

DfT Longer Semi-trailer Trial Data Requirements Summary (v3-0 September 2014)

Key points in setting up your operation for the trial

1. Please ensure that you familiarise yourself with the trial's data collection requirements before taking delivery of your first trailer. To help ensure smooth running of the trial, it is strongly advisable that you record and process the data on a regular basis (e.g. daily or weekly) as soon as you start operating your first trailer. If this is left until the end of the data collection period it is extremely time consuming and causes submission delays.
2. It is important that you have the latest versions of the following documents and data collection tools, which are updated from time to time in response to user comments and experience. You can always download the latest versions by following this link: <https://www.gov.uk/government/publications/longer-semi-trailers-trial-data-guidance-and-documentation>

Document/File	Document Purpose
Trial Evaluation Data Guide (v3-0 – PDF File)	Full guidance on what data is required and the submission process – Essential Reading
Journey Log Tool (JourneyLogTool-v3-1x.xls)	Daily/ weekly journey log for capturing data on individual trailer trips
Data Submission File (HVST-DSF-v3-1x.xls)	Put data from all your logs, plus incident and trailer data in here and send to Risk Solutions at the end of each data collection period
Company Information File (HVST-CIF-v3-0x.xls)	Use this to submit information about your existing operation. This is only required the first time you submit data to the trial
Qualitative Survey File (HVST-QSF-v3-0x.xls)	Use this to let us know about other aspects of using longer semi-trailers each period

Trial management contact information

For all communications relating to the trial please use the following details.

Department for Transport

Contact: Simon Surtees-Goodall

Tel: 020 7944 3321 email: freight@dft.gsi.gov.uk

Risk Solutions

Paul Brand, Eleanor Baker or Helen Wilkinson

Tel: 01925 413984

email: HVSTTrial@risksol.co.uk or LSTTrial@risksol.co.uk

3. **Operator Data Contact** Each operator should ensure that they have a person in their team who is responsible for the data collection who is the designated Data Contact who:
 - is registered with Risk Solutions as the Data Contact
 - fully understands the content of **all** parts of the detailed guidance provided
 - understands and is able to use the associated Excel data gathering tools
 - where appropriate, is able to access data from existing company systems.
4. **Operator Primary Contact** Each operator has a primary contact, who will be the first point of contact in your organisation.
 - Current contact details for the primary contact must be registered with DfT.
 - Where there is a separate Data Contact, the primary contact should:
 - read and fully understand the content of this Management Summary of the Trial Evaluation Data Guide, especially noting their actions and responsibilities as primary contact
 - be *aware* of the content of whole guide (i.e. what needs to be done).
5. **Changes to primary or data contact must be notified to DfT and Risk Solutions.**

What will happen to the data?

This data is essential for the trial and will give us information about how the longer semi-trailers are being used in practice. This will be analysed to see whether the expected benefits of the trial are achieved, in terms of fewer journeys to deliver the same volume of goods at lower cost and with lower emissions.

This information will be used to inform any future decisions about the trial and the possible long-term use of longer semi-trailers.

DfT will publish an annual report from Risk Solutions and intermediate data as appropriate.

Trial data submission schedule

At the end of the first period when you operate, it is a requirement that you send the **company information file (CIF) and qualitative survey file (QSF) to Risk Solutions**. At the end of this period you should also send Risk Solutions the completed Excel **data submission file (DSF)**. Thereafter, a completed DSF must be sent to Risk Solutions every four months. Qualitative Survey Files (QSFs) may be requested or submitted periodically.

Draft DSFs are always due by Friday of 2nd full week after the period end.

Risk Solutions will check the files and respond with comments or issues which the operator needs to resolve by the end of the month following the period end.

The schedule for each year 'n' is currently:

Collection Period	Code	Submission Date: End of 2 nd week of	RS Comments Resolved By:
Jan – Apr	201n-P1	May	End of May
May – Aug	201n-P2	September	End of September
Sep – Dec	201n-P3	January	End of January

What technical support is available?

The Risk Solutions team is available to support operators of all sizes in setting up their data collection processes, whether it is giving advice on completing the excel template manually for a single trailer, or liaising directly with the operator's IT or telematics specialists on large scale data download formats. Risk Solutions can provide this support by email or on the phone at any time.

Risk Solutions will perform a number of basic checks on all data files as they are received and will respond to the operator with questions or issues that need resolving. A new version of the DSF template will be issued for September 2014, in which the most common errors are automatically highlighted to the user.

DfT would like to emphasise that:

- 1. Operators are expected to refine their processes for data collection and checking so that after 1 or 2 submissions, minimal support is required from Risk Solutions and few if any comments or issues are raised.**
- 2. Where the staff collating the data change, the operator is expected to arrange for a suitable handover process so that Risk Solutions do not have to repeatedly coach new teams to manage the process.**

The support given to individual operators is confidential to Risk Solutions, but where substantial support appears to be required beyond the first few submissions, OR where 2 consecutive submissions are late (including resolving comments) this will be flagged up to DfT who would then contact the operator to discuss the issues.

What happens if a Longer Semi-Trailer is involved in an incident?

The details of what types of incident must be recorded in the incident log are given in the Trial Evaluation Data Guide.

Given the high profile nature of the trial, it is essential that the Department knows as quickly as possible of any incident involving any injuries, clear risk of injury (a near miss) or serious damage to property. **Such events must be notified to DfT immediately by email giving basic details of the event and any injuries or damage to property. DfT will then determine whether further details are required and will liaise with the operator directly.**

Where an incident took place wholly on private property **to which the public do not have access**, only incidents involving injury or a serious risk of injury need to be notified to DfT immediately.