

# Driving and towing

Driving and towing tasks often arise in retail, whether that's workers delivering goods, collecting stock, or transporting equipment using store vehicles or trailers. Vehicle-related accidents are among the most serious incidents that can occur in a retail business.

## Managing the risk

- Company vehicles and trailers must be regularly maintained and kept roadworthy.
- Drivers must hold the correct licence for the vehicle or trailer.
- Loads must be secured properly so they cannot shift during transit.
- Fatigue and distractions are major hazards, regular rest breaks are essential.
- No use of mobile phones while driving.

## Do

- Ensure vehicles are roadworthy and serviced.
- Secure loads properly before transport.
- Hold the correct licence for the vehicle/trailer.
- Take regular rest breaks.
- Follow company driving policy.

## Good practice

- Have a clear driving policy.
- Maintain servicing and inspection logs.
- Provide workers with driving and safe towing training.
- Encourage reporting of faults and refusal to drive unsafe vehicles.

## Don't

- Drive if fatigued or distracted.
- Use a mobile phone while driving.
- Ignore vehicle faults.
- Overload vehicles or trailers.
- Allow unlicensed workers to drive.

## Employee checklist

- Driving licence valid for vehicle/trailer.
- Vehicle maintenance records up to date.
- Pre-start vehicle and trailer checks completed.
- Loads secured safely.
- Rest breaks planned.