

Welcome to the Transport Operators' Pack (TOP)

This Resource Pack contains a variety of practical and reference material to help you implement best practice within your operation. The material is specifically intended to be used by the Transport Manager and Owner Driver.

All of the sheets contained in the pack are available 'on-line' at the Freight Best Practice website in the Resource Centre at www.freightbestpractice.org.uk and they are also contained on the CD-ROM that accompanies this folder.

The pack contains:

Forms



Checklists



Top Tips



Transport Operators Pack

Speak-up Packs




Posters



Interactive Spreadsheets



- ➔ The **Forms and Checklists** can be photocopied for repeat use and in their electronic version can be edited and saved. You can therefore choose whether to use the original forms as provided in paper or electronic format. A selection of the forms and checklists can also be tailored to meet your individual requirements. The editable electronic versions contained on the CD-ROM or on the website are identified by 'editable' following the name of the sheet or document. They are also highlighted on the **Section Summary Sheets** and are denoted by this symbol 
- ➔ The **Top Tips Sheets** contain useful key facts that can be wall-mounted or used as reference material
- ➔ The **Speak-up Packs** contain Microsoft PowerPoint® presentations that can be tailored to suit your needs when making presentations on fuel management and operational improvement issues
- ➔ **Posters** are also included and are for use to support fuel management and safety campaigns and are aimed at both the drivers and office staff. These are designed to be used in all areas of the operation and can be used to explore key messages during a particular period
- ➔ The **Interactive Spreadsheets** are useful tools that can be used in conjunction with the forms and checklists to enable you to make more informed decisions on key aspects of efficiency

Introduction

Page 2/2

The pack is split into **8 sections**, each of which is represented by a symbol which will help you identify the area to which the TOP sheets belong. Five of these sections are the core areas of the Freight Best Practice Programme and the three others contain useful sheets and material, suggestions on how to use the **Posters** in your operation, hard copies of the **Speak-up Packs** and the **Instructions for the Interactive Spreadsheets**.

Note: Each sheet within the TOP contains the section identifier in the bottom right hand corner

The eight sections are:



Saving Fuel



Developing Skills



Equipment and Systems



Operational Efficiency



Performance Management



Supporting Material



Speak-up Packs



Interactive Tool - Instructions

Section Summary Sheets are placed at the start of each of the sections and provide a brief individual summary of the contents of that section.

Within each of these areas there are different tasks identified and the enclosed material is geared towards these tasks which can be seen on the **Section Summary Sheets** for each section.

Release Version and Dates

To receive notifications of updates to the Transport Operators' Pack register at:

www.freightbestpractice.org.uk - Resource Centre - Transport Operators' Pack

Each sheet shows a release date and version number, found in the bottom right hand corner, to enable you to identify when it was produced and which section summary sheet the document/sheet is described on. New section summary sheets and control sheets are provided with the updates to ensure the information contained can be kept current.



**Transport
OperatorsPack**

www.freightbestpractice.org.uk

April 2007: Release 1