



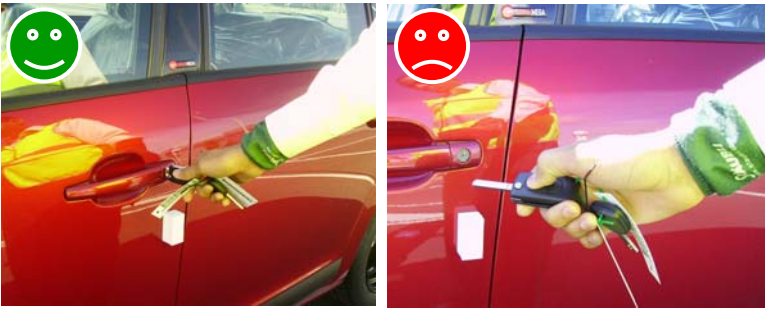



Business Unit Standards

TLA / Road Transport / Dispatch

Parking vehicles on the truck

1	Position the vehicle so that it is resting gently against the chock(s) and stop the vehicle.	
2		<p>Put the gearbox in position.</p> <ul style="list-style-type: none"> ☞ Manual in 1st ☞ Automatic in position P ☞ Sensodrive in + ☞ Piloted in position M <p>and apply the handbrake</p>
3	Close the offside window up, switch the lights off and any electrical equipment.	
4	Turn the engine off.	
5	Remove the key and keep hold of it.	
6		Move the seat back.
7	 Climb out of the vehicle in accordance with the General Instructions: Parking the vehicle.	
8	Reposition the plastic wrap guard on the driver's seat.  If possible and without risking damage to the vehicle's doors and windows	
9		<p>Lock the vehicle with the mechanical key.</p>  Do not use the key fob.
10	<p>To avoid loss or theft, place the keys as follows: (2 methods)</p> <ul style="list-style-type: none"> ☞ The keys for the 1st vehicle in the 2nd and those of the 2nd in the 3rd (with each vehicle being locked), etc. The key for the last vehicle is kept by the driver in his or her cab or in his or her accessories bag. ☞ All keys are kept together by the driver in his or her cab or in his or her accessories bag. 	