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**MEGA**

# **RECRUITMENT, TRAINING AND QUALIFICATION-INDUSTRIAL GAS TRANSPORT VEHICLE DRIVERS**

**TD 22/17/E**

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# RECRUITMENT, TRAINING AND QUALIFICATION-INDUSTRIAL GAS TRANSPORT VEHICLE DRIVERS

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## 1 Introduction

In the industrial and medical gases industry the transport of gases is carried out by employees of the gases companies and/or drivers of sub- contractors.

It is critical for the Gases Companies and all their transport sub-contractors to ensure that the drivers are recruited and managed according to established standard requirements to minimize risks when driving bulk and cylinder vehicles (>7.5 tons) within the gases industry.

## 2 Scope

This Transport Safety Information gives advice on recruitment of bulk and cylinder vehicle drivers involved in transportation of gases, both own employees or sub-contractor drivers.

The assessment requirements in this Transport Safety Information cover assessment of driving ability at the time of recruitment. Additional assessment on specific delivery equipment such as cranes, tail lifts mounted forklifts and other product transfer equipment(s) would be conducted only after drivers have received additional training on these aspects.

This document also provides advice on the type of training drivers and other transport function personnel should receive when working with products of Class 2 of ADR for the industrial and medical gases industry.

## 3 Learning more about Driver Recruitment

Do you and / or your Sub contractor:

1. Have processes and criteria in place for selecting or recruiting drivers?
2. Have a driver recruitment process that ensures selection of competent personnel who comply fully with the criteria?
  - If not, does the selection or recruitment process ensure drivers have the skills and aptitude necessary to achieve the competencies required for the job?
3. Assess drivers' competencies at all relevant steps of the process?
4. Have a recruitment process that can identify poor quality or higher risk drivers?

***If the answer to any of the above questions is 'no', then you should consider taking action!***

**THIS TRANSPORT SAFETY INFORMATION SHEET DESCRIBES MEASURES THAT SHOULD BE PUT IN PLACE WHEN RECRUITING OR SELECTING DRIVERS FOR BULK AND CYLINDER MOTOR VEHICLES.**

### 3.1 Experience

It is recommended that all applicants are experienced with the transport of dangerous goods, e.g. two years' experience of transportation within the gas / petroleum / chemical industry. For lesser experienced drivers or experienced drivers unfamiliar with the transportation of dangerous goods a longer period of on the job training should be considered.

### 3.2 Driving Record / Driving License

Applicants for the position of bulk and cylinder vehicle operator shall possess a valid vehicle driving license for the class and type of vehicle to be operated, and should be able to demonstrate a history of safe driving.

The Gases Company or Sub Contractor should identify criteria for number and severity of offences in recent years that would identify a potential high risk driver,.

If possible and permitted:

- The applicant's driving history should be analysed against these safe driving criteria.
- The previous employer(s) should be contacted to determine the applicant's past driving history.

### 3.3 Interview

Each driver applicant shall be interviewed by the appropriate management (Gases Company and/or Sub contractor) to assess the applicant's suitability for employment.

- If necessary carry out a language check (written and verbal), to ensure an acceptable level of understanding to absorb training materials and operating requirements.
- During the recruitment process applicants should be assessed on their ability and aptitude for operating vehicle product handling equipment and gaining an ADR license if not a current holder.

### 3.4 Application for Employment

Each prospective bulk and cylinder vehicle driver should complete an employment application for the Gases Company or hiring sub-contractor. The Gases Company or sub-contractor should verify the information submitted by the applicant prior to employment, via interview or assessment process and reference checks.

### 3.5 Road Assessment Test

Each prospective bulk and cylinder vehicle driver should pass a comprehensive practical assessment conducted by a competent assessor from the Gases Company or the sub-contractor who shall accompany the driver throughout the test. It is good practice for management to establish and maintain a list of qualified assessors.

The practical assessment should cover the following areas: vehicle pre-trip inspection, coupling (for articulated/composition vehicles), backing/reversing, driving, vehicle entry/exit and parking, local traffic rules and regulations.

Note: vehicles used in road assessment tests shall have properly secured loads.

- **Vehicle Pre-Trip Inspection:** The applicant shall be required to perform a complete inspection of the vehicle to be used for the driving assessment. During the inspection the applicant's overall proficiency and thoroughness should be evaluated. Specifically, the assessor should determine whether or not the prospective driver has a well-established vehicle inspection routine and can demonstrate a good knowledge of the vehicle's safety and operating components." Refer MEGA Technical Note: TN 03/14/E –Vehicle Pre-Trip

#### Checklist”

- **Coupling:** For applicants that will be required to operate articulated or combination vehicles, the assessor shall have the applicant couple and uncouple the road test vehicle. The assessor should pay particular attention to the care with which the applicant checks the vehicle's alignment, 5<sup>th</sup> wheel tilt, trailer height, and the integrity of the coupling after connection.
- **Backing / Reversing:** Since reversing accidents are one of the most common types of accidents all applicants shall be assessed on their ability to reverse the vehicle safely. Reversing exercises should include, as a minimum, angle backing from the left and right sides and an exercise to evaluate the applicant's depth perception to the front and rear of the vehicle.
- **Driving:** The driving portion of the road test should consist of, as a minimum, highway driving, city driving, left and right turns, intersections, roundabouts, railroad crossings and traffic signals. The assessor shall pay particular attention to the applicant's ability to correctly handle the vehicle and assess the applicant's understanding and practice of defensive driving techniques that include basic sight, speed, and distance management. Each applicant shall be evaluated on the ability to operate the vehicle safely and efficiently.

**Note:** If the assessor determines while on the road that the applicant's driving is unsafe, the assessment must be stopped at the first available safe place. The assessor shall then drive the vehicle back to the facility. .

- **Vehicle Entry / Exit:** The applicant shall demonstrate the correct and safe method for vehicle entering or leaving public roads.
- **Parking:** When the road test has been completed, the assessor shall observe the applicant's method of parking the vehicle, to ensure that the equipment is safely, securely and correctly parked.
- **Documentation records:** At the conclusion of the driving assessment the results should be documented highlighting any areas of concern and communicated to those persons responsible for recruiting / selection. The document should be filed for future reference.

### 3.6 Security

All persons engaged in the carriage of dangerous goods by road shall consider the safety requirements for the carriage of dangerous goods as applicable.

### 3.7 Medical

Before any applicant is employed, the applicant shall pass a physical fitness examination that meets the standards established by any local government, legislative and Company requirements.

Areas to be considered as part of a medical examination should include;

- Eyesight
- Hearing
- Blood Pressure
- Sleep Apnea
- Diabetes

- Overall fitness
- Previous injuries
- Alcohol and drug abuse
- Other medical conditions that may impair driving ability e.g., Epilepsy,
- Follow age restriction as per company internal policy.
- Routine medical fitness check for all employees is mandatory. A competent medical examination by an approved company doctor is an essential part of the selection process.
  - • Below 45 Years : Every Two Years
  - • Above 45 Years : Annually

### 3.8 Training:

1. Do the drivers have the necessary practical experience with the vehicle and the load before they make journeys and deliveries?
2. Are the drivers and other transport function personnel informed on the incidents and accidents which have taken place in their field of work?
3. Are the drivers and other transport function personnel aware of the specific dangers related to the transport of gases?
4. Do the drivers and loaders know and understand the operating procedures (e.g. loading, load securing, unloading, preparation procedures for trans filling, operation of specific product handling equipment) they have to apply and legal requirements?
5. Do the drivers and other transport function personnel know what to do in case of emergency?
6. Are all the persons responsible for logistics aware of the constraints of the driver on the road?
7. Do drivers and other transport function personnel know the road safety policy of your company?
8. Are drivers and other transport function personnel aware of the transport related security guidelines of your company?
9. Do you provide drivers with reference materials, e.g. handbooks? 10. Are drivers trained on driver assist technologies fitted to the vehicle?

### 3.9 Driver Theoretical Training Content

In addition to the training required by the national regulations, if any, the driver should receive additional specific training dedicated to the gas or gases to be transported, the type of containment and vehicle equipment (so that the driver is able to identify unsafe situations and react to them). This should include:

- Product properties and hazards
- Labelling training
- Vehicle safety equipment
- Personal protective equipment required for the task
- Characteristics of the containment (cylinder, bundle, tube, tank, etc.)
- Specific loading, load securing and unloading procedures and equipment, relevant

- to their activity
- Load limitation of the vehicle
- Inspection procedures (e.g. check list before departure at the beginning of the journey or after parking)
- Safe and secure parking of the vehicle.

Training should also include additional 'on the road' safety items, such as:

- Feedback of the incidents/accidents which occurred in the corresponding activity
- Emergency procedures that have to be applied in the event of an incident/accident (e.g. fire fighting)
- Instructions of the company on road safety policy
- Transport related company security guidelines
- The risks of driving: the effects of alcohol, drugs, medication, distraction, fatigue
- Defensive driver training
- Behaviour based safety

Roll over prevention training (At the end of the training, the drivers should pass a test in order to check their knowledge and understanding after the training courses. If the result of the test is not satisfactory, the drivers should undergo retraining and retake the test until they pass.

The training modules should be updated as often as necessary, especially when a significant change or event has occurred (for example procedure updates, accident/incident.).

A schedule and records should be kept of the necessary training for all drivers.

### **3.10 Driver Training on the Job**

A driver trainer (e.g. master driver) should work closely with the new driver, in order to:

- Provide the driver with practical training on relevant loading, load securing, unloading and emergency procedures.
- Ensure the driver is familiar and confident with the type of vehicles and equipment to be used.

### **3.11 Management and other Transport function Personnel Training**

What kind of training is necessary shall be determined based on the personnel's responsibilities and duties. Employees shall be trained before assuming responsibilities and shall only perform functions, for which required training has not yet been provided, under the direct supervision of a trained person. The following is an extract from ADR giving the form of the training:

- Personnel shall be familiar with the general requirements of the provisions for the carriage of dangerous goods.
- Personnel shall be trained, commensurate directly with their duties and responsibilities in the requirements of the regulations concerning the carriage of dangerous goods.
- Safety Training o Commensurate with the degree of risk of injury or exposure arising from an incident involving the carriage of dangerous goods, including loading, load securing and unloading, personnel shall be trained in the hazards

and dangers presented by dangerous goods.

o The training provided shall aim to make personnel aware of the safe handling and emergency response procedures.

### 3.12 Refresher Training

Periodically, the drivers and transport function personnel should receive refresher training which consists of at least:

- Major items of the initial training module
- Changes or events which occurred since the last training (for example regulations, procedures, organizational learnings, updates, accidents.)

A schedule and records should be kept of necessary refresher training for all drivers and transport function personnel. The drivers should receive from the management A “Qualification Certificate” for their specific type of job/vehicle. This qualification is limited in time and will be renewed after a ‘Refresher Training’.

## 4 References

1. EIGA Info TS 03 *Training: Induction and Refresher Training of Drivers, Management & Other Transport Function Personnel*, [www.eiga.eu](http://www.eiga.eu)
2. EIGA Info TS 05-14 Driver Recruitment Process for Bulk and Cylinder Vehicles
3. MEGA TN 03/14/E – Vehicle Pre-Trip Checklist