

Delivering to Gloucestershire Royal Hospital or Cheltenham General Hospital.

IMPORTANT: It is the responsibility of the supplier to make sure any third party carrier is aware of this information.

Expectations of Suppliers

- 1) Drivers delivering to site are fully trained to the required legal standard as appropriate to their duties.
- 2) Suppliers are aware of the correct delivery point and access routes to ensure safe delivery. (See map link below)
- 3) Vehicles used to deliver are maintained in accordance with current legislation and are selected appropriate to the loads and goods being delivered.
- 4) Any delivery requiring specialist attention is communicated to the correct delivery point prior to delivery to ensure all necessary precautions are taken.

Expectations of Drivers

- 1) Drivers are fully trained and conversant with their obligations when they enter site.
- 2) Drivers must adhere to road traffic and information signage when on site.
- 3) Drivers should only deliver when safe to do so.
- 4) Drivers must only deliver to the specified delivery point.
- 5) Drivers must not smoke anywhere on site.

Delivery Procedure for Suppliers to: Gloucestershire Royal Hospital & Cheltenham General Hospital

- 1) On arrival at site the driver will comply with site speed restrictions and all site requirements as shown on signage.
- 2) The driver will follow traffic signage to delivery point and park in designated area only.
- 3) The driver must avoid excessive noise while on site such as the playing of loud music in the cab which has the potential to disturb the departments surrounding the delivery point.
- 4) The driver must advise departmental staff at the delivery point of his arrival prior to unloading. At this point the driver will advise of any special conditions relating to the load such as hazard or weight.
- 5) The driver must ensure it is safe to unload prior to unloading. This must take into consideration pedestrian traffic and local environmental conditions.
- 6) The driver will obtain a signature for the goods prior to leaving site.