

Road Freight Bulletin N°12: 21st June 2012

Information for planning your deliveries and collections

TfL's Olympic Road Freight Management team aims to provide you with the latest useful information and advice to help you plan and prepare your operations for the Olympic and Paralympic Games. There are now just six weeks to go until the Games, now is a good time to confirm your plans with your customers to ensure you don't get caught out this summer! This edition covers the following topics:

1. [Driver briefing toolkit, posters and leaflets](#)
2. [Large-scale ORN / PRN maps](#)
3. [Freight operator's guide](#)
4. [Delivering to Games Venues](#)
5. [Vehicle size restrictions](#)
6. [Freight Journey Planner - update](#)
7. [Support, advice and tools for business](#)

More detail can be found online using the linked websites within the articles.

1. Driver briefing toolkit, posters and leaflets

TfL has launched a driver briefing toolkit, a collection of materials available to download and print out from: www.tfl.gov.uk/2012freight The toolkit is designed to help managers prepare their drivers for the changes to the road network and the 'rules of the road' in London during the London 2012 Olympic Games. The toolkit can be used either in its entirety or in part, to complement information you may have already delivered. It contains background information and hand-outs for managers to use when making presentations, for example as part of a training session, or for less formal sessions, e.g. part of a pre-shift briefing.

The kit includes driver top tips, a one page guide to ORN / PRN signage, a slide pack and notes to help structure your presentations. The pack also includes a letter template you can use if you are planning to give your drivers a letter (on headed company paper) confirming their employment status with your firm; this may be of use if they are stopped at vehicle permit checkpoints or by the police.

Don't forget, we have a range of materials such as posters and leaflets to help you inform your customers about the Games, we also have a new leaflet for drivers. If you would like to receive copies, please enquire at freight@tfl.gov.uk

2. Large-scale ORN / PRN maps

Two large-scale maps have been prepared by TfL to show the road network changes that will take effect as a result of the operation of the ORN and PRN (please note, files are 27mb each). You can print it at A0 size for use in your office to help inform your staff. Please visit www.tfl.gov.uk/2012freight and as above, click on 'Driver briefing toolkit'. A printing firm may be able to assist if you do not have your own print facilities.

3. Freight operator's guide

Don't forget, the operator's guide for the 2012 Games is available as a download (file size, 2mb) from the TfL [website](#). It includes useful advice on the measures you can take to prepare for the Games, alongside advice on temporary road restrictions and a draft action plan you can adapt for your operations. We have recently updated links to other useful sources of information online.

4. Delivering to Games Venues

Information has been published by LOCOG regarding a range of subjects including Games venue access restrictions, timings - delivery windows, security protocols, venue details and a glossary of frequently used terms. This can be downloaded from the [London 2012 website](#).

LOCOG requirements stipulate that only freight operators contracted and accredited by a Games Family organisation will be permitted to deliver to venues, including the Athletes' Village. For deliveries made by unaccredited operators, the final delivery must be undertaken by UPS. Further information is available [online](#).

A consolidation centre for Westfield is operated by DHL Supply Chain, if this affects your freight operations, please speak to your customers at Westfield in the first instance. The DHL [website](#) includes contact details for its Supply Chain division.

5. Vehicle size restrictions

We have received a number of queries from businesses asking if there will be restrictions on the size of vehicle allowed in Greater London. There will be no additional height, weight, length or width restrictions for standard rigid and articulated HGVs. However, as highlighted in [Freight Bulletin number 7](#), you should be aware that there will be further restrictions in place for abnormal loads.

6. Freight Journey Planner - update

Technical and security internet protocols mean that some organisations may be experiencing difficulties in using the Freight Journey Planner. The problem has arisen from the way a small number of companies use cache memory storage on their IT systems.

TfL is currently testing solutions to overcome this problem on all IT systems. As highlighted previously, the cause has been identified, and we are currently working to resolve this issue as quickly as possible.

7. Support, advice and tools for business

With just six weeks to go, a range of support, advice and tools is available for businesses of all sizes on <http://www.getaheadofthegames.com/travel-advice-for-business/support.html> to help plan staff travel, as well as deliveries and collections. New material includes a summary of top tips, an action plan template and a short film 'Preparing for the Games' (also available on the 'GAOTG' [YouTube](#) channel). You may also wish to download the Travel Advice for Business [handbook](#), available under 'Tools and Downloads'. Solutions include offering flexible or home working options and encouraging employees to use alternative forms of transport (e.g. cycling or walking).

TfL, together with representatives from two large employers, Unilever and Sagicor at Lloyds, answered questions in a live Twitter chat on Games-time travel planning. The chat is available to view on the Twitter feed @GAOTG. You can also visit www.twitter.com/@GAOTG to receive regular advice from the Get Ahead of the Games programme.

Keeping up-to-date

- **Real-time traffic information** updated every few minutes: www.tfl.gov.uk/trafficnews
- **Real-time public transport information:** www.tfl.gov.uk/travelnews
- **Travel for business, commuting or leisure** if you have questions relating to the public transport network, walking and cycling during the Games, please go to: www.getaheadofthegames.com
- **Previous editions of the Freight Bulletin** can now be found [on our website](#).

Contact us

For any queries or further information, please email: freight@tfl.gov.uk

If you no longer wish to receive emails from the Olympic Freight team at Transport for London, please respond to this email with "NO NEWSLETTER" in the subject line.

Website: www.tfl.gov.uk/2012freight
Email: freight@tfl.gov.uk