

## CONTROL

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The original signed version is available, kept by **Acciona**.

## RECORD OF CHANGES

REV.	DATE	DESCRIPTION
02	DATE	Short descriptive text.

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1. **PURPOSE**

This document contains the minimum road safety requirements for Acciona Energía in-house and sub-contracted employees in all of its business units.

2. **SCOPE**

All journeys with vehicles for which Acciona Energía's Energy Division in Spain is responsible.

This document does not apply to vehicles over 3,500 kg.

TECHNOLOGIES INVOLVED	<input checked="" type="checkbox"/> ALL	PROCESSES INVOLVED	<input checked="" type="checkbox"/> ALL
<input type="checkbox"/> WIND POWER	<input type="checkbox"/> HYDRAULIC	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> QSE+S
<input type="checkbox"/> PHOTOVOLTAIC	<input type="checkbox"/> BIOMASS	<input type="checkbox"/> FINANCIAL	<input type="checkbox"/> GENERAL SERVICES
<input type="checkbox"/> SOLAR FIELD	<input type="checkbox"/> THERMOSOLAR	<input type="checkbox"/> COMMUNICATION	<input type="checkbox"/> R&D
<input type="checkbox"/> ENERGY STORAGE		<input type="checkbox"/> HUMAN RESOURCES	<input type="checkbox"/> DEVELOPMENT
<input type="checkbox"/> HYDROGEN		<input type="checkbox"/> LEGAL	<input type="checkbox"/> PROJECT MANAGEMENT
<input type="checkbox"/> OFFICE		<input type="checkbox"/> IT	<input type="checkbox"/> ENGINEERING
		<input type="checkbox"/> SUPPLY CHAIN	<input type="checkbox"/> CONSTRUCTION
			<input type="checkbox"/> INSTALLATION HANDOVER
			<input type="checkbox"/> PRODUCTION
			<input type="checkbox"/> O&M ENGINEERING
			<input type="checkbox"/> CECOER
			<input type="checkbox"/> ENERGY MANAGEMENT
			<input type="checkbox"/> DISTRIBUTED GENERATION
			<input type="checkbox"/> ENERGY SERVICES

3. **STANDARDS FOR DRIVERS**

3.1. **SAFE DRIVING CHARTER**

Acciona Energía has set the following fundamental standards that must govern the driving of vehicles in all work-related activities.

**1. Drive only those vehicles for which you are qualified.**

It is obligatory to hold the appropriate driving licence or certificate that is valid for the vehicle being driven and for each country and to have demonstrated safe driving ability through the relevant training.

**2. Know and respect the traffic and road safety standards.**

Everyone working in and for Acciona Energía has the obligation to know and respect the traffic standards that apply wherever they are.

**3. Zero tolerance of alcohol and drugs.**

It is forbidden to drive a vehicle while working for Acciona Energía if you have consumed the slightest quantity of alcohol or drugs.

**4. Always keep the vehicle in perfect condition for use.**

It is obligatory to check the general condition of the vehicle periodically and to respect its maintenance plan and scheduled revisions scrupulously.

All printed or computer copies of this document not hosted in Acciona systems are considered NON-CONTROLLED (except copies explicitly stamped as CONTROLLED).

### **5. Always wear the safety belt.**

It is obligatory to wear the safety belt at all times regardless of the place occupied by the passenger.

The driver and any accompanying passengers must wear safety belts properly buckled whenever the vehicle is moving. There is no condition or exemption to this rule.

### **6. Never use a telephone or other devices while driving.**

Neither a cell phone nor any other similar device (tablet, GPS, etc) may be used while driving. Hands-free devices may be used to answer urgent calls but not to take part in telephone meetings while driving. The GPS must be programmed with the vehicle stopped.

### **7. Drive preventively.**

All drivers working in and for Acciona Energía must display patience and courtesy with other drivers, maintaining the safety distance and not exceeding the speed limit on each road, facilitating the safety of all vehicles. All attention must be paid to driving and to the road.

### **8. Managing fatigue.**

Before starting any journey, it is obligatory to plan it, taking into account the forecast weather, the expected traffic density and the duration of the entire journey including the set of activities to be carried out during the working day. Drivers must schedule rest periods and provide for overnight stays at destination and/or origin where necessary.

## **3.2. GENERAL TRAFFIC CONDITIONS**

All company or sub-contracted employees or visitors who drive while working for Acciona Energía must respect the highway code both with regard to driving itself and to the state of the vehicle and related documentation.

Whenever a person enters an Acciona Energía installation without a vehicle that is suitable according to the vehicle requirements (see section 6.1 of this document), he/she must park it in the sub-station car park or defined rendezvous point and must request transport to the relevant part of the installation.

## **3.3. CHECK OF VEHICLE'S CONDITION AND MAINTENANCE**

Before starting to drive, ensure that the vehicle is in good condition and has all the documentation and material necessary for the journey and check the proper driving position.

As prevented drivers, workers are responsible for carrying out the following checks on their vehicle:

- A daily inspection before using the vehicle with a walkaround it (see annex A02\_PES01\_GAE07033).
- A periodic inspection containing at least the items described in form F01\_PES01\_GAE07033 every 5,000 km or at least once a month. A record must be kept of this revision and of at least the last 12 ones.

This inspection is obligatory for all fleet vehicles. In the case of contractors, each business may define their scope.

For rented vehicles, inspection must be made of the condition of the safety equipment at the time of collection (see annex A03\_PES01\_GAE07033).

### 3.4. CHECK OF DRIVING LICENCE AND SPECIAL AUTHORISATIONS

All workers who must drive in Acciona Energía installations must have a valid driving licence for driving in Spain and must also:

- Report the current status of their driving licence if it has been withdrawn for any reason.
- Produce the current driving licence if required by the company.

### 3.5. PREFERENTIAL USE OF MOTORWAYS AND DUAL CARRIAGEWAYS

When they exist, motorways and dual carriageways must be used preferentially over any other type of inter-urban road.

### 3.6. STOWING AND TRANSPORT OF LOADS

Applies to all vehicles working for or on behalf of Acciona Energía.

Loose objects must not be carried in the cab.

If it is essential to carry them, they must be placed in the boot. Tools must be carried according to requirements described in section 3.6.1 of this document.

When nobody is seated in the rear seats, the safety belts must be crossed to provide an extra level of safety and restraint of the back of this row of seats.

Small objects such as pens, cell phones, etc, must be placed in glove compartments or secured in approved systems.

Take into account the classification of the vehicle as "car" or "goods" since the regulations that apply to each may vary (speed limits, reversible lanes, etc).

#### 3.6.1. TRANSPORT OF TOOLS, EQUIPMENT AND MATERIALS IN GENERAL

Applies to all vehicles working for or on behalf of Acciona Energía except management and sales vehicles.

Whenever possible, materials must always be carried in closed boxes, bags or sacks.

Proper visibility for the driver must be guaranteed at all times.

The load must not protrude at the front, rear or sides.

Exceptionally, if the load protrudes, it must be signposted with V-20 signs in accordance with the highway code.

On vehicles with an open bed (pickup, etc), the load must always be fixed to prevent its moving. If tarpaulins are used to cover the bed, they must be properly closed before driving off.

#### 3.6.2. TRANSPORT OF GAS CONTAINERS

Gas containers must be carried in accordance with the gas bottles transport instruction (see IES13\_GAE07007).

### 3.7. SPEED LIMITS (ES 5.4)

Comply with the highway code, always adapting speed not only to the legal limit and type of road but also to the condition of the road, state of the vehicle and weather.

In normal conditions and unless specified otherwise, the following speed limits must be respected inside Acciona Energía installations:

- Heavy vehicles: 20 km/h.
- Vehicles with trailers: 20 km/h.
- Light vehicles: 40 km/h (except in the Region of Valencia and Catalonia where the limit for light vehicles is 30 km/h).

In bad weather (rain, fog, snow, etc), the maximum speed must be reduced as necessary according to the environmental conditions.

### 3.8. PARKING

When parking a vehicle in any parking area, its front must face the exit of the area to minimise time spent reversing.

The exception to this rule is when there is strong wind in the Acciona Energía installation, in which case:

- If there is only one person in the vehicle, park it at right angles to the wind so that the passenger side provides shelter from the wind.
- If there are several occupants in the vehicle, it is recommended that it be parked against the wind direction to prevent doors from opening suddenly.
- Do not place yourself in the radius of the door's movement to prevent impacts or entrapment.
- When opening the door, always hold it by its handle, never by the door frame, to prevent entrapment of the hands.

Whenever about to reverse, as well as the proper visual check, sound the horn if there is no reversing warning horn and wait for a couple of seconds before moving. If not travelling alone, the passenger must help the driver (from a safe area) with the necessary indications for safe reversing.

Do not park the vehicle near slopes, trenches, etc, that may pose a risk when exiting the vehicle.

### 3.9. TIREDNESS AND DROWSINESS MANAGEMENT

Use rest periods to recover from fatigue and tiredness. On long journeys, take rest stops every two hours of daytime driving or every 200 km. The rest must last for 10 - 15 minutes during which take a walk, stretch and drink water.

If you feel sleepy or fatigued, rest for at least 20 minutes and take a stimulating and refreshing drink. If necessary, stop and sleep until you recover.

### 3.10. DRIVING AT NIGHT

It is forbidden to drive with any of the lights malfunctioning.

At night, take rest stops more frequently and avoid heavy meals.

Generally, another person should be notified of a journey made at night (it may be another employee or family member); arrival at the destination should also be reported.

On long journeys, take rest stops every 1.5 hours of driving or every 150 km.

### 3.11. SUBSTANCES THAT AFFECT DRIVING

It is forbidden to use a vehicle if you have taken any amount of alcohol or are under the effects of drugs that alter the psycho-physical state for safe driving.

Drivers affected must report any medical restriction and the use of medication that could alter the psycho-physical state for driving.

### 3.12. USE OF CELL PHONE AND OTHER ELECTRONIC DEVICES

Drivers must concentrate at all times on driving the vehicle safely, avoiding any type of distraction. For this reason, when driving vehicles on company business, regardless of the vehicle's ownership, it is forbidden to use:

- Cell phones and/or smartphones.
- Personal digital assistants.
- Earphones or headphones.

With cell phones or smartphones, the use of hands-free systems is allowed as long as they are integrated with the vehicle's control systems and an urgent call can be answered without taking the hands off the steering wheel but you cannot take part in telephone meetings while driving.

Vehicle navigation systems (GPS) and personal music players are allowed as long as they are programmed while the vehicle is stopped and in a safe place.

### 3.13. DRIVING IN BAD WEATHER

#### 3.13.1. DRIVING WITH RISK OF ICE

- Comply with the rules for tyres and driving in section 6 on vehicle requirements.
- In situations in which sheets of ice can be expected (in shadows, after snow, night-time freezing, etc), drive slowly paying attention to shiny areas on the road.
- After rain and snow, be aware of the possibility of black ice and take all the greatest precautions.

Black ice refers to a fine layer of glassy ice on the surface. Although it is not really black, it is almost transparent so that the road's asphalt can be seen through it, hence the term "black ice".

#### 3.13.2. DRIVING IN SNOW

Each technology must prepare a list of the sites where snow or ice can be expected in the winter. The use of winter or all-season tyres is obligatory in these places.

Before starting a journey in which the driver expects to encounter snow and does not have winter (all-season) tyres since the conditions are not normal on the site, check that there are chains and gloves for fitting them.

## INSTRUCTION

### ROAD SAFETY

Also always ensure to:

- Comply with instructions on tyres and driving in section 7 on vehicle requirements.
- If weather conditions worsen during the work and compromise road safety, immediately interrupt the operations and leave the installation.
- It is preferable not to put the heating on very high while driving but remove warm clothing since its bulk reduces the effectiveness of the safety belt.
- Use the front fog lights in snow and the rear ones in very heavy snow.
- Each business unit can describe additional/complimentary recommendations for reaching installations in extreme weather conditions.

#### 4. VISITORS

Visitors to Acciona Energía installations may enter to the work centre only as long as they have a vehicle that meets the requirements of section 7.1 of this document.

If the vehicle does not meet the requirements, it will be necessary to agree on a meeting point outside the installation, collect the visitor (by the person responsible for the visit or who has been designated) and enter the work centre with a vehicle that meets the requirements for driving in the Acciona Energía installation.

#### 5. REPORTING UNSAFE CONDITIONS

Drivers must inform the person responsible for the installation of any aspect or situation in Acciona Energía infrastructures which they consider poses a road safety risk.

#### 6. VEHICLE REQUIREMENTS

The requirements in this section will be obligatory from 31/12/22.

##### 6.1. REQUIREMENTS TO BE MET BY VEHICLES

Acciona Energía has segregated the roads in its installations into two types:

- Roads that are paved or similar to paved.
- Roads not similar to paved.

Each business unit must have a list showing which installations (or parts of installations) do not have roads similar to paved and where the following measures must therefore be applied.

##### 1) To be able to drive in Acciona Energía installations that have paved roads or earth paving that is similar to paved

**Any vehicle:**

- Preventive safety
  - Front fog lights.
  - Daytime running lights (otherwise it will be obligatory to drive with dipped headlamps).

## INSTRUCTION

### ROAD SAFETY

- Active safety
  - Anti-blocking system (ABS).
  - Electronic stability programme (ESP).
- Passive safety
  - Airbags for driver and passenger.
  - Headrests on all seats in the vehicle.

#### Fleet vehicles

- As well as the above, applicable to any vehicle:
  - Reverse horn.
  - Load separator.
  - Winter or all-season tyres when applicable (see chapter 6.4).
  - Acciona Energía emergency kit (section 6.2).

**Note:** depending on the weather conditions and at certain times of the year, it may be necessary to use 4x4 vehicles on this type of road. Consult the access conditions with the person responsible for the installation.

#### 2) To be able to drive in Acciona Energía installations on roads NOT similar to paved (1)

- 4x4 traction obligatory.

<sup>(1)</sup> **Note:** for **UNSUITABLE** vehicles to be able to enter, a meeting point outside the affected roads must be agreed where the unsuitable vehicle can be left for collection by someone with knowledge of the state of the roads driving a vehicle that complies with the requirements in the above point.



DRIVING A QUAD OR TWO-WHEELED VEHICLE IN ACCIONA ENERGÍA INSTALLATIONS IS FORBIDDEN.

#### 3) To carry a load or tools

Comply with the requirements in points 1) and 2) depending on the type of roads driven on.

Generally, any vehicle carrying tools must have a physical separation between the load area and the passenger cab (closed box or steel grille).

Especially, vehicles carrying loads and/or tools, whether vans, pickups, light vehicles, 4x4 or trailers, must have at least one of the following properties.

- Sufficient fixtures to place the tools to be carried with an approved crash test (impact tests).
- Boxes with lids that can be lashed to the body for carrying material and tools, secured with "approved" load securing systems.

#### 4) For trailers

- To carry up to 750 kg:
  - Compliance with legal requirements.
- To carry more than 750 kg:
  - Compliance with legal requirements.
  - With inertia brake.



- Trailer with double axle with suspension system recommended.

## 6.2. EMERGENCY EQUIPMENT

As well as the equipment required by legislation, the following equipment is obligatory for fleet vehicles:

- Spare wheel and set of tools necessary for its replacement or equivalent system to be able to repair a flat tyre.
- Two danger triangles.
- Approved V-16 light.
- A reflective waistcoat for each seat.
- Hammer to break glass.
- Tool to cut safety belt.
- Torch with flasher.
- Flag Meridional or similar type fire inhibitor (not necessary if an extinguisher is carried).
- Portable first aid kit.
- Gloves for protection against mechanical risks.
- De-icer aerosol and plastic scraper (if necessary due to weather).
- Small shovel (if necessary due to weather).
- Vehicle Rescue Sheet located on the driver's seat sun visor or QR code visible in the driver's rear window, allowing downloading of the rescue sheet from the Web site <https://AccionaEnergía.hojaderescate.tdoc.es>

Annex A01\_PES01\_GAE07033 includes rescue sheets for the most usual vehicle models in Acciona Energía, and can be found on the Internet at:

<http://www.dgt.es/es/sistemas-seguridad-vehiculos/hoja-de-rescate/index.shtml>

## 6.3. VEHICLE CARE AND MAINTENANCE

All fleet vehicles and those of contractors with contracts longer than one year must comply with the following.

- Documentation required by law (traffic permit, MoT card, etc).
- Revisions set by the manufacturer.
- It is obligatory to carry out the inspection defined by Acciona Energía in annex F01\_PES01\_GAE07033 "Vehicle inspections and care" every 5,000 km or at least once every three months. This revision must be recorded and at least the last four kept.
- It may be substituted by the contractor's own form (after approval by Acciona Energía) if the contractor has a similar form that contains at least the same control points and the revision frequency is similar. In this case, there must be a record of at least the last 12 months.

- The inspections and recommendations defined by Acciona Energía in the “Vehicle safety features self-checklist” annex should be carried out at least monthly.
- Before collecting a rental vehicle, it is obligatory to inspect the points given in the "Rented vehicles self-checklist" annex.

The maintenance and periods for Acciona Energía Energía fleet vehicles must be respected.

The forms are obligatory for Acciona Energía vehicles only; the company's own forms can be used for the rest.

Specifically for trailers of more than 750 kg, although inspections are not legally obligatory, Acciona Energía has set the following ones as obligatory.

- Inspection every 12 months in contracted workshop with documented evidence to check:
  - Inertia brake.
  - Tyres.
  - Lights and electrical system.
  - Suspension parts.
- Quarterly revision by the user or designated person with documented evidence: tyres, brakes, lights, condition of bodywork, enclosures, inertia brake.

#### 6.4. TYRES

All fleet vehicles and those of contractors with contracts longer than one year must comply with the following.

##### 1) Choice and care of tyres

The tyres must be suitable for the type of vehicle and its use.

In the case of vehicles with access to the installation and that drive in the countryside, extreme care and revision must be carried out given their greater wear from being subjected to greater friction and impacts.

Tyres must never have a tread depth of less than 3 mm (in the summer) (the edge of a €2 coin).

##### 2) Winter tyres

Each business unit must define which of its installations require access with winter tyres between November and March (inclusive), depending on temperature and precipitation. Winter tyres have the following icon on the sidewall.



Tyres classified as all-season are also considered valid.

In installations where the average temperature from November to March (inclusive) is below 7 °C, winter type approved tyres must be used at least during this period.

Winter tyres must never have a tread depth of less than 3 mm.

## 7. REQUIREMENTS FOR DRIVERS

### 7.1. GENERAL REQUIREMENTS

- Have the medical examination with the driving protocol applied.
- Accredited having completed the road safety training for the driver's profile.

### 7.2. REQUIREMENTS FOR ACCIONA ENERGÍA PERSONNEL DRIVERS

Acciona Energía drivers attending installations and the road infrastructures leading to them to carry out their activity are classified into three groups:

- 1) Drivers attending offices only.
- 2) Drivers accessing only Acciona Energía offices and installations on unpaved roads.

Given that these vehicles can be driven off-road, on unpaved roads, drivers must prove that they have received advanced training in driving and in the risks associated with driving on this type of road.

- 3) Drivers who access only Acciona Energía installations or future projects on unpaved roads and in conditions in which a vehicle without 4x4 traction cannot drive.

In no case must off-road drivers be asked to drive in an environment that could not be done with an off-road vehicle.

A B+E driving licence is required for trailers of more than 750 kg.

No specific driving licence is required for trailers up to 750 kg but drivers must be able to prove that they have received advanced training in their operation and the associated risks.

#### 7.2.1. DRIVER TRAINING AND EDUCATION

Drivers are segregated into three types of profiles according to the classification in the previous section.

- Offices profile: drivers in group 1) in the previous section.
- Mixed profile: drivers in group 2) in the previous section.
- Field profile: drivers in group 3) in the previous section.

		Courses				
		C907	C944	C945	C946	C947
		Preventive driving training (theory only)	Advanced preventive driving training (theory only) + preventive driving practice with usual vehicle	Refresher + preventive driving practice with driving observation	Special skills (off-road)	Special skills (trailers)
Profiles	Offices only	X				
	Mixed (offices and installations)		X	X		X (only drivers with equipped vehicles)
	Field (installations with complex accesses)		X	X	X	X (only drivers with equipped vehicles)
	Hours	3	4 + 6	2 + 1	8	2

**Note:** codes C907, C944, etc, are Acciona Energía internal codes.

### 1) Preventive driving training (course C907)

For offices profile drivers.

Duration 3 hours.

#### Purpose

Improve driving, developing safe and efficient attitudes, through:

- The identification of risks of everyday driving in the usual environments.
- The practice of driving techniques that help to avoid unsafe or risky situations and therefore accidents.
- The development of vehicle maintenance habits.
- The individual commitment of the participants to improve their driving.

#### Programme

- 1) Problems of occupational traffic accidents.
- 2) Accident statistics.
- 3) Risk factors and preventive measures.
- 4) Risk analysis by studying driver behaviour.
- 5) Safe driver definition.
- 6) Integration of driving experience as a positive/negative element.
- 7) Assessment of the level of individual driving over the group.

- 8) Importance of using sight correctly while driving.
- 9) Kinetic energy in figures. Assessment.
- 10) Safety triangle. Risk factors. Analysis.
- 11) Distracters.
- 12) Safety distance.
- 13) Reaction time.
- 14) Risky manoeuvres: overtaking, negotiating roundabouts, joining roads, etc.
- 15) Driving in bad weather.
- 16) Emergency braking.
- 17) Passive safety – vehicle design.
- 18) Electronic active safety devices module.
- 19) Effect of tyres on accident rate. Preventive maintenance.

#### Period for receiving it

In the 12 months after starting the activity as a driver for Acciona Energía.

#### **2) Advanced training. Preventive driving practice with usual vehicle (course C944)**

For mixed profile drivers.

Duration 4 hours of theory + 6 hours of practice on circuit.

#### Programme

##### **Theory**

- 1) Problems of occupational traffic accidents.
- 2) Accident statistics.
- 3) Risk factors and preventive measures.
- 4) Risk analysis by studying driver behaviour.
- 5) Safe driver definition.
- 6) Integration of driving experience as a positive/negative element.
- 7) Assessment of the level of individual driving over the group.
- 8) Importance of using sight correctly while driving.
- 9) Kinetic energy in figures. Assessment.
- 10) Safety triangle. Risk factors. Analysis.
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- 12) Safety distance.
- 13) Reaction time.

- 14) Risky manoeuvres: overtaking, negotiating roundabouts, joining roads, etc.
- 15) Driving in bad weather.
- 16) Emergency braking.
- 17) Passive safety – vehicle design.
- 18) Electronic active safety devices module.
- 19) Effect of tyres on accident rate. Preventive maintenance.

### Practice (on circuit)

- 1) Slaloms
  - a. Description: negotiate a row of cones placed in the centre of the road on the right and left, and so on. Various types of slaloms.
  - b. Objectives: to perfect steering wheel operation and use of rear-view mirrors.
- 2) Emergency braking
  - a. Description: driving at a set speed and stopping the vehicle in a limited space and in a critical situation.
  - b. Objectives: to perfect the handling of the brakes in various situations without losing control.
- 3) Slippery surface
  - a. Description: vehicles drive in a low-grip area, resulting in skidding.
  - b. Objectives: control the vehicle in any situation, slippery surface, ice, snow, etc, and be prepared to react correctly.
- 4) Distractors
  - a. Objectives: influence of the use of cell phones, GPS, etc, on driving.
  - b. Description: driving around a circuit while using a cell phone or GPS.
- 5) Influence of drugs on driving
  - a. Objectives: raise awareness of the impairment of driving skills and reaction abilities caused by the use of certain substances.
  - b. Description: driving around a circuit while wearing special glasses that simulate a certain alcohol level in the blood.
- 6) Capabilities of SUVs of vehicles with 4x4 traction
  - a. Objectives: to learn the use of 4x4 systems. capabilities and limitations of these traction systems.
  - b. Description: overcoming certain obstacles by using the 4x4 traction system.

### Period for receiving it

In the 12 months after starting the activity as a driver for Acciona Energía.

### 3) Special skills training: off road (course C946)

#### Duration

Training of 8 hours' practice on circuit. The theoretical training described is additional to the advanced preventive driving training practice with usual vehicle (course C944).

#### Purpose

- The identification of the risks of daily driving with these vehicles.
- Basic knowledge of 4x4 vehicles and their special features.
- The practice of off-road driving techniques, to gain skills and avoid unsafe situations and therefore accidents.
- Know how to deal with difficulties encountered in their working environment.

#### Programme

##### **Theory**

- 1) Differences in behaviour between a car and a 4x4.
- 2) Technical differences between a car and a 4x4.
- 3) Differences between an SUV and a 4x4.
- 4) Basic mechanics of a 4x4:
  - a. Differentials.
  - b. Transfer boxes.
  - c. 4x4.
  - d. Blocks – types and purpose.
  - e. Self-blocking differentials.
- 5) Typical vehicle angles.
- 6) How to know the vehicle's capabilities.
- 7) Tyres: types and effect of pressure according to the ground.
- 8) 4x4 vehicle equipment for off-road situations.
- 9) Reasons why a vehicle may be immobilised.

##### **Practice (on circuit)**

- 1) Climbing capability, negotiation of side slopes and wading depth.
  - a. Description: driving test on specific 4x4 circuit with various scenarios.
  - b. Objectives: train and familiarise the driver with 4x4 driving in an off-road environment and to be aware of the capabilities and limitations of the vehicle, testing at least:
    - i. Climbing a steep ramp.
    - ii. Controlled descent of steep gradients.

## INSTRUCTION

### ROAD SAFETY

- iii. Wading.
  - iv. Crossing trenches.
  - v. Driving on various types of ground: sand, mud, etc.
- 2) Rescue techniques
- a. Description: trying various rescue techniques in the event of a vehicle being immobilised for various reasons.
  - b. Objectives: train and familiarise the driver with the manoeuvres necessary to free an immobilised 4x4 in an off-road environment, using the equipment carried by a single vehicle (solo driving) or with the help of extra vehicles.
    - i. Towing.
    - ii. Tractel.
    - iii. Winch.
    - iv. Boards.
    - v. Changing wheels.

#### Period for receiving it

In the 12 months after starting the activity as a driver for Acciona Energía.

#### **4) Special skills: trailers (course C947)**

##### Duration

2 hours' practical. The theoretical training described is in addition to the preventive driving training.

##### Purpose

- Know how to drive with a trailer without risk.
- Know how to solve the usual difficulties of working with a trailer.
- Develop necessary trailer maintenance habits.
- Knowledge of applicable stowage standards (UNE EN 12195 standard).

##### Programme

- Technical and legal trailer specifications: revisions and maintenance.
- Behaviour of a trailer: inertia, braking, reversing.
- Trailer safety devices: inertia brakes, stabilising systems.
- Adapting driving to a trailer.
- Practical session of driving with a trailer.
- Forward and reversing manoeuvres.

##### Period for receiving advanced training:

The training must be received before using these types of vehicles in Acciona Energía wind farms.



### 7.2.2. PERIODIC REFRESHERS

Road safety refresher training will be carried out as shown in the following table.

		C907	C944	C945	C946	C947
Offices profile cycle	Year 1	X				
	Year 2					
	Year 3			X (Voluntary observation practice)		
	Year 4					
Mixed profile cycle	Year 1		X			X
	Year 2					
	Year 3			X		
	Year 4					
Field profile cycle	Year 1		X		X	X
	Year 2					
	Year 3			X		
	Year 4					

### 7.3. REQUIREMENTS FOR SUB-CONTRACTED PERSONNEL DRIVERS

All sub-contracted personnel must have at least three hours of theoretical training with the following objectives:

- The identification of risks of everyday driving in the usual environments.
- The practice of driving techniques that help to avoid unsafe or risky situations and therefore accidents.
- The development of vehicle maintenance habits.
- The individual commitment of the participants to improve their driving.

The requirements in this section will be obligatory from 31/12/22.

## 8. RELATED DOCUMENTATION

CODE	TITLE
A01_PES01_GAE07033	Vehicle rescue sheets
A02_PES01_GAE07033	Vehicle safety features self-checklist
A03_PES01_GAE07033	Rented vehicles self-checklist
F01_PES01_GAE07033	Vehicle inspections and care

**Note.** Complete this table with the documentation, legislation, regulations, etc, related to the document.