

## Visiting Night Driver Quick Start Instructions

1. Hi viz clothing and safety footwear must be worn at all times when on site.
2. Unauthorised passengers in vehicles will not be permitted access to site.
3. The site is No Smoking with the exception of designated areas.
4. Site speed limit is 10 mph, and when inside the building, trunk vehicles must give way to forklifts at all times.
5. On arrival at the entrance barrier, swipe your access card on the reader (the large black box with the red light located above the intercom on the same post) which will lift the barrier. ATR vehicles and any others who don't have access cards should use the intercom to contact the Gatehouse, who will manually lift the barrier for access. NB – do not follow another vehicle through the barrier as it will drop automatically when a vehicle passes over it and attempting to follow may cause damage to the barrier or your vehicle.
6. Proceed into the queuing lane according to the lane number indicated on the matrix sign to the left of the barrier as you enter. Pull as far forwards as possible (up to the front STOP line), park straight in the indicated lane and right up behind the vehicle in front – but do not park so as to obstruct marked walkways.
7. Buckles should be undone at this point ready to open curtains (in wet or windy weather curtains should not be opened until your vehicle is under the canopy). There is a toilet provided for drivers' use in the end of the Gatehouse cabin – please use it and not the floor!
8. The queuing vehicles will filter up to the Hub doorway lane by lane, as indicated by the matrix sign on the opposite side of the access road facing the front of the queuing lanes. Continue to filter in until all vehicles in the indicated lane have moved under the canopy, at which point the Gatehouse will change the lane on the matrix sign. Lanes will feed into the building in order of arrival so you must indicate to the Gatehouse before joining a lane if you need to have a break before moving again. Do not proceed forwards until your lane is indicated on the matrix. Be aware when pulling out of the lanes that 'Fast-track' vehicles e.g. Scottish may be approaching from your right through the barriers adjacent to the front of the lanes.
9. Move forwards to the stop line under the canopy and ensure that curtains are opened and secured ready to proceed into the Hub. Place your inbound paperwork into the 'drop-box' on the right hand side adjacent to the STOP line. Check your vehicle carefully for any sign of shifting load and if you have any doubt, leave curtains closed and bring it to the attention of Hub staff as soon as possible. Do not UNDER ANY CIRCUMSTANCES open the curtains if you have any doubt about the security of your load.
10. When at the STOP line by the doorway you will be instructed to enter the building by a member of Hub Staff and will proceed through either door as indicated and into a bay. The bays are in three rows B,C & D (lane A doesn't exist at the moment but may in the future) and are numbered clearly on the floor - B1 to B8, C1 – C8 and D1 to D8. Pull into the identified loading bay and place your vehicle straight and to the front of the marked yellow bay, apply the handbrake and remove the keys from the ignition.
11. Remain in your vehicle at all times unless requested to leave it by Hub Staff.
12. Hazard warning lights must be switched on any time the vehicle is moving, or you are out of the cab to indicate to the forklift drivers to keep their distance for your safety. Barriers will be deployed if you are required to leave your vehicle – do not leave the cab unless they have been deployed, and only leave your vehicle following a specific instruction / invitation from a Hub Manager.
13. Engines must be switched off whilst waiting by the doorway or when the vehicle is inside the building unless you are required to move.
14. Once your vehicle is in place please remove to either the passenger seat or the bunk during loading / unloading operations and remain there until operations are completed.

15. Two STOP signs will be placed in front of your vehicle – one for each side of your vehicle. Your vehicle will be unloaded. Do not under any circumstances move your vehicle again until the STOP signs have been removed from the front of your vehicle (the removal of one only indicates that one side is completed – both must be removed before you can safely move). Once this has occurred you are free to proceed out of the Hub (thoroughly check mirrors first). If curtains have been moved for loading / unloading proceed slowly but do not get out of your vehicle to secure until out of the Hub building and on the Yard.
16. If you have backloaded and are ready to depart site please proceed to instruction number 22.
17. When approaching the building exit doors, hazard lights should be switched off and indicators must be used to show the direction of the turn – please be aware that in a few cases it may be possible for vehicles to turn towards each other so if in doubt – give way.
18. When you leave the building through the exit doors, turn right which will take you round into the parking area. Please park from the Canteen end first (the canteen for drivers is the old gatehouse building at the far end as you enter the yard, which contains facilities for making drinks, microwave and seating etc).
19. Later arriving vehicles with early out-times may be instructed to park across the front of others once areas are full, or may be instructed to go back round to the 'queuing lanes' again by Hub staff, in order to be brought up to the doors easily for loading. Unless otherwise instructed park in marked bays. Toilet blocks and shower facilities are provided in the washroom units located immediately adjacent to the Operations Office in the middle of the rear side of the Hub.
20. Remain parked until you are contacted by telephone and requested to proceed up to the Hub doors for loading. You will be instructed to go the Left or Right lane, so proceed up the appropriate side of the 'Canteen' building (it is one way so both sides are in use) and pull forward under the canopy to the STOP line, where you will wait (with curtains tied back and secured) until you are instructed to proceed to a bay by Hub staff.
21. Once in the bay, follow the same procedures as described previously for unloading.
22. Once loading is complete, as indicated by the removal of the STOP signs, the vehicle can be moved (thoroughly check mirrors first) towards the exit doors. Once within the marked and signposted FLT exclusion zone just inside each doorway, the load should be checked, secured and curtains can be closed. In good weather drivers may proceed onto the exit roadway or the goods yard to complete this operation but move slowly and with care whenever the vehicle is moving with curtains open.
23. When ready to depart, swipe the access card at the reader above the intercom on your right immediately before the exit barrier, and the barrier will lift, allowing you to depart.

#### **General -**

24. Drivers must check mirrors thoroughly before moving the vehicle.
25. Under no circumstances must anyone stand on the forks of an FLT.
26. Access to any deck of trailers is forbidden on site.
27. Drivers must wear gloves at all times when handling sideposts, curtains and / or freight.
28. Any incident in which a driver is involved or witnesses must be reported to Hub Management immediately.
29. Hub Managers can be identified by orange hi-viz clothing if required.
30. Never use Water Orton Lane to access the Hub (some Sat Nav may indicate this route) as it is a residential area. Always use the access road Minworth Parkway, which is built for the purpose.
31. Failure to comply with site safety rules may result in a ban from the site.
32. Parking on pavements or landscaping may result in your vehicle being clamped – the Hub will not entertain any claims for payment of release fees.

**NB – These instructions are not intended to replace the Trunk Drivers' Manual – they are a summary of Health & Safety Procedures.**

