



Driver - Additional Handbook Information

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The information in this document is in addition to the GreenCycle Employee Handbook and details some of our expectations, and policies and procedures specific to your role.

Familiarize yourself with the contents of this document and the Employee Handbook as soon as possible, as it will answer some of the questions you may have. The policies and information in this document will change overtime. We'll let you know any changes and provide updated information.

Contents

Driver - Additional Handbook Information	1
Truck Operation.....	3
Vehicle Inspection and Maintenance	3
Truck Cleaning	3
Safety Belt Use	3
Fuel.....	4
Load security	4
Cell Phone Use	4
Documentation	4
Traffic Infringements and Notification of Driving Suspension	4
Breakdown Reporting	4
Vehicle Accident Reporting	5
Injury Reporting	5
Communication.....	5
Entering and Exiting GreenCycle Yard and Customer Facilities.....	5
Yard Security.....	5
Recording Loads at Weighbridge	6
Load Rate Collection	6
Hourly Rate Collection	6

Truck Operation

Vehicle Inspection and Maintenance

Vehicle inspection is a key part of ensuring you can complete your job safely and efficiently. Drivers are required to complete these regular checks:

Before each trip:

- Tool-box secure
- Crane stowed
- Company phone on-board
- Log-book on-board

At the start of each day:

- Oil
- Water
- Tyre Pressure
- Fuel
- Truck cab and exterior is clean and tidy.

Ongoing

- Road User Charge Licence
- COF Registration

To ensure the vehicle continues to operate in a safe and efficient manner it is important to schedule and remedy any maintenance required appropriately. Notify Seb of all maintenance issues that need addressing.

Truck Cleaning

Our truck is a moving advertisement for GreenCycle so it's important to keep it clean and tidy.

The cab is to be kept clear of rubbish and tools.

- Rubbish is to be removed daily.
- All tools are to be stored in the on-board tool-box.

Keep mirrors and windows free from cobwebs. Insect spray is provided and is useful for prevention.

The truck exterior is to be cleaned weekly. The truck can be washed at the PipeVision wash station 126 Hugo Johnston Drive.

Safety Belt Use

SAFETY BELT USE IS MANDATORY! It is GreenCycle policy that every operator and occupant of our vehicles must wear safety belts at all times.

Fuel

Our fuel provider is Waitomo Petroleum.

Diesel can be purchased using the Waitomo Fuel Card at Waitomo Stations. Our closest stations are:

- Waitomo Lincoln Road – 131B Lincoln Road
- Waitomo Epsom – 129 Manuaku Road
- Waitomo Mangere – 29-33 Richard Pearse Drive

Load security

For the safety of other road users, you must make sure any load you're carrying is secure and material cannot escape.

Loads must be tarped if they are:

- within 500mm of the top of the cage or,
- contain loose material.

Cell Phone Use

The use of a hand-held mobile telephone by drivers while operating a vehicle is prohibited, this includes while driving or waiting in a queue of traffic, at an intersection, or at traffic lights.

Use the hands-free option provided.

Set navigation before starting your trip.

Documentation

You must carry and complete your log-book. The company copy of the log-book is to be left in log-book folder in the weighbridge office at the end of every week.

Traffic Infringements and Notification of Driving Suspension

Any infringements or fines you incur while in charge of the company vehicle are payable by you.

You are required to notify GreenCycle in writing of any traffic offences you commit in the company vehicle within 5 working days of the offence and you are responsible for the costs of these.

You need to inform GreenCycle of any suspension of your driving license for any reason. You need to do this as soon as practical after you receive the notice.

Breakdown Reporting

Move the truck to a safe location if possible. Call Seb.

Vehicle Accident Reporting

All accidents, regardless of how minor, should be reported to Seb as soon as practical.

What to do in an accident

- Make sure everyone is safe and out of danger.
- Call emergency services if required.
- Exchange details with the other driver or witness.
 - Record the following information:
 - Other driver: Name, address, phone number, vehicle registration, insurance company.
 - *If other driver is uninsured you need further information. Ask to see his/her license and take photo of the license (back and front), or record the license number. Also record the make, model and colour of car.*
 - Contact details of any witnesses: Name and contact number
- Take photos of the scene and damage to vehicle/property.
- If the Police attend record his/her name and ID number
- Provide the other driver with Seb's contact information for any further information.

Injury Reporting

All injuries, regardless of how minor, should be reported immediately to Seb and recorded in the Incident Register.

Communication

Delivery/Pick-Up Delay

Our customers depend on you to perform delivery/pick-ups as scheduled.

Things happen, and customers can understand that, we do however need to let them know. So, if anything happens that will affect your ability to complete the job as scheduled, you must communicate with the office/Seb so the customer can be notified.

Sick or Absent Notification

If you are sick or away for any reason you must notify Seb as soon as possible before your start time. This is important so we can arrange cover to ensure our customers receive continuity of service.

Entering and Exiting GreenCycle Yard and Customer Facilities

Be aware of, and comply with, all site rules and speed limits.

Yard Security

The GreenCycle yard gate is to be shut and locked before 7am and after 5pm.

The GreenCycle yard office is to be locked when no one is on-site.

At customer facilities, ensure any gates or locks are left as they are found, unless you are instructed otherwise by GreenCycle or the customer.

Recording Loads at Weighbridge

All GreenCycle Collection loads are required to be entered via the weighbridge using the external terminal. Accuracy in recording correct customer, G Code, Destinations and weight are essential to correct invoicing of each job.

There are two types of rate for loads:

- Load rate: fixed load rate regardless of load weight
- Hourly rate: time and load weight

Load Rate Collection

After coming to a complete stop on the weighbridge use the external terminal as follows:

- Scan in using swipe card or by entering vehicle registration
- Select Exit Only
- Select (and ensure correctly for the load):
 - Customer
 - G Code
 - Destination/Site
- Select Save

Exit weighbridge and tip load

Hourly Rate Collection

Before starting the run, you must be start the job in WeighNZ on the external terminal to ensure accurate recording of run time.

Before run

Come to a complete stop on the weighbridge. Use the external terminal as follows:

- Scan in using swipe card or by entering vehicle registration.
- Select Entry Only
- Enter:
 - Customer
 - G Code
 - Destination/Site
 - Time/Billing is checked
- Select Save

Exit weighbridge and complete job and return to yard.

On return to yard

- Stop on weighbridge.
- Scan card to complete job or enter registration number to recall job.