

TRUCK OPERATOR / DELIVERY DRIVER INDUCTION

SE6107

Driver Code of Conduct – Condition B19

Workplace/Site: Hastings Secondary College 669.1	Date: October 2024 – March 2025
Delivery type: All Deliveries	Supplying to: A W Edwards Site
Vehicle Registration No:	
Truck Operators Name:	Signature:
Copy of Current Dri & White Card.	

	Important Site Safety Information and Operating Procedures for Truck Drivers By entering the site, you the delivery driver accepts the conditions of this declaration and will abide by all directions given by A W Edwards authorised personnel	Initial to Acknowledge
1.0	Deliveries are only permitted during the following hours of work: <ul style="list-style-type: none"> ▪ Between 7:00am and 6:00pm, Monday – Friday ▪ Between 8.00am and 1.00pm, Saturday Any deliveries proposed that are outside of the above times must be approved with A W Edwards site management personnel prior to arrival, or you will be turned away.	
2.0	Drivers are to minimise disturbance to local residents, other road users and businesses by minimising: <ul style="list-style-type: none"> ▪ excessive periods of idling while staging, ▪ talking loudly whilst waiting, ▪ using offensive language, or ▪ unnecessary compression braking ▪ for bulk earthworks - delivery trucks are to be staggered to minimise stacking of vehicles on the local road network. Marshalling of vehicles is strictly to occur on the construction site not on the road network. 	
3.0	All deliveries must comply with all guidelines and protocols as stated in the A W Edwards Construction Traffic Management Plan. Refer to the attached traffic control plan, and vehicle movement plan.	
4.0	All drivers must remain inside the cabin of their vehicles while on-site, with exception to assist spotting for materials being loaded or unloaded, unfastening tie-downs or coverings, to secure load tie downs & covers, to operate plant associated with the truck (eg. concrete agitator) or in the event of an emergency. Note: Drivers who decide NOT to remain in the cabin of a vehicle being loaded - Drivers Must Not Stand in the loading arch and Must have visual contact with the operator at all times. If you must leave your cabin for any reason, you must ensure that you wear the minimum mandatory PPE including: protective/capped footwear, high-visibility clothing on upper body, protective eyewear, gloves and a hard hat.	
5.0	You can confirm the warning lights on the vehicle are on and the reversing signal (beeper or quacker) is working.	
6.0	You can confirm that all servicing and maintenance of the vehicle and any safety devices is up-to-date and in accordance with manufacturer's instructions and requirements.	
7.0	Drivers are not to enter any general work areas on site unless they have undertaken a full Site Induction and completed a pre-start.	
8.0	Should you need to leave the cabin to complete duties that may involve working on or near mobile plant; you will have read, understood and signed onto the appropriate HRCW SWMS.	
9.0	No unauthorised persons (ie. children) or pets are travelling within the truck.	
10.0	You will obey all local traffic signage; including speed limits and no stopping/parking zones.	

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11. 0	Drivers are to follow all directions from A W Edwards personnel and/or the authorised traffic controllers when on site, entering the site, adjacent to the site, or leaving the site.	
12. 0	You will call the appropriate subcontractor supervisor on approach (or as soon as possible thereafter) to ensure that gates can be opened on arrival and traffic control can be provided where required.	
13. 0	Where there is the potential of tracking dirt, mud or other debris onto the road, you will ensure you're your vehicle is cleaned prior to exiting the site.	
14. 0	Drugs and Alcohol are NOT permitted on site and anyone suspected to be under the influence of either drugs or alcohol is subject to testing on the site. Random and Causal alcohol and drug testing is undertaken on this site.	
15. 0	The delivery driver acknowledges that it is illegal to operate the truck whilst using a hand held mobile phone on public roads. Hand held mobile phone use is also not permitted anywhere on the site whilst operating any vehicle or mobile plant.	
16. 0	Non-compliance with any of the conditions outlined in this induction could endanger the delivery driver, workers on the site and/or members of the public. Non-compliance will result in expulsion and/or exclusion from the site.	

Recommended delivery vehicle travel route

