SAFETY
ScottishPower*Express*

HEALTH & SAFETY MATTERS

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Daily Vehicle and Defect Checks

All drivers of ScottishPower commercial vehicles and pool cars are required to complete a "Driver Vehicle Check and Defect Report" form VC40. These checks must be completed daily prior to each employee first use of a vehicle, any defects found must be detailed and reported to the maintenance provider via 0141 614 9996, following the options to the correct service provider. These checks should be completed on the mobile FleetWave Driver Advanced app.

In addition to the ScottishPower Driver's Handbook, all new vehicles will come with a QR code which links to a vehicle user guide (see example QR code for a Ford Transit).

TRAN2 LR USER GUIDE

Below is a summary of vehicle checks to be performed:

Extract from ScottishPower Driver's Handbook

Recommendations and action points:

- All company drivers to make themselves aware and comply with the content of the ScottishPower Driver's Handbook.
- Line Managers to ensure that all staff who drive or operate vehicles or plant on company business are briefed on the Toolbox Talk "Vehicle and Plant" available within the H&S SharePoint site (Welcome to Health, Safety and Wellbeing) and those briefings are recorded in the Meeting Manager Module of IRIS.
- Line Managers to routinely check with employees and the "Driver Vehicle and Defect Report" Power BI dashboard to verify compliance.