



2. Preparation

2.1 School Selection

Objective:

To ensure that appropriate schools are selected to take part in a TACS demonstration.

Check the list provided on the TACS training day to see if there are other trained DHL TACS demonstrators already operating in the area. If there are, it would be beneficial to make contact with them to decide between you which schools each of you will approach, you can then both make contact with the local road safety officers who may help in the selection of appropriate local schools for potential TACS demonstrations. You may also wish to contact the local police at this point.

Another way to source a school is to visit <http://schoolsfinder.direct.gov.uk>; you can enter the postcode, area or name of the school and it will give you details of the head teacher and address; you can then visit the school to see if it is suitable.

Groups other than schools may also be suitable for demonstrations, for example: Cubs, Scouts, Brownies and Guides.

Throughout this document 'schools' may be considered to refer to 'groups' also, and 'teachers' may be considered to refer to 'group leaders' also.

Schools should be selected according to the following criteria:

- A history of road traffic accidents in the locality.
- On the recommendation of a local road safety officer and/or Police.
- School in close proximity to a busy road used by Heavy Goods Vehicles.

One or more of these criteria must be met. Schools should not be selected only on the basis that they are local or that a DHL employee's children attend but this can sometimes be a good place to start.

2.1.1. Contacting a school

Here are some tips on contacting a school to make the most impact.

- Always send a letter first and enclose a TACS insert (attached as **Appendix 1**) giving your name and contact details on the back
- Always address the letter to the name of the Head Teacher to ensure that it is read.
- Let the Teacher know that the TACS programme makes links to the science, maths and citizenship curriculum

- It is a good idea to make contact with the school at the start of the term but definitely not in the last two weeks of a term as they are extremely busy then.

2.2. Site Inspection

Objective:

To ensure that a chosen site is suitable for a TACS demonstration.

Following selection of suitable schools for demonstrations a suitable site must be found to perform the demonstration. Usually a school playground is appropriate; however other possibilities include local cinema car parks, supermarkets, football clubs etc.

The site should be visited by a local TACS demonstrator to determine its suitability. The visit must be carried out by a trained TACS demonstrator who is familiar with the size and access requirements of HGV's.

The Risk Assessment Tool provided as **Appendix 3** can be used to ensure all aspects have been covered.

To further assist, a Risk Assessment Tool is being developed in 2009 and will be provided to all demonstrators to use during the site inspection.

2.3 Teacher Meeting

Objective: To hold a meeting between the local TACS demonstrator and the teacher responsible for children attending a TACS demonstration prior to the event to confirm arrangements.

In good time prior to the TACS demonstration, a meeting should be held with a representative of the school to discuss arrangements. This meeting can be held at the same time as the site inspection if convenient. The TACS ID card is to be worn at this meeting and any other visit to the school, including when the demonstration is delivered.

The following points need to be covered:

- The aims of TACS. A copy of the TACS insert provided as **Appendix 2** can be used for this purpose. The TACS training DVD may also be shown but must be retained by the TACS demonstrator.
- Explain the Teachers Pack which you will introduce at this meeting, the aims of the pack and information it contains. This pack should be retained by you.



- The timing of the event - 30 children are an ideal demonstration group size and 30 minutes should be allocated for each demonstration.
- Notify female teachers of the need to wear trousers or tracksuit bottoms as they are expected to climb inside vehicles cab as part of the demonstration.
- You will need a bike for part of your demonstration; if you are unable to provide a suitable bike, please notify teachers of the need to supply one bicycle for use during the demonstration.
- For reasons of sensitivity, find out whether there is any history of injury or death in the school (i.e. to children or relatives of children). You must be mindful of this during the demonstration - depending on the circumstances and adjustments made to the demonstration accordingly.
- Find out what disruption (if any) is likely to be caused by the demonstration (i.e. to playtimes/dinner times).
- Find out when children are arriving/ leaving school to avoid moving the vehicle in or out of site during these times.
- Arrange refreshments and ensure toilet facilities are available if the demonstration is not being held on school grounds.
- Ensure that all teachers, dinner staff and caretaker are aware of the demonstration via your contact at the school.
- Strongly suggest that an invitation is extended to parents/guardians to attend the TACS demonstration, using the invites contained in **Appendix 9**.
- Find out if the school has links to local community police. Could they be involved in the TACS demonstration in some way?
- Find out if the school would like the local press involved, they may even have a contact at the local paper. We have included a standard press release in these guidelines (**Appendix 4**)

Once the points have been agreed, confirm the details in writing to the teacher, using the appropriate DHL site letterhead including a timetable, contact names and telephone numbers. An example confirmation letter is provided as **Appendix 5**



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2.4. Obtaining Vehicles

Objective: To ensure that suitable demonstration vehicles are obtained free of charge.

It is part of your role as a TACS demonstrator to obtain suitable vehicles for a TACS demonstration - free of charge. Your Line Manager has signed off that this will be provided when you applied to take part in the TACS programme. A demonstration cannot take place without a vehicle being available at no cost. Should you have trouble obtaining vehicles please contact the TACS team, who may be able to source on your behalf.

The minimum vehicle requirement for a TACS demonstration is one artic unit together with trailer. Other vehicles, such as tankers, etc can be used if and as appropriate. The vehicle selected must be clean and in good repair. Where possible the vehicle should display the DHL rather than customer livery, although it is appreciated that in the majority of cases the vehicle will display the customer livery.

NB: Security of the truck and safety of the children, especially at break and lunch times, are paramount. No vehicle being used in a TACS demonstration should be left unattended at any time and the area chosen for the demonstration must be cordoned off appropriately.

2.5. Insurance

DHL is fully insured with a General Liability and Motor Insurance that incorporates TACS demonstrations and a copy of our insurance certificate is available on the TACS microsite available to all trained TACS demonstrators.

2.5.1. Accident/Emergency

In case of an accident whilst travelling to / from or during a TACS demonstration; please call the following number:

Supply Chain: 0844 248 0895

Express: 0844 248 0568

For ease, we have included bump cards, detailing the procedure after an accident.

Please note: for Supply Chain vehicles; the vehicle used must be approved for the TACS demonstration by a cost centre manager and must be declared on KEY2 as DHL insured. For Express, the vehicle used must be approved for use by the TACS team by a cost center manager and must be declared in the usual way