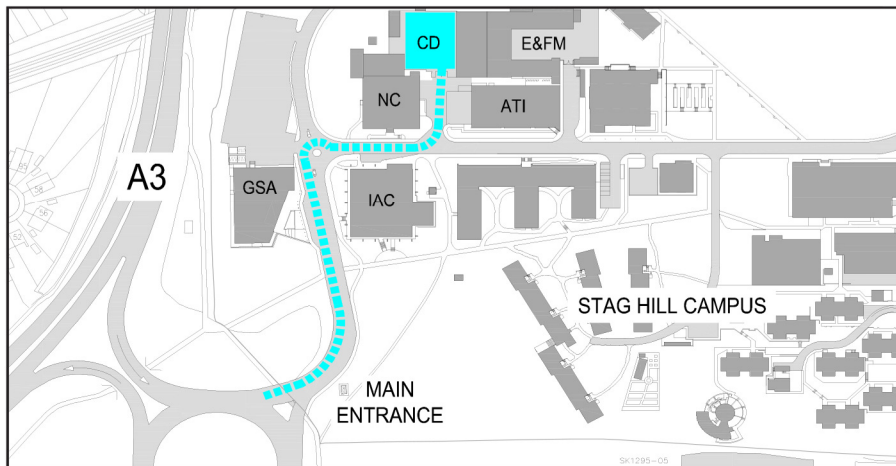


INFORMATION FOR DELIVERY DRIVERS

All deliveries to the University must be made to
Central Distribution (unless otherwise instructed)
Monday to Friday between 07.30 - 16.30



Drivers must report to Central Distribution Reception immediately upon arrival before unloading.

Drivers must park where instructed (only one vehicle is permitted at the unloading dock).

Drivers may be asked to deliver bulk deliveries direct to the ordering department.

All deliveries will be checked by Central Distribution staff before signature confirming receipt is given.

**IN CASE OF EMERGENCY CALL SECURITY ON
01483 683333**

WHILST ON SITE DRIVERS MUST:

Adhere to speed limits as indicated by signage and abide by national road traffic regulations.



Pay particular attention to pedestrians, cyclists and other road users.



Wear high visibility clothing at all times and safety shoes as appropriate.



Not use mobile phones whilst driving.



Manoeuvre vehicles with care, paying particular attention when reversing (preferably using 'sounders').



On hearing a fire alarm, follow the instructions of University Fire Marshals/Security Officers.



Not smoke in designated No Smoking areas (including E-Cigarettes).



Park in designated bays, display valid parking permits and leave vehicles secure.



**PLEASE NOTE: FAILURE TO ABIDE BY SITE RULES MAY
LEAD TO DRIVERS BEING BANNED FROM SITE.**