

Material Handling and Logistics Technology Association of Malaysia (MHLTA)

Vehicle Handbook

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Introduction

This **Vehicle Handbook** is to be issued to all relevant employees who drive:

- **company vehicle, or**
- **own private vehicle for work.** (These may include the sales personnel, field staff, service managers, branch managers, technical managers, credit control personnel, HSE personnel & those approved by management)

Driving for work is defined as “any colleague who is required to drive a company vehicle or their own vehicle on the public road in order to carry out their work activity”.

The vehicles concerned in this Handbook can be of any type including motorbikes, vans, trucks, cars.

Certain sections of the Vehicle policy and procedures in this Handbook may also be applicable to employees who drive between workplaces and home, where under the relevant local country regulations that driving between work and home is considered as work-related travelling.

This handbook spells out the sample of vehicle related policy, rules and procedures which is to be read, familiarized, and adhered by all custodians of company vehicles; and by those drivers who drive their own private vehicles at work or for work purposes where specified that the policy, rules, and procedures are applicable to them.

Please read the following pages carefully, as you are required to sign a **Vehicle Custodian Agreement if you are a company vehicle driver, or a Commitment to Safe Driving for Work for private vehicle driver** stating your willingness to comply with the company vehicle policy, rules, and procedures.

Whatever your role, the appearance of your company vehicle can create a strong and lasting impression for customers on the quality of service we provide and the care we take with our own safety and property and also with theirs.

While driving for work, you are responsible for the safety of yourself and other people.

It is therefore very important that you keep safety foremost in your mind.

1. Eligible Driver

- a) An employee who is to be authorized as a **Company Vehicle Driver** shall hold a valid driving license for the type of vehicle to be driven.

Only employee who is appointed and authorized by the Company management shall drive a company vehicle. He / she are to complete and sign-off on a **Vehicle Custodian Agreement**, issued by the company.

- b) **For employee driving private vehicle for work**, he or she shall ensure and confirm with Line Manager concerned the following are valid for him/herself and own vehicle:

- a. driving license
- b. vehicle registration document/ insurance
- c. vehicle excise duty paid (road tax)

The employee is to complete and sign-off on a prescribed form, **Commitment to Safe Driving for Work**, issued by the company.

- c) HR/ Line Manager concerned shall verify that there are valid drivers' licenses according to local laws (for both company and private vehicles driven for work purposes):
- Before hiring the employees
 - Annually

Driving licenses of employees issued outside of the country of employment must be checked by HR/ Line Manager concerned to ensure that they are valid in the country of employment.

- d) Company or Private Vehicle Drivers must confirm they are healthy and fit to drive for work by submitting a health declaration. They shall declare their health conditions via a **Vehicle Custodian Agreement (for Company Vehicle Driver)** and a **Commitment to Safe Driving for Work (for Private Vehicle Driver)**.

The declaration is to include:

- Confirmation that they are not on any medication which affects their ability to drive.
- Confirmation that they are not aware of, or are suffering from any medical conditions which affect their ability to drive.

The employee must be able to demonstrate they have sound driving experience whenever requested by the company.

Candidate will be requested to go for medical health check and specific tests include but not limited to alcohol & drugs testing, cholinesterase test, as determined by HR or the line manager concerned.

- e) Vehicle drivers and motorbike riders (using company vehicle/ private vehicle for work purposes) shall be **medically fit** to drive and perform their work. These employees shall undergo:
- **Pre-employment health check for all new staff**, including physical examination, eyesight test, X-ray, urine test, blood test, urine test for drugs.
 - **Yearly medical check-up for service technicians, service supervisors and service managers**, including eyesight test, blood test, urine test, X-ray, physical examination.
- f) Line Manager/ HSE personnel concerned shall arrange training to improve driver's competence and safe driving behaviour via:
- **HSE Training ~ Safe Driving and Riding** (as determined by HSE Manager)
 - **Internal Driving Assessment on Service Technician & Supervisor**
 - **Defensive Motorbike Riding Training at least once every 2 years**, priorities given to new riders and for service staff involved in vehicle incident before.
- g) Other driver will be authorized to drive the company vehicle if he/ she is the representative from external service centre conducting a test drive when the vehicle is in their custody or during breakdown. In an emergency situation, another licensed person may drive for a specific journey.
- h) The authorized employee as Company Vehicle Driver must produce a full original copy of his/ her valid license to the Manager concerned, who will verify and retain a photocopy of the renewed license in the employee's personal file or other filing system determined by the Manager concerned.
- i) If the employee's driving license is cancelled, suspended or has restricted use conditions placed upon it, the employee must inform his/ her Supervisor/ Manager immediately.

j) **Internal Driving Assessment (IDA)/ Practical Assessment** shall be arranged with the following purpose:

- To help a driver familiarize with a different model / type of vehicle e.g., when switching from driving Toyota van to Nissan van, or switch from driving a truck to driving a van
- To help a potential new driver to familiarize with a new or existing company vehicle.
- To help new/ old-time driver familiarize with the functional performance of a newly purchased/ leased vehicle.
- To familiarize with the vehicle safety features, vehicle characteristics, limitations, vehicle loading capacity, fuel type & requirements, locations & provisions of emergency equipment e.g., spare wheel, jack, wheel brace.
- To evaluate the driving behaviour of a service technician or supervisor who has been involved in a vehicle incident.

Line managers should arrange the in-house driving practices with designated routes for the drivers. Such sessions should be carried out under supervision by a qualified vendor/ supervisor/ manager / other designated staff who has at least 3 years driving experience.

The driver and vehicle performance should be assessed and reported in a prescribed **Internal Driving Assessment Report** in this handbook, or via an external report used by qualified vendor.

The Internal Driving Assessment/ Practical Assessment should include:

- Working/ operations knowledge of the vehicle and its standard safety features e.g., seat belt, air bags
- An understanding of the vehicle's characteristics and limitations, particularly regarding manoeuvring (e.g., blind spots) and safe vehicle loading
- Knowledge of the fuel type and requirements
- Location and provision of emergency equipment, including spare wheel, jack, wheel brace
- Responses to Traffic Conditions, Driving Habits

k) **Internal Assessment of Company Vehicle and Driver's performance** should be done by a qualified vendor, or supervisor/ manager / other staff with at least 3 years driving experience when a **service technician/ supervisor** is:

- assigned to drive a new vehicle
- assigned to drive another model or type of vehicle (e.g., switch from driving van to pick-up, switch from driving Nissan van to Toyota van)
- authorized as company vehicle driver to drive a new/ existing vehicle
- Involved in vehicle related incident (injury/ non-injury case)

Other company vehicle drivers or grave fleet may be subjected to the assessment if he/ she are involved in the vehicle related incident, as determined by SHE/ Line Manager concerned.

If the driver has to switch to driving another vehicle but of the same model e.g., switch from driving a Toyota van to another Toyota van of the same model, then he had to conduct a visual vehicle inspection before driving the vehicle and do a self-test drive. He/ she shall then report to the Line Manager if there is any problem detected of the vehicle for rectification.

The internal company vehicle and driver assessment can be done via in-house driving practices with designated routes (if new vehicle is involved), or via service route driving under supervision, or by a qualified vendor via external Defensive Driving/ Riding Training.

The driver and vehicle performance should be reported in a prescribed **Internal Driving Assessment Report** in this handbook, or via an **external report** used by qualified vendor.

- l) Disciplinary actions such as warnings, dismissal, and withdrawal of company vehicle can be taken against the company vehicle driver, if he/ she drives without a valid driver's license and/ or allows an unauthorized person to drive the company vehicle. He/ she will be held responsible for any liability or loss incurred.
- m) Disciplinary actions such as warnings, dismissal can be taken against the private vehicle driver driving for work, if he/ she drives without a valid driver's license.

2. Driving Offences

- a) The authorized driver shall bear the cost of all offences that result from his/ her negligence or recklessness while driving the company vehicle or his/ her own private vehicle for work purposes.
- b) This applies to parking offence, speeding, or other offences where legal actions have been imposed by the traffic police or other relevant authority.

3. Routine Vehicle Checks and Maintenance

- a) Company vehicles shall be provided in safe working condition and all mechanical repairs and servicing will be at the expense of employer unless the damage is due to the negligence or recklessness of the driver.
- b) **Company vehicles shall be maintained** in accordance with the manufacturer's instructions by persons authorized or approved by the manufacturers/ local relevant authority as competent to undertake such work, or by nationally/ internationally recognized service centres.
- c) **For employees who drives their own private vehicles for work purposes (such as sales, services, credit control, HSE, technical work)**, they shall ensure their vehicles are maintained in safe working condition and road worthy before driving for work purposes. Drivers are advised to send their vehicles for servicing immediately when there are vehicle problems that can affect driving and road safety e.g., worn out tires, damaged signal lights.
- d) **Where there are damages/ wear & tear/ malfunctions identified from in-house/ external vehicle inspection, or upon reported by the employee** (for company vehicles), the Line Manager and Supervisor concerned shall **make it a priority** to arrange with the driver to allow the vehicle to be sent to the service centre for repair and servicing **immediately**.
- e) **Reporting Company Vehicle Problems:** Upon detecting a problem with the vehicle, a Technician shall inform Service Manager (SM)/ Service Supervisor (SS). SM/ SS will inform BM (Branch Manager) or Branch Admin Head of the vehicle problem for approval by email/ verbally on the repair and servicing, and then SS/ SM shall contact Service Centre to arrange the servicing.

If BM is not reachable, then Branch Admin Head/ SM/ SS shall decide on his behalf and inform the BM as early as possible. Service Centre's Technician may go to the site for repair, or company driver will drive the vehicle to the nearest service centre for repair.

The cost of the repair and servicing will be provided after Service Centre's Technician assessed the vehicle. Based on the quote provided by the service centre, finance will issue a PO (Purchase

Order). Thereafter, an invoice will be sent to office by the service centre and payment will be processed. **Company Vehicle Driver should use company authorized service centre** (if available) as they have agreed preferential terms and rates.

f) Vehicle Inspection & Maintenance ~ Recommended Frequencies and Checks:

- i. **Company Vehicle drivers** should conduct daily **pre-use 'walk-round' inspections** to check for obvious signs of damage to the vehicle, including the following:
 - tires, windcreens, mirrors, lights, seatbelts, bodywork, load security/ restraint, and
 - general cleanliness, fluid level, battery water, engine oil

- ii. **Company Vehicle Drivers should conduct daily check on the quantity and conditions of the standard items** issued to the vehicle e.g., safety gloves, mask, inspection certificate, parking coupons, fuel card, directory.

- iii. **Company Vehicle Drivers** should conduct **weekly 'walk-round' inspections** to check for less obvious signs of damage and wear and tear to the vehicle. The checks should include the following:
 - Tyres and tyre pressures
 - Windcreens
 - Fluids – screen wash, coolant, brake fluid and engine oil
 - Horn
 - Reverse alert and assist equipment on large commercial vehicles
 - ✓ Alarm and sensors on vehicles 3.5 tonnes to 7.5 tonnes
 - ✓ Alarm, sensors and camera on vehicles >7.5 tonnes
 - Tailgate (if fitted)
 - Wheel lock indicators (if available for large commercial vehicles ≥ 3.5tonnes)
 - Tachograph (if available for large commercial vehicles ≥ 3.5tonnes)

- iv. Line Managers / Supervisors should undertake and record Monthly Vehicle Inspections (4-Wheeler) to ensure that all vehicle functions operate correctly. The checks should include the following:
 - All weekly checks listed above
 - Wheel locking nuts, spanner and jack
 - Number / registration plates
 - Doors and tail gates
 - Brakes including handbrake
 - Steering
 - Heater and air conditioning
 - Windscreen wiper condition
 - Battery condition
 - General vehicle condition and cleanliness, including bodywork / livery
 - Vehicle licensing permits (where applicable)
 - Other essential safety equipment including warning triangles, spare light bulbs etc.

- v. Report all company motorbikes for in-house Monthly Motorbike Inspection. The inspection shall be carried out by the relevant line manager or supervisor and findings are

to be recorded into a Motorbike Inspection Checklist as attached in this Vehicle Handbook.

- vi. External inspection and maintenance of service vans, trucks, pick-up, motorbike, private cars, private motorbikes shall be carried out in accordance to the local regulations and corporate requirements.

See table below for legal requirements on vehicle inspections:

Vehicle Type	Inspection
All vehicles (including 2-wheel, 4-wheel vehicles and spare vehicles)	Every 5000 km traveled, or every 3 months whichever earlier

- vii. Driver shall **wash down** the company vehicle **at least once a week**, and carry out **housekeeping** inside the vehicle **at least once a week**.
 - viii. Return the company vehicle for **monthly In-house Vehicle Inspection** by the Supervisor / Manager concerned. This will apply to all types of company service vehicles, including service vans, service trucks, and service motorbikes.
 - ix. Report the findings and corrective actions in the **Vehicle Inspection Checklist and Motorbike Inspection Checklist** as attached in this handbook.
- g) **A private vehicle driver, who drive for work purposes**, is responsible for the cleanliness and safe working conditions of his own vehicle. He/ she should maintain his/ her own vehicle in a clean and safe working condition. He/ she should also adhere to any relevant local legislation related to statutory periodic vehicle inspection & servicing, periodic vehicle insurance renewal etc.
 - h) **Do not delay any internal and external periodic Vehicle Inspection and Maintenance**; this is to be carried out timely according to local regulations and the company requirements in this handbook.
 - i) **Designated Supervisor / Manager shall keep records** of the company vehicle maintenance, servicing and in-house monthly vehicle inspection. Document in-house checks in prescribed in-house Vehicle and Motorbike Inspection checklists attached at the end of this Vehicle Handbook.
 - j) **Modification to the company vehicle is strictly prohibited**. This is for safety reasons and to prevent cases of insurance claim rejection due to illegal modification of the company vehicle. Illegal modification includes but not limited to changing steering wheel and tinted glass.
 - k) **All modifications that are necessary to the company vehicle shall be made known to and approved by the manager concerned**. Any necessary modifications should only be made by qualified vendor for vehicle repair and maintenance.
 - l) **Damage as a result the driver's negligence** to check and maintain the company vehicle/ his private vehicle in a safe working condition, or damage due to unauthorized, illegal modifications to the vehicle may result in the driver being responsible for the cost of any repair and maintenance.

4. New Company Vehicle, Warranty and Service

a) All new company vehicles purchased/ on rental shall include the following **safety features**:

To be Provided by Employer

- **Torch***
- **Fire extinguisher**
- **First aid kit***
- **Warning Triangle**
- **Safety Cones** (at least 2 units, at least 50cm in height)
- **Spare Tire and Replacement Kit** (1 set)
- **Tire Pressure (32-35psi) Gauge** (maintain 1set at office)
- **Tire Manual Depth Gauge** (maintain 1set at office)
- **Motorbike Helmet**
- **Motorbike Gloves**
- **Motorbike Padded Jacket** (high visibility)
- **High Visibility Vest***
(For all drivers, technicians, service supervisors, service managers, Branch Manager, Technical Manager, Field Biologists, Sales personnel)

To be Provided by Vehicle Supplier

- **Seat belts at all seats**
- **Driver and Passenger airbags**
- **Head restraints**
(Only required on passenger seats if colleagues are routinely carried on company business)
- **Laminated windscreens** (shatter proof)
- **Full partition/ bulkhead** between passenger and cargo compartment or 2 separate cabins for passenger and cargo
- **Ventilation e.g., air vents/ ventilators** in the cargo hold where there is potential exposure to hazardous materials, offensive smells, or high temperatures
- **Suitable restraints** for properly securing goods and equipment
- **Reverse alert and assist equipment on large commercial vehicles**
 - ✓ Alarm and sensors on vehicles 3.5 tonnes to 7.5 tonnes
 - ✓ Alarm, sensors and camera on vehicles >7.5 tonnes
- **Air-Conditioning**
- **Spare Tire and Replacement Kit** (1 set)
- **First Aid Kit**
- Any additional safety feature required by local legislation

Those items marked * are applicable to both company motorbikes and vehicles (otherwise, the item will only be applicable for company vehicles including vans, pick-ups, trucks etc)

The above features shall be regularly inspected via monthly in-house vehicle inspection, and maintained in good working condition over time.

High Visibility Jackets which are issued to each service technician and other employees should be carried in their vehicle/ service bag and used where there are moving vehicle risks.

- b) After a company/ the company driver's private vehicle has been serviced, the driver shall check to ensure that all the specified work has been properly done.
- c) Use spare parts and tires of the vehicle manufacturer's specifications, or according to the recommendations of a qualified servicing workshop. **Avoid the mixing of different tire model.**
- d) During the warranty period of company vehicle, all servicing and repairs are to be carried out by an acknowledged distributor or dealer for the make of the vehicle involved. He/ she must report promptly any failure on the part of the servicing workshop.
- e) Whenever there is dispute about the application of the company vehicle warranty, the driver shall seek the Manager concerned for advice. Under some circumstances, it may be possible to claim all or part of a repair even after the warranty period has elapsed. For example, if a component that would normally last for many years breaks down between 1-2 Years.
- f) **Life of Vehicle** ~ vehicle replacement will be reviewed by the company management every year taking into considerations the vehicle conditions, usage, age and the relevant local regulations. In general, 4-wheel vehicles more than 7 years old will be considered for replacement. 4-wheel vehicles will be replaced when the vehicle age reaches 10 years. Motorbikes will be replaced when they reach 6 years of age or earlier, subject to the conditions of the motorbikes.

5. Travel Information and Fuel Usage

- a) The authorized driver may be required to log in traveling information such as the mileage, fuel usage of the vehicle as directed by the company.
- b) If the driver is issued with fuel card for refilling purpose at designated petrol stations, he/ she is to take note of the fuel card credit limit for one day/ one week/ other designated period, as set by the Manager concerned or Human Resource (HR).
- c) If credit limit used up before the designated period, report to his / her Supervisor/ Manager.
- d) The driver shall ensure that only the right type of fuel is used for the vehicle.

6. Accidents & Breakdowns

- a) In case of road / vehicle incident or breakdown while driving for work, the driver shall ensure the following steps are taken:
 - Check to make sure no one was injured. If someone is injured, call for medical assistance immediately.
 - Switch on hazard light. Put on high visibility vest.
 - If possible, leave the vehicles where they came to rest, if this does not disrupt traffic or cause any inconvenience or dangerous condition.
 - Otherwise, move your vehicle safely off the road.
 - Put up the hazard triangle/ safety cone at a prescribed distance behind the breakdown vehicle where required by the local law, to alert other drivers.
 - Set up safety cone on the side of the vehicle where there is moving traffic if required to ensure safe access in/ out of the vehicle.
 - Keep away from any danger zone.

Note down the following information if it is an incident with other vehicle(s) involved:

- Name, address, phone number and license number of every other driver
 - Make, model and registration number of every vehicle involved
 - Name, phone number and address of the owner of every vehicle involved (if not same as driver)
 - Date, time and place of accident
 - Extent of damage to every vehicle involved
 - Insurance company of each vehicle involved
 - Record the name, phone number and address of any witness to the accident
 - Weather conditions, road and traffic conditions
 - If a camera is available, photograph the scene from four directions. Also photograph the damage to each vehicle.
 - Notify his/ her Supervisor / Manager as soon as possible and seek instructions. For company vehicles, this also applies to non-working hours such as weekend or at night.
 - Report to the police, particularly for serious injury accidents and serious damages, and in accordance to the local law. A police report should be done within 24 hours of the accident.
 - Do not attempt to make any private settlement on your own.
 - Do not argue with the others involved, admit fault, sign any document or discuss the accident with anyone except for the Police, the Supervisor, Manager and the Insurance Company.
- b) If the vehicle can no longer be driven, the Manager/ Supervisor will arrange the driver and any passengers to be picked up, and for the vehicle is to be towed from the accident scene to the Service Centre.
- c) The driver is required to cooperate and assist in the investigation carried out by his/ her Supervisor / Manager and the police later. He/ she may be requested to complete to an Incident Report or Interview Statement, as directed by his/ her Supervisor/ Manager and the Police.
- d) Any accident or damage not reported as soon as possible to the Supervisor / Manager, the driver maybe held responsible for the repair and compensation cost as determined by the company.
- e) The driver of the company vehicle shall bear the repair cost and compensation cost as determined by the company, if he/ she is found to be reckless or negligent in handling the vehicle such like drunken driving, speeding, traffic light violation, allow unauthorized use of vehicle etc.
- f) Disciplinary actions such as warnings, dismissal, withdrawal of company vehicle can be taken against the driver who has been negligent or drive recklessly.
- g) In case of any vehicle incidents (injury & non-injury), breakdown and traffic offences, penalties that occur while driving for work (by private/ company vehicle), the driver shall notify his / her supervisor / manager immediately. These cases shall then be reported to SHE personnel for record and further evaluation.
- h) **Insurance of Company Owned/ Leased Vehicles**
- The company will pay the cost of all accident repairs on its own vehicles.

- If a vehicle accident is due to our company vehicle driver's fault, the cost of repairs to third party's property and the medical cost related to injuries of third party and our company vehicle driver, are covered by the company insurance policy.
- If there are cost are not covered by the insurance, the driver shall bear the full or partial cost at the discretion of the company if he/ she is found to be reckless or negligent in handling the vehicle and resulting in an accident.

7. Private Use of Company Vehicles

- a) Company vehicles must not be used in any form of motor sport and illegal activities. They must not be used for hire or reward.
- b) If the driver permits the use of a company vehicle which is against the policy, rules and procedures in the vehicle handbook, disciplinary actions such as warnings, dismissal, withdrawal of vehicle or notification to the police will be taken against him/ her. He/ she will be held responsible for any liability, loss and repair cost incurred.
- c) Reasonable private use of company vehicle is subjected to the approval of the manager concerned. The expense e.g., parking fees, fuel cost incurred for non-work-related trips will be borne by the driver.

8. Driving Company Vehicle Out of Home Country and Interstate Travel

- a) Service Vehicle is not to be driven out of the state or country, where it usually operates. If necessary, approval must be sought from the manager concerned. Any use of the company vehicle is at the absolute discretion of the company.
- b) For other company vehicles which maybe driven by Managers, Supervisors or other Executives, approval should be obtained for non-business trip outside of the home country.
- c) The use of the vehicle will continue to be subjected to the clauses in the vehicle handbook where appropriate.
- d) Information about the trip, namely the authorized driver's particulars, vehicle number, destination (country, city and town), purpose, duration, date and time will be recorded by the Supervisor/ Manager concerned. Use the prescribed form "Out of Home Country / Interstate Travel Approval" in this Handbook for approval and record.
- e) Failure to do the above will make the authorized driver fully and solely responsible for the assigned vehicle. In the event of an accident or breakdown, the driver will be held responsible for any liability, loss and repair cost incurred, and maybe subjected to disciplinary actions from the company.

9. Driving and Parking Standards

- a. **Private vehicle driver driving for work purposes and company vehicle driver** shall obey all road traffic rules & regulations; and drive any 4-wheeler or 2-wheeler vehicles in a safe, responsible and courteous manner at all times, in accordance to the driving, parking standards and other requirements as specified in this Vehicle Handbook.

- b. Private vehicle drivers driving for work purposes, company vehicle drivers and all passengers shall **put on seat belts**. A driver is responsible to ensure that his/ her passengers put on seat belt before driving.
- c. Private motorbike riders riding for work purposes, company motorbike riders and any passenger shall **put on motorbike helmet, gloves and jacket** provided by the company.
- d. **Do not drink and drive**. No one shall drive or ride for work under the influence of alcohol and/ or drugs.
- e. **Keep to the speed limit of the road**.
- f. **Be alert and keep your eyes on the road**. Check your blind spot side and rear-view mirrors consistently.
- g. **Maintain a safe distance** from other vehicles while driving or riding.
- h. **Motorbike riders shall ride within a road lane**, not too near or on the edge of the lane.
- i. **Always stay alert to other vehicle movements on the road**. Keep a look out for pedestrians or obstructions ahead.
- j. **While driving or riding at night or in dark areas** e.g., rural areas or country sides, turn on the vehicle headlights.
- k. **Slow down** around bends and slopes, uneven, slippery roads, and roads with obstructions. Consider taking other safer roads.
- l. **Slow down or stop in rainy weather**.
- m. **Always Park vehicle at designated parking areas** in the company premises, customers' premises and other public areas.
- n. **If the vehicle is parked at non-designated parking area and gets towed away**, the driver must report to the Manager concerned immediately. He/ she may be liable for any loss incurred or penalty to be imposed by the government at the discretion of the company.
- o. **In premise where work is to be carried out and there is no designated parking area**, the driver must assess the area first to ensure the vehicle can be parked properly on safe, stable ground, offer good visibility (no obstructions), and has sufficient space to allow safe manoeuvre of the vehicle into and out of the parking area. He / she should move out the vehicle as soon as the job is completed.
- p. **Discuss and seek permission from the customer or premise owner** about parking if in doubt.
- q. **Avoid the need to seek another person's help to manually guide a vehicle** in/ out of a parking space. If extra help is required, the **helper should be provided with and wear a high visibility vest**. **Use safety cones** to direct moving vehicles away from the helper.

- r. **Within Employer/ Clients' premises**, line managers shall ensure there are adequate road signs, markings and facilities provided for the safe use of our internal roads, including speed limit sign, directional arrows, safety barrier/ cones, convex mirrors as appropriate.
- s. A **Workplace Transport Safety (WTS) risk assessment** shall be conducted, **whenever there is a change in the internal road layout of existing locations (e.g., due to additional structures or extension) and whenever there is new branch/ store/ office location**, with findings and improvement actions documented in the WTS Checklist in one of the Appendix attached to this handbook.
- t. **Within Employer/ Clients' premises**, designated parking areas, driveways and pedestrian walkways shall be identified and clearly marked on the internal roads.
- u. **Internal Road Transport Safety Rules** shall also be displayed and communicated.

10. Smoking

- a) Smoking in the vehicle is a health and safety hazard to driver, passengers, and the vehicle.
- b) Smoking in vehicle is therefore **not permitted** under any circumstances, at any time in any company vehicle.

11. Alcohol and Drugs

- a) In addition to the below, all drivers of company vehicles and private vehicles driven for work purposes shall refer to the "**Alcohol & Drug Policy**" in this Vehicle Handbook and strictly comply to the policy.
- b) Do not drive under the influence of alcohol/ drugs/ drowsy medication.
- c) Alcohol, narcotics, other drugs, and medications can impair the driver's co-ordination, upset judgment and lengthen his/ her reaction time.
- d) Avoid taking alcohol/ drugs/ drowsy medication before driving.
- e) Alcohol/ drugs/ drowsy medication take time to be cleared from the body. A driver may be under their influence, not only immediately after consumption, but for a number of hours afterwards.
- f) If required to take prescribed medication, the driver shall inform the doctor of his/ her occupation and ask if the medication is likely to adversely affect his/ her ability to drive safely and carry out work duties.
- g) Care must be taken when consuming non prescribed medication. Ensure that this will not affect the ability to drive and perform work duties. If in any doubt, the driver should consult a doctor before commencing duty.
- h) If driver must take any over the counter drugs or prescribed drugs that may affect driving ability, the driver shall not drive for work and must inform his/ her Supervisor/ Manager to take a leave of absence during the course of his/ her medication.

12. Driver's Fatigue Safety Guidelines

- a) Private vehicle drivers driving for work purposes and company vehicle drivers: Whenever you feel tired or sleepy, take a break.
- b) Take a **15-20 minutes short break**, for every 2 hours of continuous driving, or **sooner** if you are feeling tired or sleepy.
- c) Take a **30-45 minutes rest break**, for every 4.5 hours of driving (inclusive of the short break in between), or **sooner** if you are feeling tired or sleepy.
- d) **During the break, you should not drive or do other work.** The break should be spent exclusively on resting.
- e) **Examples based on the recommended rest breaks and driving/ riding time from above part 12(b) to (d):**

Assuming it takes 4.5 hours to drive/ ride to a destination.			
Continuous Driving	Break (minutes)	Continuous Driving	Break (minutes)
2 hours	15-20 min short break	2.5 hours	30-45 min rest break
Assuming it takes 3 hours to drive/ ride to a destination.			
Continuous Driving	Break (minutes)	Continuous Driving	Break (minutes)
1 hour	15-20 min short break if you feel tired/ sleepy	2 hours	15-20 min short break if you feel tired/ sleepy, or 30-45min rest break if you feel tired/ sleepy/ after driving for long distances

- f) Choose a safe place (never on the road shoulder).
- g) Never sleep in a stationary vehicle with the air-conditioner on, to avoid carbon monoxide poisoning.
- h) Keep **short break** to no more than 20 minutes; any longer you may fall into a state commonly known as 'deep sleep', which can lower your alertness for a longer time upon waking.
- i) If you need to drive on a long journey, avoid excessive food intake to avoid drowsiness.
- j) Have sufficient drinking water in the vehicle.
- k) Only drive if you can stay alert.
- l) Arrange another person as back-up driver as far as practicable, where there is a need to drive on long distances.
- m) Deploy service van / trucks/ pick-ups as far as practicable, as a priority to motorbikes, where there is a need to travel on long distances.

13. Use of Mobile Phones

- a) Private vehicle drivers driving for work purposes and company vehicle drivers **shall not use a hand-held mobile phone, or similar device** while driving a vehicle or riding a motorbike.
- b) Mobile phone or other device is considered as hand-held if it is held by a hand of the driver at some point to make or answer a call or perform any other interactive communication function.
- c) The other interactive communication functions include:
 - sending or receiving written messages
 - sending or receiving facsimile documents
 - sending or receiving still or moving images
 - accessing the internet
- d) Pull over or park the vehicle at a safe place before using the mobile phone.
- e) Though hands-free kit can be used to make or answer phone calls, or perform other interactive communication functions, company vehicle and private vehicle drivers are advised to minimize the use of it while driving or riding.
- f) If it is necessary for you to answer a call by hands-free kit, inform the caller you are driving. Keep the call short. End the call as soon as possible.
- g) Using hands-free kit can still distract a driver and increases the risk of an accident. Laws against driving without due care or reasonable consideration can still be applied to a driver who drive recklessly or get distracted while using the hands-free kit.

14. Carriage of Goods on Company Vehicles

- a) No goods service equipment and chemicals shall be carried in the passenger compartment of any company vehicle.
- b) Ensure that loads are secured safely on all journeys.
- c) Evenly distribute the weight across the vehicle's floor. Do not overload the vehicles.
- d) Keep heavier items at the bottom, lighter items at the top.
- e) Keep personal protective equipment clean and separate from chemicals and equipment.
- f) Clean the reusable PPE after use. Keep PPE like gloves, safety glasses, goggles, face mask, cartridge respirator, ear plugs **individually in separate, sealable bags**, before keeping them in a bigger, **designated PPE Box/ Bag** with proper enclosure. Keep PPE Box/ Bag in passenger compartment as far as practicable.
- g) Keep equipment and chemical agents in separate compartments.
- h) The driver shall always **be alert to the hazards of carrying service materials in vehicles**. These include the danger of fumes arising from spillage or mixing of chemicals and fire from flammable materials.

- i) **Safety data sheets (SDS)** provide further information on the procedures for safe handling and use of chemicals, preparation and equipment. **Maintain and update them properly in the vehicle upon issue by the company.**
- j) Ensure the chemical agent and water containers are properly labelled, enclosed, and secured before driving off.
- k) Driver must wear the recommended safety gear and clothing if he/she has to handle chemicals, in accordance with the relevant Product Labels and Safety Data Sheets.
- l) Keep adequate number of absorbent materials in the vehicle for prompt clean-up of any spillage or regular cleaning.
- m) If any smell / leakage/ spillage in the vehicle is detected, the driver shall check and seal any leakage, or clean up the spillage immediately. If it is not possible to do so immediately, seek advice or help from the Supervisor/ Manager.
- n) The driver shall report to his/ her Supervisor/ Manager about the leakage or spillage.

14. Carriage of Passengers

- a) Do not carry any passenger in vehicle compartment designed only for carriage of goods.
- b) Do not exceed the number of passengers allowed as per the vehicle original design intention.

15. Security

- a) Always ensure the door and the lock mechanisms are in good working condition.
- b) The driver shall ensure the following is done when he/ she is leaving the vehicle:
 - Put attractive items out of sight, preferably in the boot or other storage compartment.
 - Make sure all the windows are shut, doors locked and keys removed.
- c) Report any theft to the police and the Supervisor/ Manager within 24 hours. This also applies to private vehicle used for work purposes if theft involved company items. Get a copy of the report from the police and submit to company line manager concerned.
- d) The company will not accept any claim for personal items lost, damaged or stolen.
- e) **In case of Theft:**
 - Immediately call the police. Stay at the scene until they arrive.
 - At a location covered by a private security force, the driver must notify them as well.
 - Have the vehicle registration ready so they can record the vehicle identification number (VIN) and plate number.
 - Give the police officer a description of the vehicle, including colour, bumper stickers, markings or damaged areas, and contents of passenger compartment and trunk
 - Ask the police officer when and how you can get a copy of the First Information Report (FIR)

- If the vehicle was stolen from a parking garage or valet parking area, keep the ticket stub or access card. Try to get the name of the individual on duty and the name of the insurance company insuring the facility.
- As soon as possible, inform the Supervisor / Manager.
- Upon being notified of the vehicle's recovery, notify the Supervisor/ Manager immediately and seek instructions. Arrange for the vehicle to be removed from the location and taken to the repair facility.

16. Return of Company Vehicle

- a) The company vehicle is to be returned to the company upon the driver's resignation / termination.
- b) The driver shall return other possessions related to the vehicle including the fuel card, vehicle keys, registration documents, insurance papers and other related items at any time the company request him/ her to do so.
- c) During periods of extended leave which includes (but not limited to) annual leave, sick leave, maternity or parental leave or any period where the driver is unable to fulfil the requirements of his position, the company vehicle is to be returned for reallocation, as directed by the company.
- d) The company reserves the right to recall the use of the vehicle at any other time, if the need arises.
- e) The driver shall return the vehicle at resignation/ termination or when requested by the company, in good and clean condition.
- f) The company vehicle that is returned shall be checked by the supervisor concerned. If there are equipment, tools, materials in the vehicle which are missing/ damaged, or the vehicle itself has damages or malfunctions, the cost of reinstatement of the vehicle and the vehicle contents shall be borne by the company vehicle driver. See Section 18 (d), (e) below for more details.
- g) Any entitlement to use of a company vehicle shall cease on the driver's last day at work with the company. No compensatory payment shall apply for loss of vehicle use during periods covered by payment in lieu of termination notice.

17. Responsibility

- a) Operations/ Service Line Managers concerned shall ensure work schedules and route planning facilitate/ enable drivers to complete their work safely by allowing sufficient time for drivers to take account of reasonably foreseeable weather and traffic conditions, and to comply with speed limits and other traffic regulations.
- b) **Employees under probation, but assigned as company vehicle drivers, or drive private vehicle for work** shall also comply with the requirements in this Vehicle Handbook.
- c) Based on case-by-case basis, the manager concerned can authorize him/ her to drive back the company vehicle to the company daily.
- d) The company reserves the right to require the driver of the company vehicle to bear the repair cost and compensation cost, if the employee is found to be reckless or negligent in handling the vehicle such like drunk driving, speeding, traffic light violation etc.

- e) The cost in part (d) above may be recovered outright from the employee, or by deduction from salary, commission or via other means at the discretion of the company.
- f) Disciplinary actions such as warning, dismissal, withdrawal of company vehicle can be taken against any company vehicle driver and private vehicle driver, who have been investigated and found to have driven recklessly at work, disregarding the traffic regulations, and the policy, rules and procedures in this Vehicle Handbook.
- g) The company shall have no liability for, and the employee shall indemnify and hold company harmless from and against any claim based upon any use or misuse of the vehicle by the driver himself or by an unlicensed driver, or by a driver who is not appointed by the company, using the vehicle in an unlawful, wilful manner or in a manner inconsistent with the local laws and the requirements of this Vehicle Handbook.

18. Alterations & Additions

- a) The company reserves the right to add or alter the policy, rules and procedures in the Vehicle Handbook as necessary.
- b) Due notice of such alterations and additions will always be given. Acceptance of employment with the company is subject to the compliance of the policy, rules and procedures in the Vehicle Handbook and of any subsequent alterations which may be made.

19. Employer Road Safety Related Policies

- a) Group HSE Golden Rules
- b) Zero Tolerance Policy
- c) Alcohol & Drug Policy
- d) Internal Road Safety Rules for Employer/ Clients' Premises

Refer to the next Section for the above policies and rules.

Employees shall comply with the above policies and rules to safeguard ourselves and others who may be affected by our behaviours and activities.

20 (a) HSE Golden Rules

HSE Golden Rules

It is important to ensure that **'Everyone Goes Home Safe'** at the end of their working day. Our colleagues, our families and our customers rely on this commitment. Health and safety will always be our first priority and there can be no compromise on this.

Accidents are not inevitable and we are committed to preventing them. In order to do this operational management encompasses an extensive range of measures to protect people, which include these golden rules.

These rules clearly explain what we must all know and do to keep ourselves, our colleagues and our customers safe. They are based on the risks that are frequently encountered across our activities and lessons learned.

We view compliance with the letter and spirit of these rules as being a critical contribution to protecting the health and safety of everyone and we expect all colleagues to always follow them.

We strongly believe that Employer’s HSE Golden Rules will make a significant contribution to strengthening our health and safety culture and ensuring that we all go home safe at the end of our working day.

SHE GOLDEN RULES			
A	START / STOP	B	DRIVING AT WORK
1.	<p>Only start work if you:</p> <ul style="list-style-type: none"> • are fit for work and unaffected by drugs or alcohol. • are trained and authorized to perform the work. • have the right equipment, PPE and safety footwear to carry out the work safely. • understand the hazards and have implemented the precautions specified in the relevant risk assessment(s). 	1.	Only drive your vehicle if it is safe and legally roadworthy.
2.	Do not start work if, for any reason, you feel that it is not safe to do so. If in doubt, contact your manager.	2.	Do not use hand-held mobile phones / devices whilst driving.
3.	Stop work if there is an immediate risk / danger to your safety and contact your manager.	3.	Watch your speed and always take into account road and traffic conditions.
		4.	Seatbelts must be worn by drivers and passengers.
		5.	Always maintain a safe stopping distance from the vehicle in front of you.
C	MOVING VEHICLES	D	FORK LIFT TRUCKS
1.	Always comply with site rules.	1.	Only drive a fork lift truck if you hold a valid license and are authorized to do so.
2.	Always use designated pedestrian routes where available.	2.	Always check that safety warning devices are operational prior to use.
3.	Always remain alert, aware of vehicle movements and never assume a driver has seen you.	3.	Always wear seat belts.
4.	Wear high visibility clothing when working in, or entering, any operational environment where commercial vehicles / plant operate.	4.	Do not drive with raised forks, unstable loads, vision obstructed and never exceed the fork lift truck load limits.
5.	Pedestrians must not use mobile phones or audio devices in vehicle operating areas unless they can do so safely in a designated pedestrian area.	5.	Always remove keys when left unattended or parked.

20 (b) Zero Tolerance Policy (ZTP)

2.1 UNSAFE BEHAVIORS BREACHING “ZERO TOLERANCE” POLICY

- a) **Failure to Wear Seat Belt while :**
- driving a company vehicle, or driving for work purposes
 - seated in a moving company vehicle, or other vehicle driven for work purposes
- b) **Failure to Comply with Respiratory Protective Equipment (RPE) Use during Fumigation and Other Work Activities with potential exposure to respiratory hazards :**
- Fail to wear RPE
 - Fail to wear the right type of RPE
 - Fail to wear RPE in the right way
- c) **Failure to Wear Motorbike Helmet, Jacket and Gloves while Riding Motorbike**
- If using an open-faced helmet, a visor or goggles must be provided and worn.
 - Helmets should fit the rider snugly and not move about on their head.
- d) **Failure to Wear Safety Shoes**
- by Service Supervisors, Managers & Technicians carrying out pest control, hygiene, drainage services at sites, and those involve in sanitary bin washing, laundry operations
 - by Store personnel responsible for and working in Rentokil Initial warehouses and stores
 - by Any Other Staff such as Sales/ CDE, Field Biologist, SHE, Technical Manager, Branch Manager, Operations Manager, Procurement Executive, who need to access higher risks locations including the following (but not limited to) :
 - Rentokil Initial stores, warehouses
 - customers' industrial warehouses, stores, industrial factories, plants
 - production areas, construction, shipyard, mining areas
 - commercial laundries, commercial kitchens, laboratories
- e) **Use of Hand-Held Mobile Phone while:**
- driving or riding a company vehicle
 - driving or riding own vehicle for work purposes
- f) **Use of Mobile Phone while:**
- operating or using machinery, equipment or tools.
 - examples of machinery, equipment, tools : *fogging machine, sprayer, powered drill, ladder, crawl boards, forklift, scaffolds, scissor lift, washing machine, mat dryers, mat rolling machine*

Effective immediately, all colleagues concerned shall STOP the above unsafe behaviors.

2.1 UNSAFE BEHAVIORS BREACHING "ZERO TOLERANCE" POLICY (continue)

g) Failure to Conduct Site Risk Assessment (SRA) for a Customer's Site :

- SRA must be carried out for **every customer, at every sites.**
- SRA must be conducted properly** by the Sales/ CDE or other designated employees.
- If a customer has multiple service locations, or when a sales is confirmed/ renewed over phone (Telesales),** and the Sales/ CDE are not able to visit all these locations to conduct the SRA, the CDE/ Sales Manager must seek support from the Operations line manager to ensure that the first person or first technician deployed to the site conducts the SRA before any service is carried out.
- Report SRA findings** in the SRA section of the PC Treatment Instructions (TI) and Hygiene Service Instructions (SI).
- No contract / job is to be entered into iCABS** unless a SRA is conducted and report submitted.
- No service personnel shall be deployed to any site to start a service,** unless a SRA is conducted and forwarded to the operations/ service line managers concerned.
- SRA information** shall be provided to the technician with the service docket before he/ she visits the site.
- Technicians and Service/ Operations Supervisors shall read the SRA information** (on the SRA Report/ Service Docket) to **understand the site hazards and risks involved** before starting work at any site, and take the appropriate precautions/ control measures to protect themselves while at work.

Effective immediately, all colleagues concerned shall STOP the above unsafe behaviors.

A. DISCIPLINARY ACTIONS

Disciplinary Actions that shall be taken towards the employee concerned:

- a) For first offence, a **Warning** is to be issued
- b) For repeated offence, a **Final Warning** is to be issued
- c) For repeated offence after Final Warning Letter, **Dismissal** from Employer.

B. ISSUE OF WARNING LETTER

Branch Manager (BM), Operations Manager (OM) or other Head of Departments (HOD) request issuance of Warning & Termination letter from Human Resource (HR) Manager where appropriate.

C. RIGHT OF APPEAL

On receipt of a Warning/ Termination Letter, the Employee may appeal / explain his case in writing to the Line Manager concerned and HR concerned.

The Line Manager, together with the Country HSE Manager/ Executive, will give due consideration in assessing whether the warning or dismissal is to stand. If necessary, the Employee may be invited for interview. The Employee shall be informed by the line Manager of the review outcome which will be final.

20 (c) Alcohol & Drug Policy

ALCOHOL AND DRUGS POLICY

Employer is committed to providing a safe, healthy and productive work environment for the health and safety of our colleagues and to achieve profitable growth in our businesses in a safe and responsible manner. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse. We will enforce this policy via relevant corporate procedures and programs as far as it is reasonably practicable, and ensure compliance with the relevant country laws and guidelines. This policy is reviewed as and when changes occur or annually.

This policy shall apply to all staff and employees including directors, managers and contract staff (whether full-time, part-time, permanent or temporary). **This policy also applies to contractors** performing safety critical activities for MHLTA, but excluding Sections A and B below on alcohol and drugs testing before and during employment.

In the context of this policy:

- **Alcohol means** any alcoholic beverage or substance containing alcohol.
- **Drugs include** any legal or illegal substance, including illicit drugs, prescribed drugs, over the counter medication, solvents or any other substance, which has the potential to impair an individual's perceptions or actions, his/ her ability to work travel, drive for work and carry out other duties safely.

Alcohol and Drugs can impair a person's performance at work through lower levels of attendance, reduced concentration, slower reaction times and poor decision making, causing lower productivity, inferior services, errors, ill health and accidents. This may also adversely affect our reputation, other colleagues and external parties such as our customers, contractors and the public.

All staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs. Therefore, under the employment of the Company, **NO ONE SHALL:**

- i. report or endeavour to report for duty having just consumed or under the influence of alcohol or drugs
- ii. report for duty in an unfit state due to the use of alcohol or drugs
- iii. carry out work activities, drive their own vehicle for work purposes, drive a company vehicle or operate company equipment/ machinery/ plant, having just consumed or under the influence of alcohol or drugs
- iv. be in possession of alcohol or illegal drugs at MHLTA premises, third parties' workplaces or in company vehicles.
- v. consume alcohol or illegal drugs whilst at work

We recognise that there may be occasions where staff are authorised to drink or be in possession of alcohol in connection with legitimate work events. In such situations, we expect staff to demonstrate responsible behaviour and to act in a way that will not have a detrimental effect on our reputation. Staff who entertain clients or represent us at external events where alcohol is served are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect staff to remain professional and fit for work at all times. Managers should act to prevent excessive consumption of alcohol by any member of staff and should take steps to deal with any unacceptable conduct. Any such behaviour may lead to disciplinary action.

Any infringement of the above rules:

- Employer will take the appropriate disciplinary actions against the employee or contractor involved, which may be termination or suspension from work, written warning etc, exercised within the country relevant legal framework.
- If it involves violation against the country laws, Employer may report the offense to the relevant government authority.

Health Testing as below will be carried out by the businesses, as appropriate to the risks.

1. Pre-employment Testing or Health Questionnaire

- **Arrange tests** for all potential new employees, and/or ALCOHOL AND DRUGS POLICY

2. Alcohol & Drugs Testing During Employment

- **Alcohol and drugs tests** shall be arranged for employees in accordance to local laws and contract requirements with the customers, and are to be carried out by medical service provider nominated by employer or the customer.
- **A percentage of employees shall be randomly selected for test each year.** Random selection will apply to all levels of employees. This must be made known to all employees and be included as part of the employment contract for new staff. Businesses can consider randomly selecting at least one colleague from each branch/ depot/ head office for the test (particularly for smaller businesses with less than 100 workforce) or randomly select at least 5% of the workforce.

3. Post Incident Screening

- **Alcohol or drugs testing should be arranged immediately after an incident, with or without injury** (e.g., driving incident), if there are grounds to suspect that an employee or a contractor's action led to the incident. However, if the employee or contractor is injured, medical treatment for his injuries should be rendered before the alcohol or drug test.
- **Abnormal behaviour/ misconduct/ unsafe acts:** Anyone who notices or observes any abnormal, unsafe behaviour or misconduct in a staff or contractor is to report it to HR or SHE personnel immediately. Alcohol or drugs testing is to be arranged immediately if such behaviour is reasonably suspected to be from the influence of alcohol or drugs.
- **Refusal to take a test:** The individual will be asked to provide a signed letter stating the refusal and reasons for the refusal. The incident, including the refusal to take a test, may constitute a disciplinary offence and may be reported to the relevant government authorities such as police, for further investigation.

Searches

We reserve the right to conduct searches for alcohol or drugs on our premises or in our vehicles. Any alcohol or drugs found may be confiscated, disciplinary action may be taken and relevant authorities may be informed.

Identifying Problems & Confidentiality

- We recognise that alcohol or drugs related problems can be serious medical conditions.
- If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible. We will offer support so far as reasonably practicable, particularly you have voluntarily informed us of a problem.

- We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.
- If you seek help with an alcohol or drug-related problem directly from Human Resources, and you wish to keep matters confidential from your manager and colleagues, this will be respected unless there is reason to believe that this could put you, your colleagues or anyone else at risk or carries some other material risk for the business. In those circumstances, we will encourage you to inform your manager and give you sufficient time to do so before discussing the matter with your manager.

20 (d) Internal Road Safety Rules for Employer Premises

Internal Road Safety Rules for Employer Premises

1. Purpose

This Road Safety Rules are aimed at **eliminating or reducing risks** of our employees, any visitors and suppliers getting injured by moving vehicles **within or in the vicinity of work premises**.

2. Safety Rules for Drivers

- Comply to all road traffic signs at the road while driving.**
- Drivers shall observe **Speed Limit of 10km/h** at MHLTA premises.
- Forklift drivers shall observe the **Speed Limit of 5km/h.**
- Park at designated parking lot** where provided.
- Shut off engine** during loading and unloading.
- Always give way** to reversing vehicles and pedestrians.
- Check all sides** of your vehicle before reversing and moving off.
- Be aware of pedestrians and other moving vehicles. **Maintain safe distance.**



3. Safety Rules for Pedestrians

- Always use designated walkways, staircases wherever provided** while walking inside / outside employer work premises and at loading bay.
- Be Alert when crossing a road/ walking near a road, or in areas with vehicle movements** such as cars, vans, trucks, forklifts.
- Never walk behind a moving vehicle.**
- Never use earphones, SMS or talk on a mobile phone** while walking in car parks, crossing the roads or in other areas with vehicle movements. If you have to do so, stop at a safe area first.



- High Visibility Vests** must be worn at all employer premises:

- i. **At loading bay** by our service technicians & other staff accessing the areas.
- ii. **At the store/ warehouse with forklift or lift truck movements** by designated storekeeper, store supervisors and other staff in the areas.
- iii. **At operations areas with forklift or lift truck movements** (bin washing, mat cleaning zones etc).

f) Be Extra Careful of moving vehicles when you are at the loading & unloading areas. **Always keep a safe distance** from the moving vehicles.

g) Use **Safety Cones** to keep other moving vehicles at a safe distance when you are loading/ unloading or chemical mixing, or other works near your vehicle.

DISCIPLINARY ACTIONS such as **warnings, penalty fine, withdrawal of company vehicle and dismissal** will be imposed on any employee who is found to be reckless or negligent in driving, or has violated above mentioned Internal Rules.

Note: Refer to **Site Layout Plans** displayed at your work premises to be aware of **potential collision points** between vehicle and pedestrian that are within or near employer / clients' work premises.

Company Vehicle Custodian Agreement

To be completed by Employee

I, _____ acknowledge that I have received, read and fully understand the vehicle policy, rules and procedures stated in the Vehicle Handbook. I agree to abide by the terms and conditions outlined in this document.

I am the holder of a valid driver's license, and hereby forward the original copy of my driving license to the Manager/ personnel in-charge for verification and photocopying of a duplicate copy for company record:

If my driving license is suspended/ cancelled, or if I am assigned to drive another vehicle, I agree to notify my manager immediately. I will continue to forward the above updated documents to the company annually and whenever there is a change of the company vehicle which I drive.

I declare that:

- I am not on any medication which affects my ability to drive.
- I am not aware of, or suffering from any medical condition which affects my ability to drive.

I commit to:

- **drive the company vehicle assigned to me in safe, courteous and responsible manner.**
- adhere to the local road traffic regulations and relevant requirements in RI Vehicle Handbook.
- care for my vehicle, ensuring it is safe and road worthy while driving for work. I will ensure it is inspected and maintained according to the legal, company requirements and manufacturer's recommendations by qualified vehicle mechanics.
- participate in driver's training and RI Internal Driving Assessment programs, as directed by the company.
- report vehicle incidents (injury & non-injury), breakdown, traffic offences and penalties to my supervisor / manager immediately.
- cooperate and assist the company in vehicle incident investigation.

Full Name of Employee : _____ Employee Number : _____

Employee's Signature : _____ Date of Signature : _____

Job Title : _____ Driver's License Number : _____

Personal Identification Number : _____ License Expiry / Renewal Date : _____

With Effect From (Date) : _____ Type of Driving License : _____

Please complete and submit this form, together with the valid driving license, to your Manager concerned.

To be completed by the Manager In-Charge

No.	Type & Model of Vehicle To Be Driven (e.g. Nissan Sunny EC105 4-Seater Car, Daihatsu SV300 Motorbike)	
1.		Vehicle Number
2.		Vehicle Number

Branch/ Department : _____ Business Division : _____

Authorized By (Name) : _____ Job Title : _____

Signature : _____ Date of Signature : _____

When fully completed, return to HR/ Line Manager concerned.

Commitment to Safe Driving For Work

For any employee driving for work using private vehicle, such as car/ van/ truck/ motorbike. This may apply to Sales, SHE, Operations, Service, Technical, dispatch personnel, but exclude those driving only between home and normal places of work.

To be completed by the Private Vehicle Driver

I, _____ acknowledge that I have received, read and fully understand the vehicle policy, rules and procedures stated in the Vehicle Handbook.

I am the holder of a valid driver's license, and hereby confirm the validity to the Manager/ personnel in-charge for my driving license.

If my driving license is suspended/ cancelled, I agree to notify the company immediately.

I declare that:

- I am not on any medication which affects my ability to drive.
- I am not aware of, or suffering from any medical condition which affects my ability to drive.
- my vehicle is safe and road worthy.

I commit to:

- **drive my vehicle in safe, courteous and responsible manner.**
- adhere to the local road traffic regulations and relevant requirements in RI Vehicle Handbook.
- ensure my vehicle continue to be safe and road worthy while driving for work. I will ensure it is inspected and maintained according to the legal, company requirements and manufacturer's recommendations by qualified vehicle mechanics.
- participate in driver's training and RI Internal Driving Assessment programs, where required by the company.
- report vehicle incidents (injury & non-injury), breakdown and traffic offences, penalties that occur while driving for work to my supervisor / manager immediately.
- cooperate and assist the company in vehicle incident investigation.

Full Name of Employee	:	_____	Employee Number	:	_____
Employee's Signature	:	_____	Date of Signature	:	_____
Job Title	:	_____	Driver's License Number	:	_____
Personal Identification Number	:	_____	Driving License Expiry / Renewal Date	:	_____
Type of Work in RI Requiring Driving for Work	:	_____	Type of Driving License (for which Vehicle Category)	:	_____

No.	Type & Model of Vehicle To Be Driven (e.g. Nissan Sunny EC105 4-Seater Car, Daihatsu SV300 Motorbike)
1.	Vehicle Number _____

Acknowledged by the Manager In-Charge

Branch/ Department	:	_____	Business Division	:	_____
Manager (Name)	:	_____	Job Title	:	_____
Signature	:	_____	Date of Signature	:	_____

When fully completed, a duplicate copy shall be forwarded to the Employee concerned, original copy is to be kept by HR/ Admin.

Summary List of Authorized Company Vehicle Users (Template)

Business Division : _____ Updated on: _____

Updated By (Name): _____ Job Title : _____

(To be updated by a designated person, at least once/ year, and whenever there is change such as staff resignation/ termination, new staff, vehicle change, license renewal/ cancellation)

No.	Dept/ Branch	Driver's Name	Employee Number	Driver's License Number	Type/ Class of Driver's License	Driver's License Expiry Date	Type of Vehicle Authorized to Use <small>(Car, Van, Truck, Pick- Up, Rubbish Truck, Drainage Truck, Motorcycle etc)</small>	Remark
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								

Summary List of Private Vehicle Users (Template)

Driving for Work Purposes: Sales, Site Services, Technical, SHE, Credit Control, Dispatch, Site Supervision

Business Division : _____		Updated on : _____						
Updated By (Name) : _____		Job Title : _____						
<i>(To be updated by a designated person, at least once/ year, and whenever there is change such as staff resignation/ termination, new staff, vehicle change, license renewal/ cancellation)</i>								
No.	Dept/ Branch	Driver's Name	Employee Number	Driver's License Number	Type/ Class of Driver's License	Driver's License Expiry Date	Type of Private Vehicle Driven <small>(Car, Van, Motorcycle, Electric Bike etc)</small>	Remark
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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24								

Internal Driving Assessment Report

Applicable to :

- All newly purchased/ leased vehicle
- Existing Driver assigned to drive a new vehicle, or existing vehicle of different model (e.g. switch from driving Toyota van to Nissan van, or switch from driving a truck to driving a van)
- Potential New Driver that company intend to appoint to drive a new or existing company vehicle
- Driver who is involved in vehicle incidents while travelling for work purposes (injury & non-injury cases)

To Be Completed By Assessor

A	Purpose of Internal Driving Assessment		Tick
1.	To familiarize potential new driver with :	<ul style="list-style-type: none"> • vehicle basic operations • vehicle safety features • vehicle characteristics, limitations • vehicle loading capacity • knowledge of fuel type and requirements • locations & types of emergency equipment e.g. spare wheel, jack, wheel brace, first aid kit 	
2.	To familiarize existing driver with :		
3.	To evaluate the driving behavior of a service technician or supervisor who has been involved in a vehicle incident		
B	Vehicle In This Assessment		Tick
1.	Newly purchased/ leased vehicle		
2.	Existing Vehicle		
C	Driver In This Assessment		Tick
1.	Existing Driver to be assigned to drive a new vehicle		
2.	Existing Driver to be assigned to drive an existing vehicle of different model or type (e.g. switch from driving Toyota van to Nissan van, or switch from driving a truck to driving a van)		
3.	Potential New Driver that company intend to appoint to drive a new company vehicle		
4.	Potential New Driver that company intend to appoint to drive an existing company vehicle		

D	Driver and Vehicle Information (To be verified and completed by Assessor)					
1.	Date		Time		Branch	
2.	Assessment Route/ Route Number (city, highway, residential, rural, suburb etc)				Assessor's Name	
3.	Driver's Name				Assessor's Job Title	
4.	Type of Driving License				Driver's Job Title	
5.	Years of Experience in Driving (Driver)				Driving License No.	
6.	Type & Model of Vehicle Driven Before (e.g. Honda van, Nissan truck, pick-up, motorbike)				Driving License Expiry / Renew Date	
7.	Type & Model of Vehicle Used in the Assessment				Vehicle Number (for vehicle used in the Assessment)	

Internal Driving Assessment Report

No.	Please mark ✓ / * / NA	Remarks
1.	Familiarization with Vehicle Safety Features, Emergency Provisions and Fuel Type	
a.	Seat Belt for all seats	
b.	Head restraints for all seats	
c.	Air Bags for front seat driver and passenger	
d.	Reversing alarm and sensors on vehicle of 3.5 - 7.5 tonnes	Vehicle Tonnage = _____
e.	Reversing alarm, sensors and camera on vehicle of more than 7.5 tonnes	Vehicle Tonnage = _____
f.	Air-tight bulkheads / partition	
g.	Suitable restraints for properly securing goods and equipment	
h.	Safety Cones (minimum 2 sets)	
i.	Warning triangle	
j.	Extinguisher	
k.	First Aid Kit	
l.	High visibility vest issued to driver	
m.	Know the right type of fuel and other fuel requirements	Please specify type of fuel required here :
n.	Spare tire, spanner, jack, wheel locking nuts	
o.	Chemical spill kit (absorbent cloths/ dry sand, waste bags, chemical resistance gloves, safety goggles/ glasses, respiratory protection)	

Please mark ✓ / * / NA					
2.	Check Before Start-Up of Vehicle		3.	Check Before Start-Up of Motorbike	
a.	Windows, mirrors ~ visibility, cracks		a.	Rider put on motorbike helmet	
b.	Tires ~ inflated, adequate thread depth A blown / worn out tire can cause you to crash.		b.	Rider put on motorbike gloves	
c.	No leaking fluid, unusual smell Driving with leaking fluid can cause failure of the steering, brakes or radiator.		c.	Rider put on motorbike padded jacket	
d.	Driver put on seat belt		d.	Rider put on safety shoes	
e.	Driver asks/ checks that passenger put on seat belt		e.		
4.	Check Before Moving Off		5.	Driving Vehicle/ Riding Motorbike	
a.	Ignition Procedure		a.	Moving forward	
b.	Instrument Panel - gauges for speed, engine temperature, fuel etc		b.	Moving backward/ reversing	
c.	Vents, air conditioning, heating system		c.	Moving around bends	
d.	Direction signals		d.	Moving up slope	
			e.	Moving down slope	
			f.	Braking, Stopping	
			g.	Left & Right Turns	
			h.	U Turn	

Internal Driving Assessment Report

Please mark ✓ / ✗ / NA				
5.	Driving Vehicle/ Riding Motorbike		6.	Parking and Securing the Vehicle
i.	Changing lane		a.	Parking (parallel, reverse)
j.	Steering		b.	Park in designated/ safe parking area
k.	Signal (While Turning / U-Turning / Changing Lane/ Reversing)		c.	Vehicle parking position, distance from object (e.g. wall, curb, pavement)
l.	Speed Control		8.	General Driving Habits
m.	Brake control		a.	Speed control
7.	Approach/ Response to Traffic (e.g. other vehicles, traffic lights, pedestrians)		b.	Brake control
a.	Alertness to traffic conditions		c.	Check mirrors
b.	Look out and obey road signs		d.	Check blind spots
c.	Obey STOP sign		e.	Steering, hand position
d.	Obey traffic lights		f.	Obey road signs, markings, signals
e.	Safe Distance from pedestrians		g.	Obey speed limit
f.	Safe Distance from other vehicles		h.	Reaction time
g.	Drive / ride within the lane, not too near to, or on the edge of the lane		i.	No Fatigue / Tired Driving Estimated total driving hrs per work day = Longest continuous driving hrs on a work day =
h.	Obey "Right of Way" Rule ~ to give way		j.	Avoid using hand-held mobile phone
i.	Slow down under bad weather		k.	Avoid using other hand-held devices
j.	Safe response to unsafe road conditions eg. rocky, slippery, hole, animal			
9.	Please specify general temperament of the driver, and any other safe/ unsafe driving behavior observed. (e.g. tend to be careful & rule abiding, courteous, yielding to other vehicles, sometimes use ear piece while driving, do distracting things while driving, like to jam brake, tend to speed, timid, tend towards aggressive driving, tired driving, impatient, patient)			
10.	Actions Required / Remarks from Findings in Section 1-8 above e.g. provide safety cones	Action By	By When	Action Taken (Y/ N)

Driver	Vehicle	Assessor's Recommendations <i>Please tick in one or more appropriate row(s) for driver and vehicle in the 2 columns on the left.</i>	Next Assessment Date	Acknowledged by Driver (Signature) :
		Good for Service/ Work Deployment		_____
		Drive under Supervision for next ____ month / week*		Driver's Name : _____
		() more in-house driving practices with supervision		_____
		Not recommended to drive for work		Sign by Assessor : _____
		Send driver for Defensive Driving / Riding* Training		Assessor's Name : _____
		Send vehicle for inspection/ servicing <i>Specify problem identified below :</i>	Date sent/ to send for Inspection & Servicing :	_____
				Date : _____

(* Delete if not applicable)

Vehicle Accident : Initial Response Note				
1.	Date of Accident		Time of Accident	
2.	Place of Accident			
3.	Type of Damage			
4.	Traffic Condition			
5.	Road Condition			
6.	Weather Condition <i>(delete where not applicable)</i>	Fine / Thunderstorm / Typhoon / Rain / Hazy / Snow / Strong Wind If others, please specify :		
If Other Vehicle(s) Is Involved In The Accident				
7.	Number of Vehicle Involved		Number of Person Injured	
8.	Number of Witness		Photographs Taken Yes / No	
Vehicle & Driver's Information				
Driver 1		Driver	Owner <i>(if not the same as driver)</i>	Insurance Company
9.	Name			
10.	Phone Number			
11.	Address			
12.	Driver's License No.			
13.	Vehicle Make/ Model		Vehicle Registration Number	
Driver 2		Driver	Owner <i>(if not the same as driver)</i>	Insurance Company
14.	Name			
15.	Phone Number			
16.	Driver's License No.			
17.	Address			
18.	Vehicle Make/ Model		Vehicle Registration Number	
Witness		Name	Phone Number	Address
19.	Witness 1			
20.	Witness 2			
21.	Witness 3			
	Recorded by (name)		Job Title	

Completed note shall be forwarded to the Supervisor/ Manager concerned.

**Out of Home Country / Interstate Travel Approval
With Company Vehicle**

Out of the City / Interstate Travel Information To be filled up by the Driver					
Business Division				Branch/ Dept	
Vehicle Type				Vehicle No.	
Driver's Name				Job Title	
Driver's License No.				License Renewal/ Expiry Date	
Travel Destination				Start Date & Time	
Purpose				Return Date & Time	
Work Related Trip	Yes		No		Driver's Signature
					Date

Review & Approval					
Reviewed & Approved by (Name)				Job Title	
Approval	Yes		No		Signature
					Date

This Approval Slip applies to:

- a) *Service Vehicle to be driven outside of the home city or to another state for non-business trip, different from where it usually operates. The driver must obtain approval from his/ her manager before the travel.*
- b) *For other company vehicles which maybe driven by Managers, Supervisors or other Executives, approval should be obtained for non-business trip outside of the home city.*
- c) *The use of the vehicle will continue to be subjected to the clauses in the vehicle handbook.*

Vehicle Inspection Checklist (sample)

Business Division		Inspection Date	
Branch/ Department		Vehicle Type & No.	
Frequency		Driver	
Odometer Reading		Service Due :	Frequency/ Km
Inspection By (Name)		Job Title	

A.	Vehicle	√	X	NA	B.	Vehicle	√	X	NA
1.	Tires : pressurized, tread depth, free from cuts, nails etc (see page 3 for method of checking)				21.	Air conditioning			
2.	Spare tire				22.	Ventilator fan / air vents (cargo cabin)			
3.	Tire spare part condition				23.	Head Restraint (only on passenger seats used routinely)			
4.	Brake : any reduction in brake power, brake fluid level				24.	Driver and passenger seats			
5.	Hand brake				25.	Seat belts (on all seats)			
6.	Horn				26.	Reverse alarm and sensors on vehicles 3.5 ~7.5 ton			
7.	Reverse beeper				27.	Reverse alarm, sensors and camera on vehicles >7.5 ton			
8.	Odometer				28.	Full partition/ bulkhead between cargo & driver's cabin			
9.	Oil Temperature Meter				29.	Cargo cabin condition			
10.	Water Temperature Meter				30.	Vehicle Body : no rusty part, dent, scratch, faded color			
11.	Windscreen : clean & good condition, no crack				31.	Vehicle Number Plates			
12.	Glass Window , side and rear				32.	Doors and Tailgate (if fitted)			
13.	Wiper				33.				
14.	Screen Wash fluid				34.				
15.	Steering wheel function				C.	Manuals/ Documents	√	X	NA
16.	Mirror : correctly adjusted, unbroken	Rear View			1.	Vehicle Inspection label / sticker with valid date			
		Side Mirrors			2.	Safety Data Sheets (SDS)			
17.	Lights : all function properly, clean, no crack	High/ low beam			3.	RI Vehicle handbook			
		Brake			4.	Street Directory			
		Reverse			5.	File			
		Number Plate			6.	SRA Forms			
		Rotating			7.	Zero Tolerance Policy Sticker			
18.	Battery				8.	"DO NOT USE" tag			
19.	Starter				9.				
20.	Engine : starts 1 st time, smooth, no smoke, engine oil level				D.	Other General Items	√	X	NA
21.	Cooler System	Radiator & Water level			1.	Backpack/ Service Bag			
		Water Pump			2.	Plastic boxes			
		Oil Cooler, Coolant			3.	Shelving			
		Air Cleaner			4.	Carrier box or case			
		Belting & hose			5.	RI logo & printing on vehicle			
21.	Dash board : clear, nothing that may reflect to the windshield.				6.	No unauthorized sticker on vehicle surface			

Vehicle Inspection Checklist

E.	Emergency Kit	√	X	NA	H.	Access & Power Tools	√	X	NA
1.	Warning triangle				1.	Trolley : any crack, wheel			
2.	Fire extinguisher				2.	Ladder in good condition			
3.	First aid box : <i>present & properly stocked, items not expired</i>				3.	Scraper			
4.	Torch light with batteries				4.	Stepping stool			
5.	Spare Tire				5.	Tool tray/ box with general hand tools			
6.	Wheel locking nuts, spanner, jack				6.	Test Pen			
7.	Wheel lock indicators (if fitted for large commercial vehicles ≥ 3.5tonnes)				7.	Drill (Cordless, Hammer etc)			
8.	Tachograph (if fitted for large commercial vehicles ≥ 3.5tonnes)				8.	Screw Driver			
	Chemical Spill Kit :				9.	Handsaw			
9.	Empty PVC Container				10.	Glue			
10.	Clean water				11.	Chargers for drill			
11.	Absorbent / Cotton Rags				12.	Spanner			
12.	Spare gloves				13.	Cutter/ knife, Wire Cutter & Tubing Cutter			
13.	Black Plastic Bags (2 pcs)				14.	Wall plug & screws			
14.	Spare pair of shirt and trousers				15.	Pliers			
15.					16.	Hole puncher, marker			
16.					17.	Serviceman Key			
17.					18.	Measuring tape			
F.	Personal Protective Equipment (PPE)	√	X	NA	19.	Tools with no broken cables, plugs, damaged casing			
1.	Reusable chemical gloves				20.	Metal Detector			
2.	Disposable chemical gloves				21.				
3.	Work gloves (with slip resistant, oil/ chemical resistance coating)				I.	Service Items	√	X	NA
4.	Safety Glasses				1.				
5.	Safety Goggles (with rubber strap)				2.				
6.	Safety helmet				3.				
7.	Protective clothing				4.				
8.	Ear Plug/ ear muff				5.				
9.	High Visibility Vest				6.				
10.	Dust Mask (Disposable, N95)				7.				
11.	Cartridge Respirator				8.				
12.	Spare respirator cartridge				9.				
13.	Fumigation Respirator				10.				
14.	Fumigation respirator spare cartridge				11.				
G.	Safety Equipment	√	X	NA	12.				
1.	Warning Bar/ Tapes				J.	Storage Arrangements	√	X	NA
2.	Warning sign : "Keep Out", "Work In Progress" or "Man at Work"				1.	Equipment, Tools, Chemicals : kept separately and secured			
3.	Safety cones (2 units on each vehicles)				2.	PPE kept clean and separately			

Vehicle Inspection Date : _____

Corrective Actions

No.	Non-conformance / Problem	By Whom	By When	Actions Taken	Upon Completion	
					Sign.	Date

Inspected By (Supervisor's/ Manager's Name)		Vehicle Type & Number	
Signature		Date	

Tire Inspection Guidelines

1. Checking Tire Tread Depth

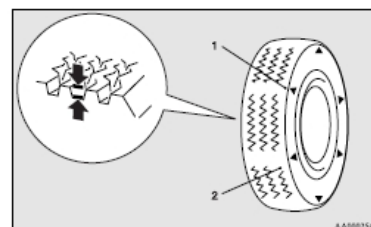
The **Tread Wear Indicator (TWI) Δ** is a raised bump in each tread groove which shows up once the tread has worn level with it, an easy way to determine how much tread is left. TWI usually indicates a tread depth of 1.6mm.

If the tire shows **3mm or less of tread remaining at any one point of measurement**, replace the tire immediately. This is to reduce the risk of aquaplaning, where a tire which can no longer disperse enough water to remain in contact with the road and may skim along on top of a film of water.

Always use a **Tire Depth Gauge** (available from the branch store) to measure the depth of the tire thread during the monthly vehicle inspection.



TWI on tire side wall



There are usually 6 TWI for a standard tire.

B) Checking Tire Pressure

Because tires may naturally lose air over time, it is important to check your tire pressure at least once a month. First, check the **Correct Tire Pressure** on the tire information placard or in the vehicle's manual.

Use a **Tire Pressure Gauge** (available from branch store) to get an accurate tire pressure reading. It is more accurate to measure tire pressure when the vehicle has been unused for at least three hours.

If the tire pressure is too high, slowly release air by gently pressing on the tire valve with the edge of the tire pressure gauge until you get to the correct pressure. **If the tire pressure is too low**, record the air pressure, then proceed to the petrol station/ workshop immediately to add the missing pounds of air pressure to the underinflated tire.

Motorbike Inspection Checklist (sample)

Business Division		Inspection Date	
Branch/ Department		Motorbike Type & No.	
Frequency		Driver	
Odometer Reading		Service Due :	Frequency/ Km
Inspection By (Name)		Job Title	

A.	Motorbike Visual Inspection	√	X	NA	B.	Motorbike Test Run	√	X	NA
1.	Rear view/ side mirrors				1.	Brakes			
2.	Reflectorized number plate				2.	Speedometer			
3.	Steering Wheel/ Handle Lock				3.	Engine Power			
4.	Head Light				4.	Suspension/ Shock Absorber			
5.	Wheel covers				5.	Riding noises			
6.	Brakes				6.	Projecting edges			
7.	Power transmission				7.	Head Light settings			
8.	Tires				8.	Back Light settings			
9.	Wheels				9.	Horn			
10.	Wheel bearing				10.				
11.	Parking mechanism : side stand / central stand				C.	Manuals/ Documents	√	X	NA
12.	Seat Rest for Driver				1.	Vehicle Inspection certificate/ label			
13.	Seat Rest for Passenger				2.	Vehicle handbook			
14.	Foot Rest for Driver				3.	Street Directory			
15.	Foot Rest for Passenger				4.	File			
16.	Horn				5.	SRA Forms			
17.	Leakages (oil, petrol, diesel)				6.	"DO NOT USE" tag			
18.					7.				
19.					8.				
20.					D.	Other General Items	√	X	NA
					1.	Backpack/ Service Bag			
					2.	Motorbike Carrier Box			
					3.	Zero Tolerance Policy Sticker			
					4.	Corporate Logos condition on vehicle surface			
					5.	No unauthorized sticker on company vehicle surface			
					6.				

Motorbike Inspection Checklist

E.	Emergency Kit	√	X	NA	H.	Access & Power Tools	√	X	NA
1.	First aid kit : accessible, properly stocked, items not expired				1.	Tool tray/ box with general hand tools			
2.	Torch light with batteries				2.	Test Pen			
3.	Absorbent Cloths (for spill clean-up)				3.	Screw Driver			
4.	Trash bags (2pcs)				4.	Spanner			
5.	Warning Triangle				5.	Cutter/ knife, Wire Cutter & Tubing Cutter			
6.					6.	Wall plug & screws			
7.					7.	Tools in good conditions, have no broken cables, plugs, damaged casing			
8.					8.				
9.					9.				
10.					10.				
11.					11.				
12.					12.				
13.					13.				
F.	Personal Protective Equipment (PPE)	√	X	NA	14.				
1.	Motorbike Helmet				15.				
2.	Motorbike Gloves				16.				
3.	Motorbike Padded Jacket (high visibility color)				I.	Service Items	√	X	NA
4.	High Visibility Vest				1.				
5.	Chemical resistant gloves (reusable)				2.				
6.	Disposable gloves (latex or rubber)				3.				
7.	Work gloves (with slip resistant, oil/chemical resistance coating)				4.				
8.	Safety Glasses				5.				
9.	Safety Goggles (with rubber strap)				6.				
10.	Ear plug				7.				
11.	Protective clothing (jacket or coverall)				8.				
12.	Dust Mask (disposable)				9.				
13.	Cartridge Respirator				10.				
14.	Aprons				11.				
G.	Safety Equipment	√	X	NA	12.				
1.	Warning sign : "Man At Work", or "Work In Progress"				J.	Storage Arrangements	√	X	NA
2.	Warning tape				1.	Equipment, Tools, Materials & Chemicals : kept properly with adequate separation			
3.					2.	Properly secured			
4.					3.	PPE kept clean and separately			
5.					4.	Small Bag for individual PPE			
6.					5.	Closable PPE Box / Bag			
7.					6.				

Motorbike Inspection Date : _____

Corrective Actions

No.	Non-conformance / Problem	By Whom	By When	Actions Taken	Upon Completion	
					Sign.	Date

Inspected By (Supervisor's/ Manager's Name)		Motorbike Model & Number	
Signature		Date	

Tire Inspection Guidelines

2. Checking Tire Tread Depth

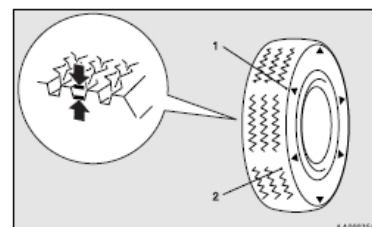
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Always use a **Tire Depth Gauge** (available from the branch store) to measure the depth of the tire thread during the monthly vehicle inspection.



TWI on tire side wall



There are usually 6 TWI for a standard tire.

B) Checking Tire Pressure

Because tires may naturally lose air over time, it is important to check your tire pressure at least once a month. First, check the **Correct Tire Pressure** on the tire information placard or in the vehicle's manual.

Use a **Tire Pressure Gauge** (available from branch store) to get an accurate tire pressure reading. It is more accurate to measure tire pressure when the vehicle has been unused for at least three hours.

If the tire pressure is too high, slowly release air by gently pressing on the tire valve with the edge of the tire pressure gauge until you get to the correct pressure. **If the tire pressure is too low**, record the air pressure, then proceed to the petrol station/ workshop immediately to add the missing pounds of air pressure to the underinflated tire.

Workplace Transport Safety (WTS) Checklist

1. **To be done whenever there is a change in internal road layout of existing locations (e.g., due to additional structures or extension) and whenever there is new branch/ store/ office location.**

The following checklist shows the key areas you should look at when you are identifying transport hazards in the workplace, and when you are assessing whether existing precautions are enough or if more precautions are needed (i.e. following a 'no' response). Note: Vehicle specifications have been excluded from the scope of this checklist.

2. It also gives some ideas for reducing the risk. The checklist will not necessarily be comprehensive or relevant for all work situations as all sites will be different.

The workplace	
1 Check that the layout of traffic routes is appropriate. For example:	
Are vehicles and pedestrians kept safely apart on the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there safe pedestrian crossing points on vehicle routes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there safe parking areas for all parking needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the vehicle routes avoid sharp or blind bends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a one-way system used on vehicle routes within the workplace to reduce the need for reversing, where this can be achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are non-essential staff kept clear from areas where reversing is common?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are banksmen / signallers used to direct reversing vehicles (HGVs etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 Check that vehicle traffic routes are suitable for the type and quantity of vehicles that use them. For example:	
Are they wide enough?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they have firm and even surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they free from obstructions and other hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they well maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Workplace Transport Safety (WTS) Checklist

Is the lighting adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 Check that suitable safety features are provided where appropriate. For example:	
Are speed restrictions set for the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are roadways and pedestrian walkways clearly marked where necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are adequate road signs provided (e.g. warning signs, speed restrictions, directional signs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where they are needed, are suitable safety features such as fixed mirrors to provide greater vision at blind bends, road humps to reduce vehicle speeds, or barriers to keep vehicles and pedestrians apart?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do visiting drivers and pedestrians report at the entrance for instructions before entering the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drivers and Other People	
4 Check that your selection and training procedures make sure that your drivers and other employees are able to work safely and responsibly. For example:	
Do you communicate site rules, and information about particular hazards, speed limits, the appropriate parking and loading areas etc to all site personnel and visitors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5 Check what your drivers and other employees actually do when carrying out their work activities. For example:	
Do your drivers and pedestrians comply with site rules? For example, do they use the correct traffic routes, pedestrian walkways, drive within the speed limit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do they park safely and in safe places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do managers and supervisors set a good example – for example, by following instructions to separate vehicles and pedestrians, and by wearing high-visibility clothing where needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Workplace Transport Safety (WTS) Checklist

6 Check, in consultation with your employees, that your level of management control and supervision is suitable. For example:	
Are supervisors, drivers and pedestrians aware of the site rules on vehicles and pedestrian movements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is everyone at the workplace supervised and held accountable for their responsibilities, and is a clear system of penalties enforced when employees fail to comply with workplace transport rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you take adequate steps to assess the behaviour of pedestrians and drivers of vehicles, to investigate any underlying reasons for unsafe behaviour, and to correct this?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Corrective Actions

No.	Non-conformance / Problem	By Whom	By When	Actions Taken	Upon Completion	
					Sign.	Date

Inspected By (Supervisor's/ Manager's Name)			
Signature		Date	