

Van Drivers Induction

To be completed yearly by **All** Drivers

Driver					
Driver Induction Completed by					
Controls		Speed limits		Carrying Passengers Safely	
Fuel and Fuel cards		Loading Safely		I.C.E. Contacts	
Emergency Kit		Previous Damage		Drink, Drugs, Breaks	
Breakdown		Over 25 and Over 1 Years driving?		Driving Policy Issued and discussed	
Licence Checked and On File?		Pre use driver checks		Responsible and appropriate use	
Other Questions of Discussions	Off road use of vehicles – Must get permission from Duty Manager				

Driver Signature and Date:

Induction Trainer Signature and Date:

Authorised Drivers should be noted as NLD Authorised Drivers List on the Instructor Database

Van Drivers Induction

Induction Notes – Not exhaustive but as reminders.

Controls – All our vehicles are Ford Commercial vehicles and have similar controls, familiarisation can be done with one vehicle, providing the inductee is happy with this.

Speed Limits - The driver is responsible for driving at a speed appropriate to the road conditions and vehicle they are driving, all traffic offences (e.g. speeding tickets) are the responsibility of the driver. There is some grey area around "dual purpose vehicles" therefore it is our recommendation to follow the van speed limit in all No Limits vehicles to remain on the cautious side.

MPH Vehicle Solutions		Built up area	Single Carriageway	Dual carriageway	Motorway
	Cars and Motorcycles	30	60	70	70
	Vans Not exceeding 7.5 tonnes max laden weight	30	50	60	70
	Car derived van Crew vans/ campervans	30	60	70	70
	Car or Van with a trailer	30	50	60	60
	Buses, Coaches and Minibuses Not exceeding 12 metres length overall	30	50	60	70
	Goods vehicles Exceeding 7.5 tonnes max laden weight <small>* Speeds in Scotland</small>	30	50 ⁴⁰	60 ⁵⁰	60

Pre Use Driver Checks – As the driver you are legally responsible for the condition of the vehicle you drive. Whilst the vehicle has an MOT yearly, and is checked monthly by Operations Staff, you are responsible for an appropriate pre drive check of the vehicle. The recommended check is:

- P – "Petrol" – Does the vehicle have appropriate fuel for the journey (note all our vehicles take Diesel!)
- O – "Oil" – Is there obvious oil loss on the floor, are there any oil warning lights on?
- W – "Water" – Are there any coolant warning lights, is there any fluid on the floor, do the windscreen washers work
- D – "Damage" – Do a quick walk around, is there any obvious vehicle damage to the sides, roof or underneath?
- E – "Electrics" – Are the dashboard lights as expected, do the vehicles lights work as they should?
- R – "Rubber" – Do all 4 tyres look correctly inflated and have appropriate tread?
- Y – "You" – Are you in a fit state to drive (think tiredness, distractions, drink and drugs) Have you planned your journey with appropriate time and breaks?