Our Lifesaving Rules

Always be sure the required plans and permits are in place, before you start a job or go on or near the line.

Never use a hand-held or hands-free phone, or programme any other mobile device, while driving.

Always use equipment that is fit for its intended purpose.

Always test before applying earths or straps.

Never undertake any job unless you have been trained and assessed as competent.

Never assume equipment is isolated – always test before touch.

Never work or drive while under the influence of drugs or alcohol.

Never use a safety harness when working at height, unless other protection is in place.

Always obey the speed limit and wear a seat belt.

Never enter the agreed exclusion zone, unless directed to by the person in charge.

Safe behaviour is a requirement of working for Network Rail.
These Rules are in place to keep us safe and must never be broken.
We will all personally intervene if we feel a situation or behaviour might be unsafe.

We will always comply with our Lifesaving Rules

For more information about our Lifesaving Rules go to safety.networkrail.co.uk/LSR
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My Handbook

This handbook contains the basic guidance for the use of road vehicles of LOADED weights up to 3500kg on Network Rail business. It sets out all the rules, processes and regulations that all drivers must follow to play their part in minimising road risk.

If you drive a vehicle with a loaded weight over 3500kg, you must also familiarise yourself with the contents of the LGV Handbook, which is available on the NSC Road Fleet website (https://www.nr-nsc.co.uk/roadfleet).

All authorised drivers must familiarise themselves with the contents of this handbook. Failure to abide by the policies and procedures outlined may lead to disciplinary action, the withdrawal of a vehicle or Network Rail's refusal to accept liability for expenditure.

The contents of the handbook apply to road vehicles only. Alternative legislation and corporate policies exist for the use of road-rail vehicles.

Safety Foreword

Safety is Network Rail's business. Where your vehicles are concerned this starts with making sure a road journey is necessary and that the driver and the vehicle are fully prepared to make the journey. We commit as a company and as employees, to reduce the risks for our drivers while optimising driver, vehicle, passenger and public safety.

Network Rail's commitment to our drivers and their passengers includes a wealth of safety features, training and information. More of this will be made available to you in this handbook and further information can be found from:

https://www.nr-nsc.co.uk/roadfleet or 0845 600 6767

Drivers, with support from their Line Managers, commit to being competent, confident, fit to drive and authorised to drive the vehicle assigned for their journey.

Am I Qualified to Drive?

Licence Entitlements

You must have the adequate legal entitlement to drive the particular Network Rail vehicle that you have been assigned. It is an offence to drive a vehicle on a public highway without a valid driving licence for the type of vehicle being driven. You must also notify the DVLA if you have or incur any medical impediment that may affect your driving ability. Non-disclosure is an offence that will be dealt with by the DVLA, which can include licence revocation.

Select a vehicle that is appropriate for your driver's licence, the journey, the conditions, and the task. This will include considering vehicle type, size, seating, weight constraints, ancillary equipment, towing and loading capability. Network Rail prohibits the use of motorbikes for business journeys under any circumstances.

The following table outlines the maximum size of vehicle that can be driven on the stated driving licence entitlements:
### Road Fleet Driver Handbook 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Vehicle Weight</th>
<th>Maximum Trailer Weight</th>
<th>Maximum Combined Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Rigid vehicle not exceeding 3,500kg</td>
<td>750kg</td>
<td>3,500kg</td>
</tr>
<tr>
<td>C1</td>
<td>Rigid vehicle exceeding 3,500kg but not exceeding 7,500kg</td>
<td>750kg</td>
<td>8,250kg</td>
</tr>
<tr>
<td>C</td>
<td>Rigid vehicle exceeding 7,500kg</td>
<td>750kg</td>
<td>Weight of vehicle plus maximum of 750kg</td>
</tr>
<tr>
<td>B+E</td>
<td>Category B vehicle towing a trailer</td>
<td>Above 750kg but trailer must not exceed unladen weight of vehicle</td>
<td>Weight of vehicle and trailer cannot exceed 7,000kg</td>
</tr>
<tr>
<td>C1+E</td>
<td>Category C1 vehicle towing a trailer</td>
<td>Above 750kg but trailer must not exceed unladen weight of vehicle</td>
<td>12,000kg</td>
</tr>
<tr>
<td>C+E</td>
<td>Category C vehicle towing a trailer</td>
<td>Above 750kg</td>
<td>20,000kg</td>
</tr>
<tr>
<td>D1+E</td>
<td>Category D1 vehicle towing a trailer</td>
<td>Above 750kg but trailer must not exceed unladen weight of vehicle</td>
<td>12,000kg</td>
</tr>
</tbody>
</table>

All drivers of vehicles over 3500kg must have a Driver’s Certificate of Professional Competence (CPC) qualification. See the [LGV Handbook](#) for more information.

Drivers who passed their Category B (car and small goods vehicle) test prior to 1st Jan 1997 were additionally granted C1 and C1+E entitlement automatically once they reached 18. Effected individuals have “Category Restriction 107” endorsed on their licence. Those who have passed their Category B test since 1st January 1997 only have a Category B entitlement, unless further training has been completed. For more information see [Vehicles You Can Drive – Gov.UK](#)

### Authority to Drive

In order to drive for Network Rail, you must:

- Have held a current full driving licence valid in the UK for one year
- Have not, during the last five years, been convicted of: driving offences for drugs or drinking, dangerous driving or failure to stop after an accident
- Have not been involved in 3 or more ‘own fault’ accidents in the last 12 months

If you do not meet any of these criteria - on a case by case basis - line managers may consider employees whose ability to drive is an operational requirement. They must be supported by a letter with director level approval and completion of Network Rail Driver Training [Driver Training Booking Form](#)

You can only drive a Network Rail vehicle, hire car or your own vehicle on company business, if you have completed an authority to drive form. The company’s preferred process is for you to complete and return the Electronic Licence Checking form. However, if you have concerns about completing a mandate for an electronic licence check then you must use the revised ‘Authority to Drive: Self Declaration’ form to self-declare that you possess a valid driving licence.

You must not drive without submitting the ELVIS or Self Declaration form. Drivers of personally allocated vehicles, who are permitted to delegate driving responsibility for their vehicles, are held responsible for ensuring that they are driven by approved persons who have submitted licence checking forms.

Road Fleet Driver Handbook 2015 [nr-nsc.co.uk/roadfleet](#)
If you choose to use the Self Declaration form then your manager must retain a copy of this for our records. The Self Declaration must be re-declared annually or upon any change to your driving licence.

There is also a further process by which you can share your driving record with someone, e.g. your line manager through the government ‘view your driving licence’ website. You can create a licence check code, which will be valid for 21 days. This can be used in conjunction with the Self-Declaration if you choose.

The Electronic Licence form must be returned to the Licence Bureau (details on form). Electronic Licence checks will be completed within 10 Days and Line Managers will be informed of any issues with driving licenses. All forms can be found on the NSC Road Fleet webpage °DVLA D796 and declaration °ATD Self Declaration.

To drive before this time, contact NSC Road fleet for more information:
°NSCRoadFleet@networkrail.co.uk

All Network Rail Employees should complete a driver declaration – even if only to state that they will not drive on behalf of Network Rail. Employees who drive, or think they may need to drive in the course of their duties, must also complete an Authority to Drive form. This also applies to:

- Any contractor employed by Network Rail (i.e. on a temporary or agency contract) who has an operational requirement to drive on Network Rail business
- Any Network Rail Supplier’s staff driving a Network Rail vehicle
- Any employee’s spouse or permanent cohabiting partner who is applying to drive an employee’s Network Rail provided personally-issued vehicle (meeting the following criteria):
  - The Network Rail employee has specific contractual entitlement
  - The spouse or permanent cohabiting partner is over the age of 18
  - The spouse or permanent cohabiting partner has a full UK license to drive; and
  - The spouse or permanent cohabiting partner has fully completed a D976 permission form

**Any Changes to Your Licence**
You must notify Network Rail if you (or any approved driver of your vehicle) have or incur any impediment that may affect your driving. You are not permitted to drive a Network Rail vehicle if you are deemed unfit to do so by a doctor.

**Your Line Manager must be made aware of any of the following as the corporate insurance may be invalidated in certain circumstances:**
- You suffer from any disease or infirmity that impairs your ability to drive
- You have been refused motor vehicle insurance cover
- You have convictions, during the last five years, for any of the following motoring offences:
  - Causing death by dangerous driving
  - Dangerous driving (by any terminology)
  - Failing to stop after an accident
  - Any offence which resulted in suspension from driving
  - Driving under the influence of alcohol or drugs
  - You have any driving conviction not disclosed to Network Rail (other than parking fines)

For any of these circumstances a Line Manager may contact NSC Road Fleet for further advice.
A subcontractor or agency worker, at the discretion of their designated Network Rail Manager, may drive on Network Rail business providing they follow these criteria. The same legislation, restrictions, expectations and disclosures apply as to employees.

An apprentice must undergo a Training Course to become accustomed to driving commercial vehicles before driving on Network Rail business. Further information is available via the NSC Road Fleet webpage Driver Training

https://www.nr-nsc.co.uk/roadfleet/driving/driver-training/

**Driver Training**

Driver training courses are available to all Network Rail drivers subject to budget holder’s approval. It is required that all employees unfamiliar with driving any work specific vehicles undertake vehicle familiarisation training before driving on Network Rail business.

Available Driver Training Courses Include:

- **On Road Training**
- **Advanced Performance**
- **EST Fuelsave Driver Training**
- **Speed Awareness Training**
- **UK Driving Induction Familiarisation Training**
- **Winter Driver Training**
- **Winter Driver Training Designated 4x4 Driver**
- **LGV On-Road Manoeuvring**
- **Off Road 4x4 Driving Safety**
- **Trailer Towing**

**Driver profiling tool:** - When booking on a course you will be asked to complete this, which will help identify areas of training that may be of benefit to you - [Driver Training Booking Form](https://www.nr-nsc.co.uk/roadfleet/driving/driver-training/)

**Driver CPC:** - For vehicles weighing over 3.5t you will need to hold a Driver Certification of Professional Competence (Driver CPC) and have a category C1 or C1+E listed on your license before driving. For enquiries and further information relating to the Driver CPC please refer to the Road Fleet Website or alternatively to book a course please complete [Driver CPC booking form](https://www.nr-nsc.co.uk/roadfleet/driving/driver-training/)

For more information about booking these course or to talk about if they might benefit you contact NSC Road Fleet (NSCRoadFleet@networkrail.co.uk or 0845 600 6767)

**Driver Competency – Tachographs**

Any vehicle over 3.5t and any vehicle fitted with a towbar will be fitted with a tachograph system. The process of tachograph management is owned and operated by the DVSA. Tachographs record information about driving time, speed and distance. They’re used to make sure drivers and employers follow the rules on drivers’ hours. This works hand in hand with Network Rails commitment to ‘everyone home safe every day’.

**Insurance, Road Tax & MOT**

Network Rail provides insurance for any Network Rail provided road asset.
Road Tax for Network Rail owned assets bought and managed by NSC Road Fleet. A driver will be notified by Fleet Management of the requirement to book any road asset for an MOT when due. It is the road asset contact’s responsibility to ensure they make and attend a booking by contacting Network Rail Driver Helpline (☎️ 0845 600 6767 Option 3)

For vehicles supplied for hires it is the hire company’s responsibility to supply the road tax and MOT. The hire company will notify the vehicle contact to arrange booking of the MOT.

It is good practice to familiarise yourself with the expiry dates on the TAX & MOT (if the vehicle is approaching or over three years old), which can be done via the DVLA website.

Vehicle Servicing
Vehicle servicing is carried out on a time/mileage basis. Employees with work allocated vehicles are to familiarise themselves with the servicing regime and requirement of their specific vehicle and liaise with the Road Fleet Vehicle Management Team as the next servicing activity approaches. Failure to adhere to the requisite servicing regime and requirements could risk the safe condition of the vehicle.

Prepared to Drive

Permitted Use
Network Rail vehicles are made available to employees for business travel, i.e. travel between Network Rail business locations, and in exceptional circumstances, for travel between an employee’s home and a “temporary workplace” (generally a place where an employee is scheduled to work for a period of less than 24 months).

Private use of Network Rail vehicles is prohibited unless such private use (which includes “ordinary commuting”, i.e. travel between the employee’s home and a “permanent workplace”) has been specifically authorised and confirmed in writing. This includes hired vehicles (except if replacing a job requirement vehicle). Permitted use also excludes competitions, rallies, trials, pace making, speed testing, driving tuition, and the carriage of passengers for hire or reward.

For necessary business travel, e.g. where teleconferencing is not appropriate, train travel should be considered. If train travel is not possible, you should utilise a pool car. If not available, you may utilise a short term hire. Only in situations where the above options cannot meet requirements and travel is an absolute business requirement should you utilise a personal vehicle.

For more information on hire vehicles and booking procedures see the Road Fleet Website: https://www.nr-nsc.co.uk/roadfleet/products-and-services/short-term-hire/

Vehicle Loading
Vehicle users must ensure that vehicles are not overloaded and that vehicles are loaded in a way that does not pose a danger. You must not drive a vehicle where the condition of the load is dangerous and you must abide by maximum axle weights and maximum gross vehicle weights for the vehicle. Fines of up to £5,000 can be imposed on the driver for each offence committed. If in any doubt, ask your line manager.

If any Network Rail provided vehicle is stopped by any authorised person and is found to be overloaded, you must inform your Line Manager, NSC:24/7 (01908 723500) and the NSC Road Fleet Team without delay. This will be treated as a significant incident and could be treated as a disciplinary matter.

To find out more see Vehicle Safe Loading or for Carriage of Dangerous goods see page 13.
Vehicle Condition
The driver of any vehicle is expected to keep the vehicle in a good condition. The vehicle reflects both you and Network Rail. Moreover if you allow the vehicle condition to deteriorate through neglect it could be dangerous and cause serious injury. Fuel Cards with a car wash symbol on the back are accepted at many garages or cleaning should be paid for by the driver and then claimed back through the usual expenses processes.

Care and routine maintenance of the vehicle is your responsibility; weekly checks should include:
- Engine oil and Coolant levels
- Brake fluid
- Tyre pressures and tread condition (when the vehicle is cold)
- Lights including indicators

Any faults found when completing the driver daily/weekly vehicle checks should be recorded in the log book and reported to both the Network Rail Driver Helpline (0845 600 6767 Option 3) and your Line Manager immediately to arrange for the fault to be rectified.

Daily Checks
As an operator and/or driver of vehicles, it is your responsibility to ensure that the vehicles you use are roadworthy. It is an offence to use an un-roadworthy vehicle on the road; this may incur fines, penalty points or both on your license.

Drivers must be able to report promptly any defects or symptoms of defects that could adversely affect the safe operation of vehicles. Reports must be recorded and provision should be made to record details of any rectification work done.

For more information see the NSC Road Fleet Safety Information page documents:
- Daily Vehicle Inspection Check Sheet
- Driver Vehicle Checks - What to look for
- Daily Walk Around Checks (Apr 14) - further information

Short Term Hires
Hire vehicles are usually intended for a short period (1 day or 2). Network Rail acknowledges that current business needs have meant we have a larger quantity of Short Term Hires and a Longer Term contract and drivers are advised both Short and Long term hires are subject to the same lifesaving rules and vehicle management rules as an owned asset.
- Hires need both line manager and budget holder approval before orders are sent to the suppliers

Planning Your Journey
For Safer journeys give full consideration to the following aspects:
- Driver vehicle checks before every journey
- Allowing adequate time for the planned journey
- Planning and minimising the length of journey
- Taking account of prevailing weather conditions
- Programming the Sat-nav device before moving off
- Driving at an appropriate speed for the conditions
- Avoiding distractions and being focused on driving
- Complying with Network Rail’s Drugs and Alcohol Policy
- Complying with Network Rail’s Life Saving Rules
- Safely loading, securing and unloading a vehicle
- Parking safely, giving consideration to people and access
- Reporting issues, incidents and close calls and full co-operation in investigations
- Noticing and avoiding fatigue & complacency

Driver fatigue accounts for up to 20% of crashes on motorways or similar roads, with 40% involving people who drive as part of their job (National Statistics).
- Be aware of your tiredness and take breaks where appropriate
- Tell your manager if anything at work or in your personal life is disrupting your sleep
- Share the driving if it is possible
- Do not drive immediately after a heavy meal or particularly strenuous work
- Turning the radio up or winding down the window will do little to stop you nodding off so stop and take a break

Network Rail actively supports road safety and seeks to promote joint responsibility of the organisation, drivers and passengers to control the risk involved in driving. For more information on safer driving see the NSC Road Fleet website, safety information page:
- 🌐https://www.nr-nsc.co.uk/roadfleet/safety/safety-information/

**Journey Time**
All vehicles with a maximum permissible weight exceeding 3.5 tonnes, or a lighter vehicle towing a trailer where the gross combination weight of the two exceeds 3.5 tonnes, fall under the drivers’ hours and tachograph regulations. For more information on the driving and rest periods required see the LGV handbook:
- 🌐https://www.nr-nsc.co.uk/roadfleet/driving/driving/

When driving a vehicle to and from your place of work, in accordance with NR/GN/INI/001: door to door time should not be planned to exceed a maximum of 14 hrs. Work time should not be planned to exceed 12 hrs in any 24 hr period, with the exception of designated night workers as defined by the working time regulations.
For more information see the NSC Road Fleet Safety Information page document:
- 🌐Guidance On The Management Of Door-To-Door Work Time Travel

**On the Road**

**Life Saving Rules**
Network Rail’s Lifesaving Rules provides clear barriers to unsafe requests. Everyone takes responsibility and this allows us to prioritise the safety measures that save lives. Be familiar with all the Life Savings Rules. 🌐Lifesaving Rules
- Network Rail’s lifesaving rules apply both at work and whilst using company supplied equipment such as a car or a mobile phone at all times, including using company equipment in your own time e.g. speeding in a personal issue vehicle. Always obey the speed limit and wear a seat belt.
- Never work or drive while under the influence of drugs or alcohol
- Never use a handheld or hands free phone or any other mobile device, while driving

**Mobile Phones**
Network Rail policy and the Lifesaving Rules prevent employees from using a hand held device or programming any other mobile device while driving – including programming Satellite-Navigation. Where a vehicle is supplied with a hands-free kit fitted, this is only intended to provide a convenient and
secure location to mount and charge a phone handset from during a journey and not for the making and receiving of calls, texts / emails / using the internet – all of which may distract you from the road.

**Speed Limits**

The speed limit is the limit. Driving at 30mph in a 30mph zone may be too fast. **Be aware of limitations such as 20mph zones and variable motorway speeds.** Consider both speed and where you are.

Where a vehicle is limited to a speed (indicated by a restriction sign) of 60mph or less, it may not travel in lane three of a motorway unless instructed to do so by a traffic officer.

**Goods Vehicles includes small vans over 2Tonnes**

Exceeding the speed limit is a factor in 14% in fatal road accidents (DfT 2011) and is a real issue in our business where we see numerous rule breaches – this is unacceptable in any circumstances. If you are doing 20 mph or over the legal speed limit you will be subject to the same fair culture investigations process as any other rule breach.

Fair Culture will always apply, and everyone can expect a fair investigation that will identify the root cause of any lifesaving rule breach. There is no presumption of guilt and any mitigating circumstances will be taken into account. Where an investigation finds no valid mitigating circumstance for speeding offences of 20mph or more over the speed limit, a slip in concentration or a lapse in judgment is not a reasonable conclusion for such an excessive breach. The individual will have been aware of the speed at which they were travelling.

Such events will now be treated as a reckless contravention and will lead to disciplinary action and will be considered gross misconduct. A safe driving culture should be embedded; exceeding the speed limit is never safe. To support this, Network Rail will consider such 20 mph and over speeding incidents to be gross misconduct under the disciplinary process.

For further information on lifesaving rule breaches please contact your HR Business Partner.

**Smoking**

Smoking is banned in all Network Rail vehicles. It is illegal to smoke in Network Rail owned, leased or company provided hire vehicles or your own private vehicle if used on company business.

No smoking signs are displayed in each compartment of the company vehicle in which people can sit and failure to comply or removal of any legally required signage may result in disciplinary action. Network Rail is legally obliged to enforce this policy. If you see someone smoking in a Network Rail or company hired vehicle you should alert the Line Manager immediately.
Drugs and Drink Driving
Network Rail Drugs and Alcohol Policy imposes limits significantly below the drink drive limit when working on behalf of Network Rail. The best solution is not to drink at all when you drive, even a small amount of alcohol may affect your ability to drive safely.

You also must not drive under the influence of drugs or certain medicines. Check with your doctor or pharmacist if you are in any doubt.

It is your responsibility under Network Rail’s Drug and Alcohol policy to tell your line manager about any prescription or over the counter medication that you are taking. You should also let your line manager know about any medical condition that could affect your ability to work or drive safely. Use Chemist on Call to assess all prescribed, over-the-counter and herbal medication enquiries. Once you have advised your line manager regarding any new or multiple medications, your line manager should refer to Chemist on Call, the Chemist on Call Health Fact Sheet is available on Connect.

Using illegal drugs is highly dangerous. The effects are unpredictable, and may result in a serious or perhaps fatal road accident. Regardless of circumstances, in the event of a drink or drug related conviction, permission to drive will be immediately revoked and your status in relation to the use of Network Rail vehicles will be re-assessed.

Seatbelts and Head Restraints
Seat belts must be worn at all times in the front and rear of the vehicle, whether you are driving or a passenger. Passengers have a responsibility for ensuring that they wear seatbelts but the driver of the vehicle should oversee compliance. Seat belts must be maintained in proper working order. You should only sit in a seat while the vehicle is in motion if there is a seatbelt fitted.

Head restraints help to protect the neck from whiplash injuries. In some vehicles the head restraints used can be individually adjusted. It is important that the driver and passengers adjust head restraints properly.

- The head restraint top should reach the top of the head or no lower than 5 cm
- Move the head restraint close to the rear of the head, it should be no more than 5 centimetres away from the back of the head

Tyres
For owned and leased cars and light vans up to 3,500kg the legal minimum depth of tire tread is 1.6mm however: Network Rail Tyre Policy is that tread must be at least 3mm across the central 75% of the tyre. Network Rail will replace tyres at 3mm, drivers should ring the Driver Helpline (0845 600 6767 Option 4) to book a replacement.

Tyres in poor condition impair the vehicle’s performance, increasing stopping distance and the possibility of sudden tyre failure. Pressures are available stamped on one of the door pillars and also in the maintenance manual. Pressure, tread and condition should be checked on daily walk rounds.

Lights and Driving in Darkness
All lights must be clean and in working order. Headlights must be adjusted properly. Even in daylight hours, lights must be in full working order. You must check your lights during daily walk around checks. You must be conversant with ‘hours of darkness’ regulations requiring the vehicle to be lit by front and rear lights. In poor visibility, by law you must drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights.
Windscreen, Horn and Speedometer

Windscreen must be totally transparent. If there are even small chips in the windscreen contact the Driver Helpline (0845 600 6767 Option 5) immediately. They will organise a replacement or repair. You should check your windscreen daily.

All motor vehicles should have a functional horn, speedometer and working windscreen washers/wipers.

Driving in Adverse Conditions

When you set off know the route and make sure that you have a means of emergency communication. Whilst driving, beware of black ice in cold, wet weather and potholes that can cause tyre deflation or crashes. Remember that braking distances can be ten times as long in adverse conditions. Leave a minimum 4 second gap between you and the vehicle in front if the conditions are icy or wet.

Driving Off Road

You may often need to drive off road to access track points and working areas.

- Use your gears to control your speed, use brakes as little as possible
- Take your time and assess obstacles before attempting them even if this means getting out of the vehicle and walking ahead
- When negotiating slopes avoid changing gears, on steep descents select the lowest gear possible to give better vehicle control

On rural roads, match your speed to the conditions and be aware of: pedestrians, cyclists, hay, mud or manure, slow-moving tractors and on-coming vehicles, encroaching your side of the road.

Carriage of Dangerous Goods

Network Rail vehicles are often required to carry small quantities of hazardous/dangerous goods e.g. plant fuel/gases/fog signals or detonators etc. Care must be taken when transporting these goods and they must be transported in the safest possible way. All drivers must follow the advice given by the:

- Working Manual for Rail Staff Handling and Carriage of Dangerous Goods
- Carriage of Dangerous Goods Act in small quantities

Towing

All drivers of vehicles used in towing operations must be aware of the following:

- Hold a category B licence for towing trailers no more than 750kg or a trailer over 750kg providing the combined weight of the trailer and towing vehicle is no more than 3500KG
- Hold a category B+E if you wish to tow a trailer over 750kg and the combined weight of the trailer and towing vehicle is over 3500kg.
- For gross train weights above 3500kg you must be certificated and in possession of a digital tachograph drivers’ card
- Book a Driver Training Course on towing operations
- Use the vehicles fitted digital tachograph and comply with the Drivers’ Hours Regulations* (where the gross train load of vehicle and trailer exceeds 3.5 tons)

- Trailer Towing courses are available on request (subject to budget holder approval)

*In railway emergency situations, Network Rail has obtained special exemption to allow the towing of equipment to site without the use of tachograph equipment. This exemption only applies in an official recorded railway emergency classified and recorded by the Network Rail Route Control. This exemption must not be abused.

Minibuses

Network Rail holds a PSV licence for the provision of minibuses over 9 seats including the driver in certain areas. All drivers must have a full, unrestricted D1 entitlement, which can only be obtained through taking a second test in a minibus. This will also include Driver CPC training.
Parking
All vehicles have blind spots. Be aware when driving, your ability to see obstacles and hazards may be obscured. Use your side mirrors when reversing and whenever possible, ask a colleague to guide you into a safe reverse parked position. Avoid parking in narrow roads, opposite driveways, entrances and junctions. Reverse parking reduces the chances of damaging the vehicle. It is safer to drive forward out of a space as visibility is increased.

Security
The vehicle must be locked with the windows closed and all keys removed when it is left unattended. Valuables should be removed from the vehicle or locked in the boot out of sight when the vehicle is unattended. Where it is possible the vehicle should be garaged overnight, or as a minimum parked in a safe, secure area. Personal items are not covered by Network Rail insurance.

Production of Documentation
If requested, you must produce an insurance certificate, V5 registration document, MOT certificate and your original driving licence at a driver-nominated police station within five days. The insurance, V5 and MOT documents are available from the NSC Road Fleet Team (NSCRoadFleet@networkrail.co.uk)

Fuel and Fuel Cards
Where provided, all Network Rail vehicle fuel is to be purchased using the vehicle specific fuel card. This may only be used for the vehicle registration embossed on the card and will include the car wash facility. The card must not be used to obtain fuel for any other vehicles, plant or equipment. These cards will be active for 4 years and will then need to be re-ordered using the order link Shortcut to: https://www.nr-nsc.co.uk/fuel-cards/. Once ordered and approved by the Budget holder a card will take approximately 5 working days to get to the end user.

Wildcards are provided but are not vehicle specific and any expenditure is the responsibility of the cards named owner. These can be ordered and used for the purchase of fuel for plant, long-term hire vehicles and emergencies and will be active for 1 year. Replacements can be ordered using the link above. For HGV vehicles please order a HGV fuel card which are aligned the vehicles fuel tank capacity.

Before any transaction, check that the supplying garage accepts your fuel card. Give the vehicle’s current mileage and make sure that this is accurately recorded on the fuel sales receipt. Fuel sales receipts should be retained and kept with the vehicle’s logbook. Network Rail treats misuse of Network Rail provided fuel cards as a serious matter. Breaches may be dealt with under the Network Rail disciplinary procedure. Company fuel cards may be used for fuel for business travel only, except in the exceptional circumstances. For further information, see Business Expenses and Travel Policy. Section 3.6

Fuel card facts:
• All cards have a swipe and signature system which can be used at 4000 sites (Discounted)
• Other sites you will be able to chip and sign for fuel purchased (none discounted)

Mileage Claims
Should you be required to pay for fuel for a short term hire, leased vehicle, a Network Rail owned vehicle or your own personal vehicle, you should claim for the mileage driven through the recognised expense claim procedure in Oracle e-Business Suite. Your claim should include full details of the journey made, the vehicle registration, the reason for the journey, mileage and amount claimed. Mileage claims should be exact as they are audited.

Hire vehicles should always where possible be refueled before return, there is a considerable mark up for the hire company refueling the vehicle, which will be recharged to the Business Unit.
**Vehicle Log Books**

All drivers of Network Rail vehicles and short term hires must comply with business instructions on the use of log books, whether electronic or paper-based systems are in place. It is imperative that the type of journey is recorded for tax, insurance and HR purposes. You must record every journey. Failure to do so may be treated as a disciplinary matter. Further, traffic cameras capture many offences; therefore, it is essential that you record details of when you are driving at all times, otherwise you may be liable for any offence that takes place in your vehicle, if Network Rail cannot identify who the driver was at the time of the offence. If you require a log book for a short term hire vehicle you can find one on the NSC Road Fleet website documents page.

- [Downloadable Log book Sheet](#)

Should your vehicle have a paper-based log book, send the vehicle log top copy sheets to your Line Manager or their delegated authority. The original log book must be kept safe within the vehicle for audit purposes or given to your Line Manager when the log book is full and a new vehicle log book is in use. These records will be retained for HMRC record purposes and must be provided to your Line Manager or their delegated authority on request.

When adding entries to your vehicle’s logbook, you must make sure that it is up to date and the current mileage reflects the vehicle’s actual mileage. If you see a discrepancy, you must report it to your Line Manager immediately. If you believe that a vehicle is being used and the vehicle’s logbook is not being updated please contact your Line Manager immediately.

**Vehicle Tracking System**

As part of the MORR project all Network Rail vehicles will be fitted with a vehicle tracking system from December 2015 to April 2016. The tracker information would be used:

- As an electronic log book
- As lone worker security

The vehicle tracking system will also come fitted with a Satellite Navigation which can be programmed pre-journey but will be ‘locked out’ while the vehicle is in motion so that it falls in line with Network Rail's lifesaving rules.

**Vehicle Use Near Railway Lines**

You should avoid parking in the immediate vicinity of a level crossing. Parking inappropriately at crossings can obscure signs and warning signals, create a distraction or obstruction for others - forcing them into the path of oncoming traffic or causing them to stop on the crossing. This could have tragic consequences.

When parking at level crossings: Use nearby car parks, lay-bys, side roads and rail compounds whenever possible. If dropping off heavy and/or cumbersome equipment, consider all potential risks and keep dwell time to an absolute minimum. In exceptional circumstances such as during level crossing failures or emergencies, use common sense and professional judgment.

**Use Outside the United Kingdom**

If you require a vehicle to be driven outside of the United Kingdom, you must inform the NSC Road Fleet team ([NSCRoadFleet@networkrail.co.uk](mailto:NSCRoadFleet@networkrail.co.uk)). If you drive a leased vehicle you must also inform the appropriate leasing company and obtain permission for the vehicle to be taken outside of the United Kingdom. When travelling abroad it’s important that you are able to show you are allowed to use the vehicle.
via the vehicle on hire certificate (VE 103). The certificate may be obtained from the following organisations:

- RAC
- AA - Automobile Association
- RHA - Road Haulage Association
- BVRLA - British Vehicle Rental and Leasing Association
- FTA - Fleet Transport Association

The NSC Road Fleet team will arrange for the applicable insurance cover for your vehicle and forward the required insurance documentation and a copy of the registration document in due course. You must not take the vehicle outside of the United Kingdom until you have received permission to do so and received the relevant paperwork.

You must take out vehicle recovery insurance cover at your own expense to cover the vehicle whilst being used outside of the UK. This must cover the cost of recovering the vehicle to the UK in the event of breakdown and/or the cost of permanently exporting the car if the vehicle is ‘written off’ whilst outside of the UK. The NSC Road Fleet Team can advise on companies that provide this cover.

If you do not purchase breakdown cover and the vehicle breaks down or is involved in an accident, you may be charged for recovery or repatriation. It is your responsibility to be conversant with motoring legislation for all the countries you intend to visit.

**CP5 Carbon Challenge**

We all have our part to play in reducing our energy consumption. Changing our behaviour towards energy and fuel use will have an immediate positive effect. Several small amendments to your driving behaviour can make fuel go further and help the environment by cutting CO2 emissions.

- Shift up gears sooner; before 2,000 RPM in diesel or 2,500 RPM in petrol. Where safe drive in the highest gear your vehicle and load will permit
- Only drive vehicles in 4x4 mode when ground conditions warrant the extra traction
- Accelerate and brake smoothly
- Turn the engine off if you are sat in traffic for more than one or two minutes
- Conduct your exterior and cockpit checks before starting the engine.
- Keep tyres inflated to the correct pressure. Slow down. Reducing your speed from 70 to 50mph uses 25% less fuel. If you maintain a cruising speed of 55 to 60 mph this is also very efficient and can enhance efficiency by up to 15%

**Congestion Charges**

If congestion charges are incurred when undertaking Network Rail business, it is the responsibility of the driver to pay the daily rate and reclaim via the expense procedure. Where receipts cannot be obtained, full details of the journey undertaken and the reasons for the journey must be provided.

In cases where a vehicle will constantly be entering a charging zone the driver should contact the Road Fleet Team who will make payment in advance. Network Rail may seek to recover the cost of fines incurred for non-payment from the registered driver of the vehicle. You may also be charged any associated administration fee.
Dartford Crossing Charges

- You no longer pay for the Dartford Crossing at the barriers. The new payment scheme is called Dart Charge.
- You must pay for a crossing in advance or by midnight the day after crossing. Network Rail will do this using a pre-pay account, which saves you up to a third on every crossing, or by making a one-off payment (for vehicles such as hire cars).

The Network Rail pre-paid account is now operating. All vehicles on fleet have been loaded to the account. Hire vehicles will be paid for by Network Rail using the one off payment system after they are registered as crossing. Cost will be individually allocated to the vehicles (including hire vehicles) and will be invoiced to the relevant Business units in the following period.

What Happens If?

Emergencies

If you break down use your hazard lights if you are causing an obstruction. If possible, get the vehicle into a safe position. It is important that you and all passengers treat their personal safety as paramount. Do not take undue risk trying to move the vehicle.

Once safe - call the Network Rail Road Fleet Driver Helpline. When on a motorway stand behind any crash barriers off the hard shoulder or, when on other roads, stand on the nearside verge. Do not sit in the vehicle whilst waiting for assistance. Only get back in the vehicle if you feel at risk of attack; return via the passenger side door and keep the vehicle doors locked.

Breakdown Assistance

If you require breakdown assistance contact the Network Rail Road Fleet Driver Helpline even if your vehicle has free cover as part of its warranty. Please do not attempt to repair or replace any components (including tyres) yourself or make any arrangements directly with a repairer. The Network Rail Road Fleet Helpline will arrange for the vehicle to be attended to by the appropriate breakdown company. If the vehicle cannot be repaired quickly, you can contact the Helpline to arrange a replacement vehicle, subject to budget holder approval.

Accident Procedure

In the event of any accident, theft, incident or discovered damage, you must call the Network Rail Driver Helpline (☏ 0845 600 6767 Option 1). The Helpline team will manage all aspects of any incident and complete an accident report claim form with you over the phone. Calls should be made as soon as is safe to do so and within 24 hours of the accident occurring. Failure to notify promptly will cost Network Rail additional money in the event of a claim. All calls to the Helpline are recorded.

All damage should be reported to Network Rail Driver Helpline, regardless of how the damage was caused. The Road Fleet team will liaise with the insurance company and recover any uninsured losses. Please do not make any arrangements directly with a repairer.

If you are involved in a road-traffic collision where a person other than yourself, is injured, damage is caused to another vehicle or to someone else’s property or an animal has been killed or injured, (an ‘animal’ is defined as any horse, cattle, ass, mule, sheep, pig, goat or dog) you must:

- Note relevant information about the collision and take photographs
• If another vehicle is involved, note the registration, make model, other driver’s name, phone number and insurance details, number of passengers, injuries and damage, and take photographs if safe and possible
• Give your vehicle registration number, your name and address, and that of the vehicle owner (if different), to anyone with reasonable grounds for asking for those details
• If you do not exchange those details at the scene, you must report the accident at a police station or to a police constable as soon as you can, and in any case within 24 hours
• As soon as it is safe to do so, and immediately if possible, ring the Network Rail Driver Helpline (0845 600 6767 Option 1) to report the accident and pass on the details. They will also arrange your recovery if necessary.
• Do not discuss what happened with the third party
• Do not accept liability, apologise or offer payment, even if you think the accident may have been your fault. To do so could invalidate Network Rail’s insurance claim. Even a simple apology can be misconstrued.
• Conversely, do not accept any offer to pay for any damage to your vehicle.
• All correspondence concerning an accident should be sent to the Network Rail Road Fleet Driver Helpline as soon as possible. Do not reply to any letter from a third party.

Where injury is caused to another person, then in addition to the above you may also be asked to produce a certificate of insurance. If requested to do so by the police, you may take it to the police station you nominate when you report the incident within seven days of the accident.

Failing to stop and failing to report an accident are both separate offences. Penalties for each offence include a maximum fine of £5,000 and/or 6 months imprisonment. If you are found guilty your licence must be endorsed with five to ten penalty points. The court also has the power to disqualify you from driving for either offence.

If you are unsure, is best to ask the Network Rail Driver Helpline (0845 600 6767 Option 1).

Theft or Attempted Theft
All thefts from or any vandalism to a Network Rail provided vehicle must be reported immediately to your Line Manager. You must also inform the police, then immediately contact the Network Rail Driver Helpline (0845 600 6767 Option 1) who will complete a claim form.

• Always ensure that the ignition key is removed whenever the vehicle is left unattended and the vehicle is locked according to the manufacturer’s recommendations
• When the vehicle is left unattended, check that the doors, windows, sunroof, bonnet, boot lid and fuel cap (where applicable) are securely locked
• Never leave valuable items on display inside the vehicle. Lock them in the boot or rear load space of the vehicle or, if practical, take any valuable items out of the vehicle completely
• Whenever possible, park in well-lit areas.

Network Rail may declare the vehicle a write-off if it has not been recovered within a given period from the date of theft, usually 90 days. Network Rail is not liable for the loss or damage of any personal equipment. This remains the responsibility of the individual.

Theft of audio equipment should be immediately notified to the Driver Helpline who will arrange for the equipment to be replaced through our repair channels.

Prosecutions, Fines and Charges
Network Rail accepts no liability for any vehicle fines incurred or payable by its employees. The responsibility for such offences, e.g. speeding, careless driving, drinking and driving, etc. is the driver’s.
If you are caught speeding on a camera or breaking regulations of The Highway Code on CCTV, a prosecution notice will be sent to the NSC Road Fleet Team. They will contact the nominated vehicle contact to identify the offending driver and forward their details to the prosecuting authority.

In instances where a vehicle is driven, the driver who conducted the breach at the time stated on the prosecution must come forward and co-operate fully with any investigation and provide the requested information to the prosecuting court within the stated timescales. Failure to do so could be treated as a disciplinary matter.

If you incur a fixed penalty-parking fine, you must settle this yourself within the time specified. If you do not, it will be redirected to Network Rail, who will seek to recover the cost from the registered driver. You may also be charged any associated administration fee. Persistent non-payment of parking fines is a serious offence and may lead to disciplinary action. If you have a dispute regarding a fine, please notify the NSC Road Fleet Team (NSCRoadFleet@networkrail.co.uk) of the details.

In the event that you receive an intended prosecution, summons or communications relating to an accident or motoring offence of any kind, you must immediately forward all documentation to Network Rail’s legal department who will advise on the action to be taken.

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**Vehicle Life**

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**Vehicle Modifications**

Vehicle Modifications are split into two categories; non-technical and technical. To request a vehicle modification submit the Vehicle Modification Form which is found on the NSC Road Fleet website.

- Mod request
- Mod reviewed and accepted
- Price
- Approval request to budget holder
- Approval received by Road Fleet
- Modification carried out

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**Reallocations**

Reallocation allows you to either offer a surplus vehicle for reallocation to another area of the business or seek a reallocated vehicle from those available. To Offer a vehicle for reallocation you will need to complete and submit the Vehicle-Offered-For-Reallocation-Form. Road Fleet will seek to reassign your vehicle to another area of the business. You remain liable for the vehicle and all associated costs until Road Fleet has confirmed to you that the vehicle has been delivered to its new business area. The vehicle must be transferred in a clean and roadworthy condition, any costs associated with restoring the vehicle will be charged to the original Budget Holder.

If available, a reallocation vehicle could be a good option for you if you need a vehicle quickly as the lead time on a new vehicle can be quite long. To request a reallocation vehicle complete and submit the Request-for-reallocated-vehicle-Form.

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**Vehicle Details Ownership**

If you receive a new Network Rail vehicle or reallocate your vehicle, you must inform NSC Road Fleet of the change in vehicle ownership and budget holder responsibility; by completing a vehicle details change form. You must also advise NSC Road Fleet, using the Vehicle Details Change Form if the allocated driver or cost centre details change. If you would like any further help or advice, please contact your local Road Fleet Driver Handbook 2015
Leavers
You must return any vehicle issued by Network Rail on or before the final day of employment. It will be subjected to a comprehensive inspection and if requested, a copy of the inspection will be provided for your own records. You must contact the NSC Road Fleet Team (NSCRoadFleet@networkrail.co.uk) at least one week before your leaving date to make inspection arrangements and agree a convenient date for the collection of the vehicle. If, for whatever reason, the vehicle is not collected until after your final leaving date you must not drive it after this time. Network Rail insurance will only provide cover while the vehicle is parked awaiting collection. Further information on returning a vehicle is available from NSC Road Fleet.

Further Information

Contact Us
For help / further information on anything in this handbook please contact
Network Rail Road Fleet Helpline 0845 600 6767

Options:
- For road accidents, press 1
- For vehicle breakdown including On Track Plant, press 2
- For MOT and service bookings including On Track Plant, press 3
- For tyre related issues, press 4
- For glass damage, press 5
- For enquires related to short term hire vehicles, press 6
- To hear these options again press 8, or hold to speak to an advisor

Email: NSCRoadFleet@networkrail.co.uk
Website: https://www.nr-nsc.co.uk/roadfleet/
Address:
NSC Road Fleet
Network Rail
Loughton Building Floor 3
The Quadrant: MK
Elder Gate
Milton Keynes
MK9 1EN

The Network Rail Road Fleet Helpline is available 24 hours a day, 7 days a week including public holidays.
## Version History

Document to be reviewed by NSC Road Fleet every 6 months from date of issue.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Amendments</th>
</tr>
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<tbody>
<tr>
<td>1.0</td>
<td>Mar 2008</td>
<td>First edition</td>
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<tr>
<td>2.0</td>
<td>Jan 2013</td>
<td>Adopted modular format, included legislative updates and inclusion of additional topics</td>
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<tr>
<td>2.01</td>
<td>Jul 2013</td>
<td>Minor amendments to 1.02 and 1.11.1</td>
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<tr>
<td>3.0</td>
<td>Dec 2013</td>
<td>Re-paginated and signature form removed.</td>
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<tr>
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<td>Road Safety policy statement signed by Paul Plummer.</td>
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<td>3.1</td>
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<td>1.6 Mobile Phones</td>
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<tr>
<td>3.2</td>
<td>Oct 2014</td>
<td>Updated Life Saving Rules</td>
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<td>4.0</td>
<td>Jan 2015</td>
<td>Handbook redesigned to streamline and improve readability</td>
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<tr>
<td>4.1</td>
<td>Dec 2015</td>
<td>Handbook redesigned and reviewed to improve user experience</td>
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everyone home safe every day