

## EVERYDAY SECURITY

- Never leave keys hidden for collection by a relief driver.
- Keep documentation about the load in a secure place. This can be used as authority for the title of the goods.
- Never leave valuables on view in your cab, whether these are loose equipment or your personal belongings.
- Look out for any security defects on your vehicle – faulty locks, bolts, straps, anti-theft devices etc. as part of your daily walk around check. Report any unserviceable security equipment at once.

## SECURITY ON THE ROAD

- Remove ignition keys, lock the cab doors and the vehicle's load space whenever it is left unattended – even when going to pay for fuel or when making a delivery.
- Where possible avoid routine stops for cigarettes, newspapers, etc. by buying beforehand.
- Do not leave windows open when away from your vehicle.
- Lock all doors while sleeping in the cab. If possible back the vehicle up against a wall or other secure barrier to prevent access to the rear doors, but remember the top and sides of the vehicle will remain vulnerable.
- If anti-theft devices are fitted to your vehicle – use them.
- Do not carry unauthorised passengers in your vehicle.
- Where high value loads are carried, travel in convoy with other known and trusted drivers if possible. Be on your guard for bogus officials – ask for identification.

## PAYING FOR FUEL

- Ensure that the volume of fuel you are signing for corresponds to that on the pump reading.
- If you use a fuel card, make sure that it remains in your sight throughout the transaction process.
- If the fuel card is lost report it immediately.

## MAKING DELIVERIES

- On arrival at your delivery destination, do not allow yourself to be persuaded to leave your vehicle in the charge of anyone else or to deliver to any other location unless certain that such action is legitimate.
- Make sure that the person receiving the goods has the authority to do so.

## MAKING COLLECTIONS

- Make sure that the vehicle is correctly loaded.
- Always check documentation against load description and quantity.
- Report any irregularity in loading, locking, sealing or documentation.

## PARKING SAFELY

- Avoid leaving your trailer unattended in lay-bys.
- Where possible, use prearranged secure parking areas for overnight stops. Do not use insecure parking places as a routine practice.
- Never leave the vehicle unattended in a secluded area or, at night, in an unlit area. Try to keep your vehicle in sight if you leave it unattended.

## PLANNING AHEAD

- If you make the same journey frequently consider whether the route/schedule can be varied, if this is possible or permitted.

## BE AWARE

- Treat unsolicited offers of assistance from unknown persons with caution, and treat signals from other drivers that something is amiss with your vehicle with extreme caution.
- Avoid talking about your load or your intended route in public or over the radio. Be careful when asking unknown people for advice on local off-road parking facilities.
- Be vigilant and cautious when returning to a vehicle alone. If there are suspicious vehicles nearby or persons in the immediate vicinity, note descriptions, registration numbers, etc.
- After a driving break or other stop where the vehicle is left unattended, look out for signs of tampering with doors, straps or sheets.
- In the event of a breakdown, consider the possibility of tampering or sabotage. Always take into consideration the security of the load if it is necessary to leave the vehicle.
- In case of burglary in a vehicle, block fuel card immediately (organised crime has been copying fuel cards).
- Always report a crime to a police station, even if no item has gone missing.
- Keep your fuel card and PIN code separately.
- Do not use the same PIN code for the entire company (advice to company managers).
- Change the PIN codes on a very regular basis, especially if your company has had personnel changes (advice to company managers).

## WHEN ON INTERNATIONAL JOURNEYS

- Leave copies of all necessary personal documents and documents relating to the vehicle and load with the company.
- Keep in regular contact with base.