In line with FORS standards, the following instructions must be followed for scheduling and routing all deliveries.

This policy aims to maximise the efficiency of deliveries to customers, minimise fuel usage and environmental impact, allow compliance with traffic regulations and drivers hours laws, and minimise our impact on vulnerable road users, the company do not condone driving in a convoy.

1. **Managing Director Vehicles and jobs must be allocated to drivers by the Transport Manager or the Assistant Transport Manager, taking account of:**
    a. The minimum size available vehicle for the loads to be delivered.
    b. Qualifications and experience of drivers.
    c. Access to customer sites.

2. **Timing of deliveries must take account of:**
    a. Customer requirements.
    b. Heavy traffic periods.
    c. Schools starting and finishing times.
    d. Residential and Public areas.
    e. London Lorry Control scheme and other restrictions and tolls.
    f. Parking restrictions.

3. **Routes must be pre-planned and aim to:**
    a. Minimise distances travelled by company vehicles.
    b. Minimise traffic delays.
    c. Minimise risks associated with narrow loads, low bridges and weight restrictions.
    d. Allow drivers to take required breaks.
    e. Avoid housing areas, where possible.
    f. Avoid schools, where possible.
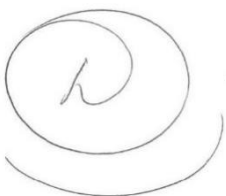   g. Comply with any site traffic management plans (copies of which must be provided to drivers in advance).

4. **Deliveries must be planned to minimise risks associated with operating cranes and interaction with vulnerable road users.**

5. **Drivers must be made aware in advance of any tolls to be paid or permits required and advised how these are to be managed.**

6. **Satellite navigation must be used in accordance with the company's policy on the use of distractive technology when driving.**

Liam Clear
Managing Director
Haughley Block Plant Ltd   February 2024