



# Safety Transport Information

Prepared by WG-17 Transport Safety

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## Driver Recruitment Process for Bulk and Cylinder Vehicles

### 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 contractors.

It is critical for the gases companies and all their transport contractors to ensure that the drivers are recruited and managed according to established requirements to minimise risks when driving bulk and cylinder vehicles within the gases industry.

### Scope

This Transport Safety Information gives advice on recruitment of bulk and cylinder vehicle operators involved in transportation of gases, both own employees and 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 can be conducted only after drivers have received additional training on these aspects.

### Learning more about driver recruitment

Do you and / or your 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?
3. If not, does the selection or recruitment process ensure drivers have the skills and aptitude necessary to achieve the competencies required for the job?
4. Assess drivers' competencies at all relevant steps of the process?
5. 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 GIVES GUIDANCE ON MEASURES THAT SHOULD BE PUT IN PLACE WHEN RECRUITING OR SELECTING DRIVERS FOR BULK AND CYLINDER VEHICLES.**

## Experience

It is recommended that all applicants are experienced with the transport of dangerous goods, for example 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.

## Driving record / driving license

Applicants for the position of bulk and cylinder vehicle operator shall possess a valid vehicle operator's 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 contractor should identify criteria for number and severity of offences in recent years that would identify a potential high-risk driver, for example no serious preventable accident and no more than determined number of minor traffic offences within the previous three years.

If possible and permitted:

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

## Interview

Each driver applicant shall be interviewed by the appropriate management (gases company and / or 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.

## Application for employment

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

## 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 contractor (see EIGA Info TS 03, *Training: Induction and Refresher Training of Drivers, Management & Other Transport Function Personnel*) who shall accompany the driver throughout the test [1]. 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 / combination vehicles), backing / reversing, driving, vehicle access / egress and parking.

**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.
- **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, 5th 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 shall be stopped at the first available safe place. The assessor shall then drive the vehicle back to the facility. At no time shall an applicant that is driving in an unsafe manner be allowed to continue to drive.

- **Vehicle access / egress:** The applicant shall demonstrate the correct and safe method for vehicle access/egress.
- **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, requirements for additional training as well as any positive areas. The assessment should be communicated to those persons responsible for recruiting / selection. The document should be filed for future reference.

## Security

All persons engaged in the carriage of dangerous goods by road shall consider the security requirements for the carriage of dangerous goods contained within ADR and EIGA publications.

## 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 gas company requirements.

Areas to be considered as part of a medical examination should include (see also EIGA Info TS 13, *Managing Driver Fatigue*) [2];

- eyesight;
- hearing;
- blood pressure;
- sleep apnoea;
- diabetes;
- overall fitness;
- previous injuries;
- alcohol and drug abuse; and
- other medical conditions that may impair driving ability.

## References

Unless otherwise specified, the latest edition shall apply.

- [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 13, *Managing Driver Fatigue*, [www.eiga.eu](http://www.eiga.eu).

## Further information

EIGA Info TS01, *Transport Safety Information, an Overview*, [www.eiga.eu](http://www.eiga.eu).

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