

# New Drivers Procedure

## COVID-19 outbreak – Coronavirus

With COVID-19 developments moving at a rapid pace, we want to make sure that we as a company are keeping our colleagues updated on preventative and protective measures to reduce the impact of the virus, therefore please see below the new driver procedure to follow

### Start of Day –

You will be allocated a new start time on a daily basis, either verbally the day before or by text message.

You should not arrive at the depot before your allocated time.

### First thing before doing any activities please clean your hands

Please clock in, where you will find the “Daily Load Plan Schedule” above the clock card machine.

You can then go straight to the loading bay to collect your vehicle keys.

Nil Defect Checks – The forms can also be found near the clock card machine.

Once collected please go to your vehicle where you will find a plastic wallet with all your required paperwork for the day

If your vehicle is not loaded, please wait in your cab until asked to move the vehicle into the loading areas.

Do not aid in the loading of your vehicle, remain in the cab at all times.

Once loaded pull the vehicle to one side and check your load is loaded safely.

If you pick any orders before leaving the site, park away from other vehicles and members of staff.

Please do not stand in groups whilst waiting to be loaded, we are trying to minimise the possibility of contact between members of staff

Always ensure you are wearing some kind of hand protection, whether it be driver’s gloves or disposable gloves. Try not to have any direct contact with any surfaces.

If you have any issues with your vehicle or load report this to your Driver Supervisor. Do not go walking around the site/storage areas.

### Out on the road delivering

You are aware you must wash your hands as much as it is practically possible throughout the day.

Can you please ensure you wear your PPE gloves at all times, try not to touch any surfaces directly without your gloves on when entering any delivery points.

Ask the customers where possible to sign invoices using their own pens, try not to share your own.

When counting cash, please wear your disposable gloves and then throw them away after you have finished counting the monies.

We appreciate it is very difficult to clean your hands on a regular basis or wear your gloves at all times when out delivering, but try take every opportunity you can throughout the day.

**On return to the depot.**

Please fill in all your daily paperwork and return it to the reception door and pass your wallet (paperwork) and cash to the admin team.

Fuel your vehicle and clean the back of the vehicle (again ensure you wear gloves), the "Cleaning Schedule Log" can also be found near to the clock card machine.

All returns must be placed on the rear / side doors of the vehicle and not returned to the stores by yourself (you are not required a storemen signature, this will signed once the storemen has off loaded and checked the goods).

You must not enter the stores yourself, a member of the day shift will collect your returns

Return your vehicle to the parking area.

**Please clean your hands again**

Before leaving the depot please call the admin team, by phone or calling down the corridor to check its ok to leave.

Only enter the admin/managers offices if asked too.

We hope you understand the importance of the above, and work with us to make yours and your work colleagues working environment a safer place to work. In-turn ensuring this also makes your family environment a safer place as well.

If you do find yourself talking to other members of staff try to stay 2 metres apart.

**Self-Isolate**

If you start to experience any symptoms such as cough, temperature above 37 degrees or sore throat, please self-isolate for 7 days and let your direct line manager know you have done so. Any of you with underlying health concerns should speak to your doctor and seek individual advice and we will support you through the advice given.

If you require any further clarification, please speak to myself or Mik Paterson

Many thanks for your cooperation with regards to above.

Gary Insley,

Operations Manager.