ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

ROADRUNNERS DRIVER SAFETY

Roadrunners Driver Toolkit and Training

For employed drivers and subcontractors



SAFE	LEGAL	PROFESSIONAL

Practical guidance • real-world checks • stop-and-ask rules

FOR EVERY DRIVER	HOW TO USE IT
Use this booklet at induction, during refreshers and whenever a task or vehicle changes.	Read the scene, discuss the risks, complete the quick checks and stop to ask whenever something is unclear.

Issue 2 Revision 3 October 2026 Review 3 October 2027

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Start every journey ready and legal



CORE RULE: No collection or delivery is so urgent that it justifies unsafe or unlawful driving.

1 Licence and documents

Confirm that you and the vehicle are authorised before work starts.

- Correct licence entitlement for the vehicle and trailer.
- Insurance, tax and MOT current where required.
- Report restrictions, disqualification or material changes.
- Carry the job, customer and emergency information.

QUICK CHECK

- ■ Licence checked
- ■ Vehicle status current
- ■ Instructions available

2 Fitness to drive

Never drive when health, fatigue, alcohol, drugs or medication could impair you.

- Meet the eyesight standard and use required correction.
- Check medicine warnings and obtain advice if unsure.
- Plan genuine rest breaks and realistic journey time.
- Tell the office early if you are not fit or alert.

QUICK CHECK

- ■ Fit and unimpaired
- ■ Eyesight correction ready
- ■ Break plan realistic

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Know your van before it moves



STOP: A safety-critical defect means the vehicle stays off the road until it is safe.

3 Daily vehicle checks

Check before first use and keep monitoring the vehicle throughout the shift.

- Tyres, wheels, lights, plates, mirrors, glass and wipers.
- Brakes, steering, warning lights, horn and seat belts.
- Doors, load space, fluids and signs of leakage.
- Tail lifts, ramps, trolleys and restraints where fitted.

QUICK CHECK

- ■ Walkaround completed
- ■ Defects recorded
- ■ Emergency kit present

4 Defects and maintenance

A dangerous vehicle must not be used, even when a delivery is urgent.

- Record and report every defect clearly.
- Stop safely if warning lights, noise, damage or poor handling develops.
- Never reset, conceal or work around a safety-critical defect.
- Confirm repair before the vehicle returns to service.

QUICK CHECK

- ■ Vehicle roadworthy
- ■ No unresolved safety defect
- ■ Repair confirmed

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Secure the load—and drive for the conditions



SMOOTH IS SAFE: Gentle steering and braking protect people, the vehicle and the load.

5 Loading and manual handling

Keep the vehicle stable, within limits and safe to unload.

- Confirm weight, size, centre of gravity and handling restrictions.
- Stay within vehicle, axle, tyre and equipment limits.
- Use suitable restraints on sound anchor points.
- Use handling aids or assistance and plan the unloading order.

QUICK CHECK

- ■ Limits suitable
- ■ Load restrained
- ■ Unloading planned

6 Safe driving and speed

The posted maximum is not always a safe speed for the van or load.

- Know the limits for the specific van and trailer.
- Increase separation in rain, darkness or when heavily loaded.
- Give vulnerable road users space and observe frequently.
- Avoid harsh steering, acceleration and braking.

QUICK CHECK

- ■ Correct limits understood
- ■ Seat belt worn
- ■ Safe time allowed

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Attention, rest and realistic planning



PARK FIRST: Calls, messages, route changes and admin wait until the vehicle is safely stopped.

7 Distraction and phones

Driving needs full attention—even hands-free conversations can distract.

- Never hold or use an interactive device while driving.
- Set navigation and communications before moving.
- Stop somewhere safe and lawful before changing settings.
- Keep screens and equipment out of the driver's view.

QUICK CHECK

- ■ Phone stowed
- ■ Route set
- ■ View unobstructed

8 Hours, fatigue and planning

Rules vary with the vehicle, trailer, work and countries involved.

- Plan for traffic, breaks, waiting and contingencies.
- Follow the applicable hours rules and keep required records.
- Report delays before rest or hours become unsafe.
- Check operator-licensing and tachograph needs for unusual work.

QUICK CHECK

- ■ Rules confirmed
- ■ Records kept
- ■ Rest planned

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Safe handovers and calm emergency action



EMERGENCY ORDER: Protect people • call for help • inform the office • preserve the facts.

9 Collection and delivery

Agree where, how and to whom the consignment will be handed over.

- Park lawfully and protect people from moving traffic.
- Follow reasonable signing-in, PPE and site controls.
- Check sealed packages externally without opening them.
- Obtain named, timed proof of delivery and report discrepancies.

QUICK CHECK

- ■ Safe access
- ■ Contact confirmed
- ■ Handover recorded

10 Breakdown or collision

Protect life first, prevent further harm and report promptly.

- Stop as safely as possible and use current Highway Code guidance.
- Call 999 for a live-lane or other immediate danger.
- Exchange required details; record facts without admitting liability.
- Notify the office and preserve journey and consignment records.

QUICK CHECK

- ■ People protected
- ■ Help called
- ■ Office updated

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Special loads and personal security



IF IN DOUBT, STOP: Do not guess with specialist goods, security concerns or customer instructions.

11 Regulated consignments

Ordinary parcel controls may not be enough for specialist goods.

- Declare controlled drugs, biological samples, dry ice and other special risks.
- Accept only work Roadrunners has assessed and agreed.
- Never open sealed packages or improvise classification or disposal.
- Stop for unclear labelling, leakage, damage or instructions.

QUICK CHECK

- ■ Classification disclosed
- ■ Instructions received
- ■ Procedure followed

12 Security and lone working

Protect people, keys, information and consignments without confrontation.

- Lock the vehicle and protect keys whenever unattended.
- Use agreed stops, check-ins and handover locations.
- Do not expose sensitive load or customer information.
- If threatened, move away and call police and the office.

QUICK CHECK

- ■ Vehicle secure
- ■ Check-ins agreed
- ■ Information protected

ROADRUNNERS DESPATCH LTD
2 First Floor, The AMP Centre, 17 Market Place, Arnold, Nottingham NG5 6ND
Freephone 0800 970 1155 | Office 0115 9789982
sales@rrd.ltd | www.roadrunners.co.uk

Be ready for changing conditions



13 Weather and seasonal conditions

Adapt or postpone the journey when grip, visibility or stability are reduced.

- Check forecasts and warnings before and during long journeys.
- Clear glass, lights, mirrors and plates before moving.
- Slow down and increase separation in rain, ice, fog and glare.
- Avoid floodwater and take extra care with high-sided vans in wind.

QUICK CHECK

- ■ Conditions checked
- ■ Vehicle prepared
- ■ Journey safe to continue

14 Training review and declaration

Completion supports training but does not by itself prove competence. Discuss the toolkit, practical checks and role-specific instructions with your reviewer.

I have received and understood this toolkit. I will follow current law, the Highway Code, Roadrunners instructions and applicable customer or site controls. I will stop and obtain advice whenever I cannot complete the work safely or lawfully.

Driver name: _____

Signature: _____

Date: _____ Reviewer: _____

Current authoritative sources

The Highway Code: gov.uk/guidance/the-highway-code • Driving a van: gov.uk/guidance/driving-a-van • DVSA van walkaround checks: gov.uk/government/publications/van-drivers-daily-walkaround-check • HSE road safety: hse.gov.uk/roadsafety/

Approved by Clive Littlewood, M. Director, on 3 October 2026. Review by 3 October 2027, or sooner following a legal, operational, vehicle or incident-related change.