

TRUCKING STANDARDS ON PIER DELIVERIES & DRAYAGE

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DRAFT – VERSION 2

TRUCKING STANDARDS

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1. INTRODUCTION

Within the logistics supply chains utilising tank containers, for the ‘first / last mile’ transport, trucks and chassis are used; local trucking. The equipment and standards specified for the trucking activity varies depending on “pier or door” sales terms, the tank operator, the shipper or the receiver. This document sets to define the base line requirements to ensure safe transport of the tank containers and safe loading or delivery of the products inside.

1.1 PURPOSE

The purpose of this document is:

- For each industry sector, to outline guidance for trucking and haulier operations.
- To outline a minimal standard of safety and behaviour for carrying out the transport of tank containers by road.
- To provide awareness of potential safety risks.
- To provide training and reference material for those joining the industry.

The document is intended to guide and offer advice on the best practice.

In all countries the baseline of trucking is a firm baseline of “legal and inline with local / national regulations”.

Local laws, regulations and regional variances mean that specific guidance on training and equipment may not always be applicable. The document aims to outline global standards of behaviour, conduct, equipment, and safety which are higher than the minimum legal requirements.

It is crucial that the usage and discussion of this document complies with all the requirements of anti-trust legislation.

2. DRIVER

2.1 TRAINING

Drivers transporting tank containers should attend training courses approved by the competent authority. Drivers should be trained in line with local / national legislation covering the transport of dangerous goods. The driver should be trained in the following topics:

- Understanding the hazards classes for dangerous goods.
- How dangerous good regulations impact on the duties of the driver.
- How to respond to a safety incident or accident.
- The proper usage and understanding of hazard placards, hazard labels and decals.
- Prohibitions on mixing loads in one container.
- Behaviour of liquids when transported in tanks.
- Behaviour of vehicles when transporting tanks.
- Knowledge on the methods of filling and discharging tanks.
- Security awareness.
- How to operate tank containers, chassis, and any other equipment involved in a safe and proper manner.
- Information on civil liability.

Driver training should be refreshed and reassessed at regular intervals; in line with local & national regulations and requirements.

2.2 WORKING & DRIVING HOURS

Drivers should not ever exceed the maximum allowed number of working and / or driving hours for their country of registration and areas of operation. The management of the trucking company should have clear policies and practices to prevent this from happening and keep record of driver's hours. the trucking company should manage their drivers' hours.

Drivers must never drive while tired or feeling fatigued, and should always take regular breaks and resting time. Hauliers should help ensure that drivers do not work excessive hours and should offer regular reminders and training regarding driving hours and breaks.

2.3 BEHAVIOUR

Drivers should always behave in a safe manner and follow the rules / instructions of any sites they may visit.

2.4 LITERACY AND LANGUAGE

Drivers should have, as a minimum, a level of literacy and language proficiency in the area(s) they operate, to allow them to read road signs, follow verbal and written instructions at sites, operate safely, read, and understand local laws and regulations for driving, and communicate with others.

2.5 DRIVER HANDBOOK / COMPANY GUIDANCE DOCUMENTS

Drivers should be issued with some form of documentation outlining company guidance, policies and advice. This documentation should be in a language the driver can read and comprehend.

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Training should cover the document, the scope of the document, the contents and how it can be used and applied by the driver.

The handbook should cover:

- How to report incidents and near misses.
- What to do in emergency situations.
- Emergency contact numbers.
- Security and parking procedures.
- Procedures for dealing with spillages.
- Use of Personnel Protective Equipment.
- Safe Working at height.
- Guidance on driving standards and behaviour.
- Tiredness and fatigue.
- Driving and working hours.
- Acceptable equipment condition. including interchange inspections
- Pre-start checklists for Truck and chassis
- Reporting equipment defects.
- Loading and discharge procedures.
- Correct use of discharge equipment.
- Use of seatbelts.
- Use of phones (not while driving).
- Drugs and alcohol policy.

3. TRANSPORT COMPANY

3.1. SAFETY

Driving is a high risk activity, the addition of tank containers and potentially dangerous goods and hazardous products adds an additional level of risk potential.

Safety is the first and most important requirement of all parties and stakeholders involved in trucking and transport activities.

Trucking companies should take action to keep drivers, any person involved with transport activities, and the public safe. This includes:

- Conducting appropriate risk assessments, and mitigating, protecting against or avoiding actions which are either carry an elevated risk or produce a high frequency of safety infringements.
- Conducting regular reviews of safety and working practices.
- Safety should be the number one priority for all stakeholders and put before any other consideration.
- Being willing to continuously drive improvements, and invest, in safety.
- Cultivate and encourage a safety focused culture and attitude within their organizations and the organizations they interact with.

3.2. LICENCES AND COMPLIANCE

transport companies must comply with all regional, national, and international laws and regulations applicable where the company is registered and in the territories in which the operation will take place.

Transport companies must hold General company / commercial liability insurance, third party motor vehicle liability insurance in line with the country or countries in which they operate, third party equipment liability insurance.

Transport companies should have a process / policy in place which verifies drivers hold valid licences required for the regions, nations, and international territories in which they operate, applicable for the equipment operated and goods carried. This should include reviewing driver's licences at regular periods of time to ensure licences have not been revoked or expired.

Additional to legal minimums hauliers should ensure that:

- They adhere to safety requirements and regulations of any site, depot, port, or property in which transport activities will occur or travel through.
- Awareness and training given to staff who will interact with trucks, chassis or tanks on potential risks and hazards, such as roll aways, blind spots, the risk of collision and moving vehicles.
- Transparent policies and enactment of policies which enable employees and the public to report safety incidents.

3.3. DATA PROTECTION

All stakeholders should take appropriate, reasonable, and available measures to protect data from breaches or compromise. In the event of a suspected breach, the organization should notify all affected parties immediately.

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Training should be given to staff interacting with computer networks or devices regarding avoiding common forms of cyber-attacks, security best practices and common forms of social engineering designed to compromise data security.

3.4. SECURITY

The Transport company must undertake security training in line with duties and commensurate with activities of all persons involved the supply chain. This covers office staff through to the drivers.

Drivers must be given specific training on security in line with national regulation and guidance. This should include details on load security, route security, information security and how to report security issues.

Tank containers carrying hazardous goods should only be left in secure locations such as depots, rail terminals or port facilities. Hauliers, consignees, and carriers should assess the security of any location where a tank container will be left.

When engaged in the transport of High Consequence Dangerous Goods as defined in regulations and as part of International Maritime movement the transport must have a security plan in line with IMDG section xxx.

3.5. DRUGS & ALCOHOL POLICIES

Hauliers must have a policy in place regarding alcohol and drugs. This should include a zero-tolerance approach to working under the influence of alcohol or drugs, including legal drugs or medicinal drugs.

The policy should also have a zero-tolerance approach to the transportation, sale of, distribution or possession of alcohol or drugs.

Specific training should be given to drivers regarding the dangers of legal and medicinal drugs, such as those which can cause drowsiness, which may affect driving performance and capability.

Best practice would be to have frequent, random alcohol and drug testing for employees.

3.6. DRIVER WELL BEING POLICIES

It is encouraged to establish programmes for the promotion of driver wellbeing and health. Better driver health and wellbeing will aid safer driving performance and help ensure the wellbeing of the total driver population.

It is encouraged to operate a policy regarding pre-employment health checks for drivers. In some countries, this may be required by law.

It is encouraged to have a policy regarding medical checks for drivers at regular intervals. In some countries, this may be required by law.

3.7. ENVIRONMENTAL

Road transport has the potential to affect the environment and environmental sustainability. The Transport Company should have in place an environmental sustainability policy to assess its own direct impact.

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The other area of impact is the support activity of e.g. cleaning stations. Transport companies should only use cleaning stations, licenced and authorised for the activity, with good environmental practices and waste management practices. If the tank container does not belong to the haulier, they should seek direction of the equipment owner before using a cleaning station.

Policies should be in place for dealing with issues at loading and unloading sites. It is recommended that hauliers maintain a team or group of competent employees responsible for dealing with spillages or environmental issues.

4. EQUIPMENT

4.1. TRUCKS

Trucks used should, as a minimum:

- Meet all legal requirements for the region of operation.
- Be kept in a good state of repair.
- Have a regular maintenance, inspection, and servicing programme.
- Clear undamaged windscreen with clear lines of vision.
- Be equipped with working front and rear lights.
- Have functioning brakes and brake lights.
- Have functioning 3 point seatbelts.
- Be fully equipped with a braking system and auxiliary parking brake.
- Feature ABS (Anti-Blocking System) and ASR (Anti-Slip Regulations).
- Carry spare bulbs for replacing light bulbs on route.
- Tyres inflated to a correct level, with a minimum level of tread.
- Tyres must be free from cracks and damages including chunks, or gouges.

4.2. CHASSIS

Chassis should:

- Meet all legal requirements for the region of operation.
- Be equipped with four functioning twist locks to secure the tank container on all four corners.
- Be kept in a good state of repair.
- Have a regular maintenance, inspection, and servicing programme.
- Spare lights for replacing light bulbs on route.
- Tyres inflated to a correct level, with a minimum level of tread.
- Tyres must be free from cracks, and damages including chunks, or gouges.

4.3. PRE-START CHECK

Before starting a journey, a pre-start check should be conducted to completed to ensure that equipment is in good working order, with no defects, and is safe.

The haulier / transport company should ensure this is a followed process and that provide a checklist for drivers to use.

The pre-start check should include checking:

- Tyres are inflated to a safe level.
- Tyres have an appropriate amount of tread and free from visible damages.
- Windows are clean and free from cracks or defects.
- Windscreen wipers are present and functioning.
- Wing mirrors are present and in good condition.
- Seatbelts are present, working, and free from fraying, tearing or other wear and tear.

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- All front and rear lights are present and working.
- Wheel nuts are tight and present.
- Horn is present and working.
- Fifth wheel (truck and chassis) is working and in good condition.
- Full walkaround of transport unit to verify nothing is loose, damaged, or unsafe in anyway.

4.4. MISCELLANEOUS

Drivers should be equipped with a phone or other appropriate equipment which allows them to contact their office / planning department, phone for help or contact emergency services if necessary.

Transport units must not use more than one trailer or chassis (for example, a 'road-train' set up would not be acceptable).