicle Make & Type	Week No:	September					October					November					December		
			37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	

- S** = Safety Inspection
- I** = Intermediate Inspection
- M** = Major Service and Inspection
- A** = Annual Test Preparation (including Major Service and Inspection)
- O** = Vehicle Excise Duty Renewal
- X** = Work Completed



## ANNEX 5: EXAMPLE OF A SAFETY INSPECTION RECORD

Vehicle Reg Mark:	Odometer reading:
Make and type:	
Date of inspection:	ISO Wk no:
Operator:	

<i>Notes:</i> <b>'IM Ref' (col 2)</b> – for more details on each item listed, look under this reference number in the VOSA Inspection Manual	<b>'Serviceable' (col 4)</b> – enter the appropriate code:			
	✓	= Satisfactory	<b>T</b>	= Repair required
	X	= Safety item defect	<b>N/A</b>	= Not applicable
	<b>T</b>	= Monitor (possible maintenance required before next SI)		

### Part 1 – Inspection

A: Inside vehicle					
Check No.	IM Ref.	Item Inspected	Serviceable	Defect found	Rectified by
1	18	Seats			
2	3	Seat belts and supplementary restraint systems			
3	22	Mirrors and indirect vision devices			
4	23	Glass and view of the road			
5	25	Windscreen washers and wipers			
6	26	Speedometer / tachograph			
7	27	Horn			
8	28	Driving controls			
9	30	Steering control			
10	37	Service brake pedal			
11	38	Service brake operation			
12	34	Pressure / vacuum warning and build up			
13	36	Hand lever operating mechanical brakes			
14	39	Hand operated brake control valves			
15	17	Cab floors and steps			

B: Ground level and under vehicle					
Check No.	IM Ref.	Item Inspected	Serviceable	Defect found	Rectified by
16	16	Cab doors			
17	1	Registration plates			
18	15	Cab security			
19*	19	Security of body, containers and crane support legs			
20*	20	Condition of body			
21	5	Exhaust emissions			

22*	6	Road wheels and hubs			
23*	7	Size and type of tyres			
24*	8	Condition of tyres			
25*	9	Sideguards, rear under-run devices and bumper bars			
26*	10	Spare wheel and carrier			
27*	41	Condition of chassis			
28	11	Vehicle to trailer coupling			
29*	12	Trailer parking, emergency brake and air line connections			
30*	13	Trailer landing legs			
31*	14	Spray suppression, wings and wheel arches			
32	33	Speed limiter			
33	42	Electrical wiring and equipment			
34*	43	Engine and transmission mountings			
35	44	Oil leaks			
36*	45	Fuel tanks and system			
37	46	Exhaust systems			
38	54	Steering mechanism			
39*	48	Suspension			
40*	53	Axles, sub axles and wheel bearings			
41	57	Transmission			
42	58	Additional braking devices			
43*	59	Brake systems and components			
44*	62	Markers and reflectors			
45*	63	Lamps			
46	66	Direction indicators and hazard warning lamps			
47	67	Aim of headlamps			
48	74	Other dangerous defects			

IM8 Condition of Tyres (enter N/A if not applicable)				
Ck 49	Axle 1	Axle 1	Axle 1	Axle 1
o/s out	mm	mm	mm	mm
	psi	psi	psi	psi
o/s in		mm	mm	mm
		psi	psi	psi
n/s in		mm	mm	mm
		psi	psi	psi
n/s out	mm	mm	mm	mm
	psi	psi	psi	psi

C: Brake Performance (Laden / Unladen roller brake / decelerometer test)				D: Road Test
Check no.	IM Ref.	Item inspected	Efficiency	Inspector comments:
47*	71	Service brake performance	%	
48*	72	Secondary brake performance	%	
49*	73	Parking brake performance	%	

**Part 2 – Comments on faults found**

Check no.	Fault No.	Fault details
<b>Fault numbered here are drivers defect report items</b>		
Signature of Inspector: _____		
Name of Inspector: _____		

**Part 3 – Action found on faults found**

Check no.	Fault No.	Action take on fault	Rectified by

**Part 4 – Declaration**

*"I consider that the above defects have been rectified satisfactorily and this vehicle is now in a safe and roadworthy condition."*

Signature of Supervisor: \_\_\_\_\_

*Note:* It is always the responsibility of the operator that the vehicle is in a roadworthy condition before being used on the road.



**ANNEX 6: EXAMPLE OF A MAINTENANCE AGREEMENT**

**Model agreement between the operator and a garage or agent for safety inspections and / or repair of vehicles and trailers subject to operator licensing**

The **Agreement** is made on the  day  of 20  between:

(a)  ('the contractor'), whose address / registered office is:  
  
 of the one part, and

(b)  ('the operator'), whose address / registered office is:  
  
 of the one part, and

1. **The contractor agrees** that they will, in relation to every vehicle mentioned in the Schedule below, on every occasion when that vehicle is submitted by the operator as mentioned in Article 2 below on or after the date of this Agreement:

- (a) inspect all the items specified in the maintenance record in the form for the time being approved by the Department for Transport which relate to the vehicle;
- (b) if the operator so consents, carry out such renewals and repairs as may be necessary to ensure that the vehicle and every part of it specified in that maintenance record is in good working order and complies with every statutory requirement applying to it; and
- (c) complete that maintenance record to show:
  - (i) which items were in good working order and complied with the relevant statutory requirements when the vehicle was submitted;
  - (ii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted but have been replaced or repaired so that those requirements are satisfied; and
  - (iii) which (if any) items were not in good working order or failed to comply with those requirements when the vehicle was submitted and which have not been so replaced or repaired;
- (d) provide the operator with a copy of every completed maintenance record.

2. **The operator agrees** that they will:

- (a) submit to the contractor each vehicle mentioned in the Schedule below in order that the contractor may, as regards that vehicle, comply with the provisions of Article 1 above:
  - (i) within  weeks of the Agreement, and, thereafter;
  - (ii) within  weeks of the date of the last safety inspection.
- (b) pay to the contractor such reasonable charges as the contractor may make pursuant to their obligations under Article 1 above; and



(c) retain and make available for inspection by an officer mentioned in Section 42 of the Goods Vehicle (Licensing of Operators) Act 1995 or Public Passenger Vehicles Act 1981, every maintenance record mentioned in Article 1 above for a period of at least 15 months commencing with the date of issue.

3. This **Agreement** may be ended by either party giving to the other  months written notice of their intention to end it.

**Schedule**

(Motor Vehicles and trailers which are / which it is intended shall become used in accordance with an operator’s licence held / applied for by the operator under the Goods Vehicles (Licensing of Operators) Act 1995 or Part II of the Public Passenger Vehicles Act 1981)

- 1. **Motor Vehicles** *(the schedule should give registration numbers and brief descriptions of each vehicle)*
- 2. **Trailers** *(the schedule should give the trailers’ identification number and brief descriptions of each trailer)*

**As witness** (etc)

*Signature(s), or seal, of operator*

*Signature(s), or seal, of contractor*

\_\_\_\_\_

\_\_\_\_\_





*Whilst every effort has been made to provide reliable and accurate information, we would welcome any corrections to information provided by the Writer which may not be entirely accurate, therefore and for this reason, the NASC or indeed the Writer, cannot accept responsibility for any misinformation posted.*



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