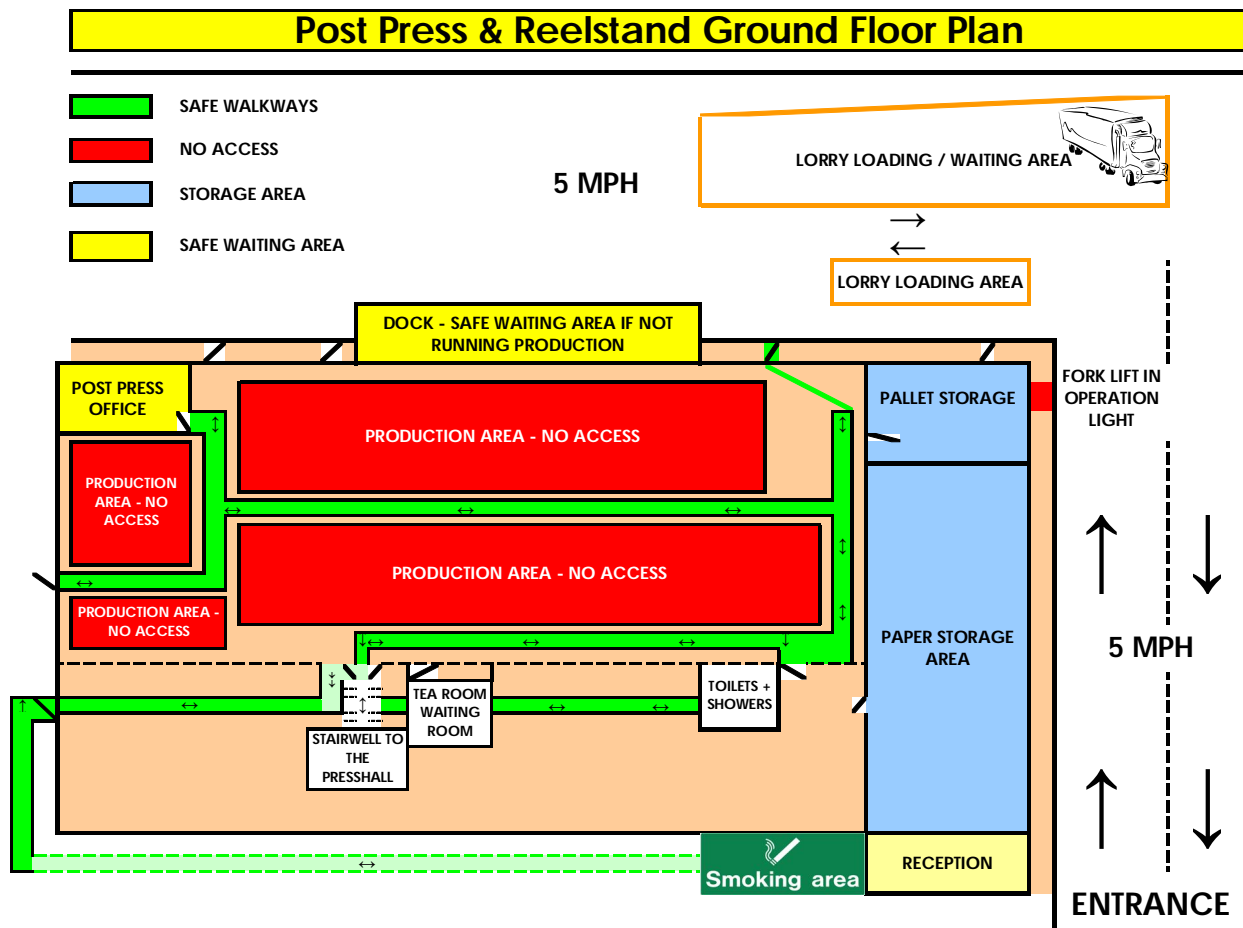


DRIVERS CRIB-SHEET – FOR ALL NON ARCHANT DRIVERS, UPON ARRIVAL ON SITE

- Report to and sign in at reception.
- Drive around the back, strictly adhering to the **5MPH** speed limit, park up, switch off your engine and wait 5 minutes to be acknowledged by a fork lift driver.
- If after 5 minutes you have not been acknowledged by a fork lift driver OR a team leader (Security should inform you who the T/L is), then walk directly to the Post Press Office (via the internal green path) to find assistance. Or call reception 01603 772747 or extension 2747.
- Free roaming of the site is not permitted – accompanying persons must remain in the vehicle.
- Only 6 vehicles are allowed onto our site at any one time. Additional vehicles will be allowed to enter once a waiting space becomes available.
- No overnight stays of drivers in their cabs is allowed.
- For deliveries you should always supply a delivery note.
- Do not leave without signing and taking relevant paperwork.
- Vehicles waiting to be unloaded must wait in the designated waiting areas.
- Drivers must either remain in their vehicle, under the dock or in the refreshment area of the Post Press department whilst parked in the waiting area or when their vehicle is being loaded or unloaded.
- Drivers are not to roam around the production areas or attempt to “assist” staff, as this contravenes our Health and Safety guidelines and rules.
- Fork Lift drivers are empowered to stop loading/unloading if you are not in a waiting area.
- This is a non-smoking site (except for the one designated smoking area behind reception) See map below.
- If delivering leaflets you are only allowed to unload around the back of the building if they are palletised, if not you must unload at reception.

IF YOU ARE NOT WEARING CORRECT PPE (HI VIS AND SAFETY FOOTWEAR) YOU WILL NOT BE ALLOWED AROUND THE BACK OF THE BUILDING!!



*** IF YOU ARE NOT WEARING THE CORRECT PPE YOU WILL NOT BE ALLOWED AROUND THE BACK BUILDING *
PLEASE BE SURE TO HAND THIS CRIBSHEET BACK IN AT RECEPTION BEFORE YOUR EXIT FROM SITE.**