

The Staffing Network Limited
Flexible Nationwide Workforce Solutions
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DRIVER HANDBOOK

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1. Introduction

Welcome to the Staffing Network. Our nationwide network of offices supplies quality temporary, contract and permanent staff to the transport and logistics industry.

The Staffing Network are totally committed to providing a quality service and never forget that we are only as good as our key asset – YOU. We have compiled this handbook to give you useful information on your rights and responsibilities as a temporary worker on assignments as a driver.

These notes are prepared as guidelines only. Whilst every effort is made to ensure the accuracy of the information, the Company can accept no liability for any errors or omissions.

2. Your responsibilities as a driver

- Customer vehicles are to be driven in accordance with the Highway Code and not exceeding any speed limits.
- The Staffing Network drivers are to act in a courteous manner at all times and with due regard to other road users.
- You must carry out a full vehicle inspection at the commencement of each shift and again when you return to the client's depot.
- A vehicle check list should be completed and submitted to the client's transport office before you leave the premises at the end of your shift.

The Staffing Network driver standards

As a Staffing Network driver you will have provided 2 references and you will hold current licences covering the categories of vehicle to which you may be assigned. We will periodically request that you provide your licences, driver CPC card and Digital Tachograph Card for inspection and DVLA validation checks. This must be undertaken at periods of not more than 3 months. You must notify The Staffing Network of any changes or endorsements gained whilst working for The Staffing Network.

You are expected to abide by the Highway Code at all times and, if appropriate, to have good working knowledge of the EU regulations regarding the use of tachograph, the Road Transport Working Time Regulations and the regulations governing the use of LGV's for hire and reward.

Your knowledge and skills will be assessed and THE STAFFING NETWORK will arrange training as deemed necessary. Copies of any certificates issued on completion of training will be retained on your personal file and will be available for inspection by clients on request.

You must notify The Staffing Network of any changes to your health whilst working for The Staffing Network

You are reminded that when on assignment you are directly responsible to the client for whom you are working. The client, in turn, is directly responsible for you and the duties you are to carry out.

All accidents, irregularities and problems must be reported to the traffic office of the company you are on assignment to IMMEDIATELY and then to your Staffing Network branch as soon as soon as it is safe to do so.

3. Working for the Staffing Network

Accepting work

So that we can fulfil our commitment to offer you and all of our drivers the work you want, you must keep us informed about your availability for work. On accepting an assignment, you must ensure that that you have the following information:

- Client name & address
- Name of person to report to
- Telephone numbers
- Start time
- Pay rate for the assignment

We will give you as much information about your duties as possible, however the transport industry has to be flexible and duties may change without notice. It is up to you to make sure you are available for a full day's work of up to a 15 hour spread, unless previously notified.

Reporting for work

We are proud of the high quality of the members of our driving team and expect you to act professionally at all times to maintain the good reputation of The Staffing Network.

- Be smart - if we have supplied a uniform, please wear it. If not, dress tidily.
- Be punctual - allow yourself time to be on site at least 10 minutes before the start of duty and make yourself known to the person to whom you are to report.
- Be courteous - you don't get a second chance to give a first impression and the client's staff may determine whether we get further work from

Always carry the following:

- Both parts of your driving licence
- Drivers CPC card
- Digital Tachograph Card if required
- Relevant certificates (ADR, HIAB, etc.)
- A selection of maps

When on customers' premises:

- Be polite and courteous and avoid bad language
- Ask before using the client's equipment, toilets, telephone,
- Follow instructions as given – if in doubt, ASK
- Avoid getting into arguments with the company's own staff
- If you have any complaints , contact your Staffing Network Office

Make sure your duties are explained and understood. Check that:

- You have a full delivery or collection address and delivery time if necessary
- The goods are for delivery at the address on the paperwork. Do not deliver the load to another address unless specifically authorised by the client
- You are aware of all paperwork procedures upon delivery or collection of loads
- You have a telephone number and contact name of someone who may be contacted in case of difficulties, e. breakdowns, accidents, delays etc. before you leave the depot
- You have all the equipment to do the job – maps, gloves, hi-viz vest, safety boots, and night out kit where necessary

Vehicle checks

Below is a list of standard checks that are your legal responsibility to carry out and for which you get paid!

Check:

- Tail lift lead (if required)
- You have the correct unit
- Seal Number corresponds with paperwork given
- Trailer number and load are correct

Check that each of the following is clean and secure where appropriate:

- Number plates (front and rear)
- MOT plates (unit & trailer)
- Current Road Fund Licence disc
- LGV Marker boards
- Current Operators Licence
- Front, rear and side lights, reflectors
- Windscreen and cab glass
- Hazardous goods markers
- Driving mirrors

Also that the following are in good working order as appropriate:

- Fifth wheel and draw bar couplings
- Fuel levels
- Air and electric couplings
- Side and rear under run guards
- Brakes & warning lights, gauge or buzzer
- Horn
- Silencer
- Indicators
- Steering
- Brake lights
- Tachograph or speedometer
- Rear fog lights (if fitted)
- Windscreen wipers
- Front, rear and side lights
- Fridge plant
- Sump oil at correct level
- Radiator at correct level
- No oil or fuel leaks
- Tyre pressures
- Tyre tread legal

If you find any of the above in unsatisfactory condition inform the person you report to immediately, in a polite and professional manner.

It is important to report any damage you see on your vehicle before commencement of any journey for a client.

Driving hours

You are expected to be familiar with and observe current laws and EU regulations regarding driving hours and the use of tachographs where appropriate as well as The Road Transport Working Time Regulations. Drivers should carry out assignments in accordance with VOSA's "Driver's Hours and Tachograph Rules for Goods Vehicles / Road Passengers Vehicles in the UK and Europe Guide". As a summary:

A) Digital and analogue tachographs

You must be able to provide a record of the current day's activities and records of all work completed during the previous 28 calendar days.

Whether you are using a digital or analogue tachograph it is the driver's responsibility to use the tachograph throughout each driving day to properly record driving time, periods of non-driving work, breaks from driving/work and periods of availability. These records must be made on a chart of the correct type for the tachograph fitted in each vehicle used. If you are using a digital tachograph you are required to hold a driver card. Details of all your activities are recorded and stored by the digital tachograph and are also stored on your driver card.

VOSA examiners have the authority to issue graduated fixed penalties to the driver, including failure to ensure that the recording equipment and/or driver card is functioning correctly. It is the driver's responsibility to ensure that whatever tachograph system you are using is functioning correctly.

All charts will be read and if infringements occur you will be asked to sign a declaration acknowledging your errors. Future or recurring infringements may result in the need for future training. Continual errors may result in the termination of your assignment.

B) Working hours

In accordance with VOSA guidelines it is the driver's responsibility to monitor weekly working hours. As a reputable agency we also have a responsibility to ensure that only drivers who comply with relevant regulations are supplied to our clients. The Staffing Network reserves the right to terminate your assignment if other work is being carried out with other agencies / employers and it is not being declared or cannot be monitored.

C) Keeping records

The Staffing Network and the clients you drive for must keep accurate records for a period of two years. This is generally through the use of timesheets and tachograph charts. If you work for more than one employer you must inform your employers in writing of other organisations you work for and the working time you carry out for each of them.

While employers have responsibility for maintaining accurate records, mobile workers are equally responsible for compliance with the Regulations. Mobile workers can be prosecuted for knowingly committing breaches including neglecting to inform employers about work undertaken for any other employer or knowingly making a false record.

On the road

While driving a customer vehicle, you must drive in a safe and courteous manner in accordance with legislation and the Highway Code.

- NEVER drive in a bus lane during its restricted operation and NEVER park on a red route unless you can use a loading bay. Always check the restriction plate on the side of the
- If you incur any fines during the course of your duty YOU will be if you are unable to park legally and safely when out on the road phone the client and seek advice. Ensure that you note on your timesheet why you may receive a fine and who you advised. Regardless of what anyone says does not ever endanger your driving licence. Endorsements are not a way of life they are unacceptable and totally avoidable.
- Upon arrival at your destination you may be required to assist with loading/ these are considered a part of the driver's duties and we would expect you to carry them out in a helpful and professional manner.

- Should you encounter problems with loads, paperwork, ask the customer if you may contact base for instructions – the problem then becomes theirs. If you try to sort it out yourself, you could be doing the wrong thing.
- Do not move a vehicle you are not licensed to drive
- Do not allow any unauthorised person to drive the vehicle whilst in your possession
- Do not carry unauthorised passengers

Returning to base

Park the vehicle safely and report to the client's traffic office with all paperwork. Inform traffic office staff of:

- Any returned goods
- Any vehicle defects
- Any undelivered goods.
- Any accidents, however minor that may have occurred

You may need further instructions regarding completion of duties, e.g. unloading, re- loading, re- fuelling and where to leave the vehicle.

Always leave the vehicle cab in a tidy condition.

Finally, report back to the traffic office; ask if there is anything else to do, hand in vehicle keys and any company property.

Always ask if you are required the following day. At the end of the duty period, make sure your timesheet is signed and report back to the STAFFING NETWORK branch.

Timesheets

On completion of every assignment, or at the end of the week if requested to do so, a time sheet MUST be signed by an authorised member of the customer's staff (normally the person to whom you report).

Once the hours worked have been agreed by both you and the customer and the time sheet has been signed, return it to THE STAFFING NETWORK no later than 10am of the following Monday.

If you are assigned to one of the few clients with a different system requiring no time sheet, you will be advised specifically. In such cases you must still ensure that your hours are recorded correctly, in whatever format the customer requires. A different time sheet must be used for each client.

Your time sheet, whether it is one of ours or that of a customer; is our only means of getting authorisation to pay you, therefore it is your responsibility to ensure that all paperwork is correct at the time of completion and that time sheets are handed in on time. Limited drivers must submit an invoice that matches the time sheet or payroll can't be processed.

To get your time sheet to us by Monday morning, you may put it through the letterbox, post it, fax it or email it as an attachment.

If we do not receive your signed time sheet by 10am on Monday following your week's work– your pay may be late!

Drivers' wages

For accounting purposes a working week will start at 00.01 hours Sunday and end at 23.59 hours Saturday. Monies due for work done in this period will be paid into your bank or building society on the Friday of the following week provided we have received the signed time sheet on time.

Due to the nature of temporary work, rates may vary with each assignment. We will endeavour to make you aware of rates for each booking as you are offered them.

Should you have a query regarding your pay, please contact us during office hours. It is usually best to telephone immediately rather than waiting until the end of the week.

Any questions relating to Tax and National Insurance contributions must be taken up direct with the Tax Office. We will of course provide any help we can.

4. General Information

Driving licences

All parts of your driving licence should be carried with you at all times. Your local branch will verify your licence every three months. If at any time you fail to produce your licence no work can be offered.

Your local office must be notified immediately of any new endorsements. Failure to do so may result in the termination of your contract.

Driver CPC (certificate of competence)

The CPC has been introduced across the European Union to maintain high driving standards and to improve road safety. The driver CPC is an EU directive and applies to all professional bus, coach and lorry drivers.

All new drivers will need to pass the driver CPC initial qualification if they want to obtain a licence to drive professionally.

The driver CPC requires all professional drivers to complete a minimum of 35 hours periodic training every five years. The minimum length of a training course is seven hours. HRGO driving may be able to assist you with CPC training, please contact a member of staff at your local branch if this is of interest to you.

There are exemptions from driver CPC qualification for Drivers. Details of these concessions can be found on the Driving Standards Agency website or for further information contact Driving Standards Agency – email customers.services@dsa.gsi.gov.uk.

Leaving a vehicle unattended

Always switch off the engine, apply the handbrake, remove ignition keys and ensure the vehicle is locked and, if applicable, alarmed.

Load safety and overloading

You are bound by law to pay attention to the weight, size and security of your load. Breaking the rules can mean a fine on you personally of up to £5000 for each offence. You must be aware of local regulations affecting where and when you can load and unload.

The weight distribution and securing of a load must be in a way that no danger is caused to other road users. THE DRIVER IS RESPONSIBLE FOR THE SAFETY OF THEIR LOAD. If in doubt, report to the client's traffic office.

The gross weight must not exceed the vehicles maximum plated limit.

London congestion charges

Vehicles entering the London Congestion Zone between the hours of 07:00 and 18:00 Monday to Friday will generally require a licence costing £10.00 per day. Payment has to be made before 24:00 on the same day or a fine of £100.00 will be levied.

It is the responsibility of each driver to comply with the congestion charge system and any fines will be the responsibility of the driver if they have failed to ensure payment of the fee. Please take great care to check for the Congestion Charge signs and markings at all times while you are in London.

If during the course of an assignment, you will need to enter the zone, you must advise the client for whom you are working to obtain authorisation and ascertain his method of paying the charge and to obtain a payment reference number.

It is advisable to get clarification before you leave the client's depot at the start of the assignment.

Official roadside checks

Always co-operate fully with VOSA or any other Dept. of Transport personnel and/or Police Officers. They are empowered to inspect the vehicle and issue prohibitions. If an immediate prohibition is given contact the traffic office without delay. If a notice is deferred or delayed inform the traffic office on your return.

Seatbelts

Fines can be imposed for not wearing seatbelts when vehicles are equipped with them and they must be worn at all times, including in LGV vehicles.

Speed limits

You must know and observe current speed limits for the size of vehicle being driven on any highway. All fines gained on route are your responsibility as the driver.

Theft

Theft must be reported immediately to the client's traffic office and the police if appropriate. Remain with the vehicle without touching anything until the police arrive unless you are instructed otherwise by the authorities.

Vehicle roadworthiness

Your vehicle and trailer or semi-trailer, together with all parts and accessories affecting road safety, must be well maintained and serviceable when on the road. As a driver you share that responsibility with your employer. Therefore, you must report any defects on your vehicle to the traffic office as soon as possible. You must check your vehicle at the start of each day in accordance with the customer's instructions.

5. Safe driving

Defensive driving

Defensive driving means safe driving: the art of driving to avoid preventable accidents and avoid contributing to others being involved in accidents.

A preventable accident is one that you as a professional driver can prevent by being alert to what other road users are doing and taking the appropriate action. This applies to the driving of any vehicle but is particularly important with large goods vehicles, the drivers of which are often protected from the consequences of their own mistakes.

With lighter vehicles – especially motorcycles – drivers or riders are much more vulnerable in an accident and so instinctively tend to drive defensively for their own protection. Take particular care when passing cyclists and cars towing caravans; give them a wide berth as turbulence caused by a lorry passing too close can be very dangerous. Be extremely careful when turning left, to ensure that there is no cyclist on your nearside who could be caught under your wheels.

Concentration – Observation – Anticipation

You must maintain constant concentration to observe any possible problems or driving errors by other drivers. You must be ready to adjust your own driving in good time to prevent yourself being involved in an incident. Constantly search the traffic scene around you and make yourself aware of what is happening as far ahead of your vehicle as you can see.

REMEMBER – 2 seconds at 56mph = 50 metres travelled.

You should always be able to stop safely within the distance you can see to be clear.

	Built-Up Area	Single Carriageway	Dual Carriageway	Motorway
Cars & Motorcycles (including car derived vans to 2 tonnes MLW)	30	60	70	70
Cars towing caravans or Trailers (including car derived vans)	30	50	60	70
Buses & Coaches (not exceeding 12 metres in overall length)	30	50	60	70
Goods Vehicles (not exceeding 7.5 tonnes MLW)	30	50	60	70
Goods Vehicles (exceeding 7.5 tonnes MLW)	30	40	50	60

Driver distraction

A significant number of road accidents are caused by driver distraction; these include and are not limited to:

- Eating and drinking whilst driving
- Reading maps or directions
- Adjusting, heating, radio or other gadgets
- Other drivers' road rage

Driver's hours rule

All drivers are subject to the Driver's Hours Rule if the vehicle you are driving is over 3.5 tonnes. If your vehicle is exempt from this the STAFFING NETWORK branch or client will inform you. Failure to comply with driving regulations could result in a maximum fine of up to £1000 and the possible loss of your LGV licence.

Provision	Limits and Explanation
Breaks from driving	A break of no less than 45 minutes must be taken after no more than 4.5 hours of driving. The break can be divided into two periods – the first at least 15 minutes long and the second at least 30 minutes – taken over the 4.5 hours.
Daily driving	Maximum of 9 hours, extendable to 10 hours no more than twice a week.
Weekly driving	Maximum of 56 hours.
Two-weekly driving	Maximum of 90 hours in any two-week period.
Daily rest	Minimum of 11 hours, which can be reduced to a minimum of 9 hours no more than three times between weekly rests. May be taken in two periods, the first at least 3 hours long and the second at least 9 hours long. The rest must be completed within 24 hours of the end of the last daily or weekly rest period.
Multi-manning daily rest	A 9-hour daily rest must be taken within a period of 30 hours that starts from the end of the last daily or weekly rest period. For the first hour of multi-manning, the presence of another driver is optional, but for the remaining time it is compulsory.
Ferry/train daily rest	A regular daily rest period (of at least 11 hours) may be interrupted no more than twice by other activities of not more than 1 hour's duration in total, provided that the driver is accompanying a vehicle that is travelling by ferry or train and has access to a bunk or couchette.
Weekly Rest	A regular weekly rest of at least 45 hours, or a reduced weekly rest of at least 24 hours, must be started no later than the end of six consecutive 24-hour periods from the end of the last weekly rest. In any two consecutive weeks a driver must have at least two weekly rests – one of which must be at least 45 hours long. A weekly rest that falls across two weeks may be counted in either week but not in both. Any reductions must be compensated in one block by an equivalent rest added to another rest period of at least 9 hours before the end of the third week following the week in question.

Drugs

The law requires you to have proper control of your vehicle therefore you MUST NOT work under the influence of drugs, alcohol or any controlled substances. Clients are within their right to either request you to participate in a breathalyser test or to refuse to allow you to continue the assignments if they are suspicious of your behaviour.

Fatigue and tiredness

Fatigue or tiredness whilst driving can reduce the driver's ability to recognise potential hazards and impair their judgment. It is your responsibility to ensure that you adhere to the working and drivers hours and that you have adequate rest breaks during your assignment.

Mobile phones

Mobiles can cause distractions in two ways:

- Taking your hands off the wheel.
- Becoming engrossed in an intense conversation and not concentrating on the road.

Mobile use (including hands-free) is strongly discouraged while driving. Staff should adopt the following policies:

- Keep mobile phone use to an absolute minimum when driving (e.g. divert to voicemail and check messages regularly when it is safe to pull over).
- Do not make calls, dial numbers, or text messages while driving.
- Pull over to the side of the road when it is safe, before making a call.

You may use a hand held phone if you are parked and the engine is switched off.

You may use a hands free phone to make and receive calls whilst driving if the phone is in a cradle. However, whilst this practice is currently allowed under the law, you lose 25% of your concentration when you are talking on the phone, so unless there is a valid reason for using a hands free phone whilst driving, THE STAFFING NETWORK Ltd strongly recommends that you do not under any circumstances use a mobile phone whilst driving irrespective of whether it is hands free or not.

This policy applies irrespective of whether you use a private or company provide mobile phone, or drive a private or company vehicle. THE STAFFING NETWORK Ltd or their clients will not reimburse any fines incurred for failing to comply with these regulations.

6. Accidents and emergency

Breakdowns

In case of a breakdown, you should:

- Park up safely using hazard flashers if necessary
- Try to find out as much as possible about the fault
- Contact the customer's traffic office immediately for instructions
- Return to, and remain with, the vehicle until aid arrives

If the engine warning lights light up while you are driving, stop the vehicle safely and under control. This could be a sign of a major engine problem.

What to do in an accident

If you are involved in an accident, you must always:

- Stop
- If there are any personal injuries to anyone you are legally obliged to report the accident to the police and to the client's traffic office
- In any event, you must report the accident to the traffic office on your return to the
- NEVER ACCEPT LIABILITY
- Co-operate with the Police and/or other road users at all times in giving names, addresses, insurance details, etc. BE COURTEOUS AND KEEP COOL AT ALL TIMES, AVOID ARGUMENTS!
- Obtain details of others involved and any non-hostile witnesses
- Obtain details of attending Police Officers
- Note down details of how the accident occurred
- Inform THE STAFFING NETWORK as soon as possible

At the end of the day, you must ensure that a full and detailed report is made of any accident or damage caused or sustained. It is part of your duty to ensure that whatever paperwork required by the client is completed before leaving the depot.

Statements

No statement should be made admitting liability of fault regarding your driving, the condition of the vehicle, or security of the load. No offers or promises should be made to third parties without the prior consent of your insurers and without taking legal advice. The Police should otherwise be given all reasonable assistance.

In both your own and your employer's interests you should try and obtain:

- Names and addresses of drivers and owners, and registration marks, of all other vehicles involved in the accident
- Details of insurers of other vehicles involved
- Names and addresses of non-hostile witnesses
- Number of any Police Officer present
- Details of width of road, position of vehicles involved and of any other traffic, skid marks, position of traffic signs, traffic islands, turnings etc. in the area. Try to show these details in a sketch

Accidents involving dangerous substances

If there is a traffic accident involving dangerous substances the ADR-certified driver will be the person most qualified to deal with the situation until the arrival of the emergency services.

Please see below information about causes and prevention of fire. There are three ingredients for fire:

- Oxygen
- Fuel
- Heat from sparks, produced by ignition, cigarettes, overheated tyres and breaks, static electrical charge, faulty wiring and naked flames

All fires are extinguished by removing one of the three elements listed above.

All ADR vehicles in the UK must be equipped with one extinguisher of at least 2kg dry powder for cab fires and one extinguisher of at least 6kg dry powder suitable for dealing with fires in the load.

Dealing with fire

1. Remember your own safety
2. React quickly and logically
3. Always move people away from the immediate area
4. Assess the situation. Tackle the fire only if it is safe to do so
5. Remember the three elements of the fire
6. Never fight a fire involving aerosols, cylinders et as they may explode

Preventing fire

- Check your vehicle regularly. Poor maintenance or minor defects may cause a fire
- Keep your vehicle rubbish-free.
- Remove all sources of ignition such as lighters matches etc.
- Follow operating procedures
- DO NOT load flammables and 'oxygen providers' (organic peroxides, oxidising agents etc.) in the same load

7. Protecting the environment

Road transport is an essential industry. But more and more people in the UK are having their lives affected by traffic intrusion. So, whenever you are behind the wheel of a goods vehicle you should drive it responsibly and in a way that minimises the damage to the environment.

Loading & unloading

When driving and working in areas which are in close proximity to others, especially in the early morning or late at night:

- Use a defensive driving style to minimise engine, body and suspension noise
- Ensure all loads are properly secured and, where appropriate, covered
- Avoid excessive revving of the engine and switch it off during delivery operations using off-street service areas wherever possible
- If delivering from the kerbside use designated loading bays, park as close to the kerb as possible and avoid double parking
- Ensure that you always lock your vehicle and fold the mirrors in, even if you are working at the rear of it

Fuel efficiency

These are the top tips for fuel efficient driving:

- Always carry out your pre-start checks. These include items that directly influence fuel consumption such as tyre pressures and fuel leaks
- Know the characteristics of the engine in your vehicle and optimum driving techniques to get the most out of it.
- Keep revs in the 'green band' wherever possible
- Read the road ahead. This will enable you to accelerate and brake safely
- Use the right gear for the situation and block change as appropriate on both up and down gear changes
- Use the engine/exhaust brake whenever possible
- If you have cruise control, make use of it where appropriate
- Adhere to the speed limit
- Don't leave your engine running when parked/loading/unloading

Driving At Work Policy

General Statement:

THE STAFFING NETWORK has a general policy to take all reasonable steps to manage the health and safety of those staff that drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe system of work. It is for this reason that our policy not only sets out our procedures on work related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards, These cover a variety of areas including the documentation that we need to see from our vehicle drivers, as well as basic guidelines on driver health.

Legal Position:

We have a duty under the Health & Safety at Work Etc. Act 1974 to take steps to ensure, so far as is reasonably practicable the health safety and welfare at work of all our drivers who need to drive as part of their job. In order to comply with those duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated. These will be identified by carrying out a suitable and sufficient risk assessment as required by the Management of Health & Safety at Work Regulations 1999, (as amended). Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1988.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by all drivers at all times and are as follows:

Where a client company vehicle is provided, drivers must always report any suspected vehicle defects to the traffic office. In the event that a defect is suspected, drivers should never take a risk and attempt to drive a vehicle.

Before embarking on a long journey, drivers should always carry out basic checks, e.g. oil, water levels and tyre pressure.

Drivers should follow any advice given on route planning. They should also ensure that sufficient breaks are built in to prevent fatigue and allow for any bad weather on traffic congestion etc.

Hand held mobile phones should never be used whilst driving and calls should only be made or taken when it is safe to do so.

Drivers should always drive within speed limits and according to the prevailing weather conditions.

Before driving, drivers should familiarise themselves with the procedure to follow in the event of breakdown.

Driver's duties:

Section 7 of the Health & Safety at Work Etc. Act 1974, also places a responsibility on individuals to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, individuals are expected to follow the procedures laid down in this policy and to:

Inform THE STAFFING NETWORK of any changes in circumstances, e.g. penalty points or a new vehicle.

Have regular eyesight tests and ensure that any glasses required for driving are always worn.

Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

Ill Health Driving:

Individuals are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, drivers should check with their GP or pharmacist before driving, even short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us on any family history of DVT, or if they have ever experienced with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

Personnel

Non Recoverable Accident Damages

Should an accident take place where monies cannot be recovered from a third party, then up to £500 may be taken from your wages.

Smoking

In accordance with current legislation

No smoking is to take place on the vehicle and its trailer anytime.

In line with our clients company policy no smoking is to take place on our client's premises unless in specially defined areas.

Anyone found to be smoking in our client's vehicles will be liable for the full valet fees of the cab if required by the client.

Alcohol/Drugs

Drivers must report to work observing the legal requirement regarding alcohol levels.

Statistics show there have been serious accidents, involving drivers, where insufficient times has been allowed for alcohol to clear the system before reporting for work.

Do not attend for work if either drunk or under the influence of drugs.

Conditions of Assignment

All drivers must hold a valid licence for the relevant groups of vehicles they are to drive and a digital card for digital tachographs. The licence will be checked regularly, so as to ensure that no endorsements have been accrued.

Environmental Issues

As and when it is safe to do so, you must turn off the vehicle ignition to reduce exhaust emissions damaging the environment.

THE HEALTH & SAFETY AT WORK ACT

This is the law that protects people at work and the general public. The Act is designed to make the workplace healthy and safe and covers duties of the employer and the employees.

Duties of the Client

Any client shall ensure, so far as it is reasonably practicable, the health and safety and welfare of all drivers, in particular this section requires the employer to:

Issue a written Health & Safety Policy, which is brought to the attention of all employees.

Establish a safety committee, when requested, and co-operate with the safety committee, and safety representatives.

Carry out an assessment of any risk to the health and safety of its employees so that risks can be avoided or eliminated, and appropriate preventative and protective measures can be undertaken

Provide and maintain plant and systems of work that are safe and without risk to health.

Make arrangements to ensure that substances (e.g. solvents) can be used, handled, stored and transported safely.

Provide information, instruction, training and supervision to ensure health, safety and welfare of employees. Provide a safe system of work and clearly document the procedure.

Maintain the place of work in a safe condition and without risk to health and to ensure that means of access and egress to and from the place of work are provided and maintained in a safe condition

Provide and maintain a safe and healthy working environment and provide adequate welfare facilities.

Duties of the assigned driver

Take reasonable care of their own health and safety and that of others who may be affected by their acts

Co-operate with the client so as to ensure that the client can comply with this statutory obligations.

By law, you must co-operate with THE STAFFING NETWORK and their clients

Following the company health & safety policies

Practising safe work habits and obeys "all safety rules, including, for example, any "no smoking" rules

Ensuring materials, equipment and tools and tidied away and stored so that they do not cause an accident or become a danger to others

Using protective equipment and clothing properly; following approved practices for cleaning and storing, and reporting any damaged equipment.

Never endangering other by trying to perform work you are not trained to do.

Being aware of emergency procedures, including fire evacuation, and following them; taking part in fire and emergency training, and making sure you know where equipment and exits are.

For example, you must immediately inform THE STAFFING NETWORK and the client if you discover:-

- Any misuse of fire-fighting equipment, abuse of fire extinguishers, smoke detectors or alarms puts everyone at risk.
- Vandalised, incomplete or missing signs, notices or instructions. In an emergency, any misunderstanding or confusion can lead to disaster.
- Blocked exits or escape routes. Boxes, materials or equipment blocking exits can result in injury or prevent escape during a fire.
- Damaged or misused Protective Equipment. To work effectively, equipment must always be used and maintained in the correct way

Everyone (including the general public) has a duty not to interfere with our misuse anything provided by an employer in the interests of health and safety.

PPE Information

You must wear PPE (Personal Protective Equipment) whilst you are working on behalf of our clients. THE STAFFING NETWORK have identified the PPE (Personal Protective Equipment) that is needed as a minimum below:

- High-visibility vest – these are provided by your local THE STAFFING NETWORK Branch.
- Safety Footwear – this PPE is the responsibility of the individual to supply and maintain and replace.
- Gloves – this PPE is the responsibility of the individual driver to supply, maintain and replace.

There may be, on occasion's requirements to wear additional items of PPE (Personal Protective Equipment) on client sites, these items of PPE will be provided by the clients and any special instructions will be given at the time.

8. The good van code

Key aspects to professional driving

1. Speed - Defensive driving is more than simply complying with legal maximum Speed should always be adjusted to prevailing conditions.
2. Keep your distance -Vehicles should have at least a two second gap between ****Remember, "Only a fool breaks the two second rule" ****
3. Weather Conditions - adjust your driving to the prevailing weather conditions.
4. Routing - If possible, avoid towns and villages. Keep to the major roads where practical.
5. Cyclists - cyclists are vulnerable in all traffic. Remember that a bicycle or motorbike should be same room as a small car when being overtaken. Check your mirrors and pay special attention to this when turning at roundabouts.
6. Parking - Know the rules on loading, unloading, waiting and parking restrictions.
7. Compliance with lorry amenity controls - do not be caught out! Observe weight restrictions and access restrictions.

Defensive driving will help you develop confidence that accidents are preventable. This will improve both your performance and peace of mind.

9. The good lorry code

Key aspects to professional driving:

1. Speed - Defensive driving is more than simply complying with legal maximum Speed be adjusted to prevailing conditions.
2. Keep your distance - vehicles should have at least a two second gap between the ****Remember: "Only a fool breaks the two second rule" ****
3. Manoeuvrability - the majority of car drivers are not familiar with the way in which your vehicle has to be driven at roundabouts, junctions etc. Remember to check your mirrors and make allowances for them.

4. Lorry Image - some motorists find the pressure of large vehicles intimidating. Remember to make allowances for them.
5. Weather Conditions - adjust your driving to the prevailing weather conditions.
6. Routeing -if possible, avoid towns and villages. Keep to the major roads where practical.
7. Cyclists - cyclists are vulnerable in all traffic. Remember that a bicycle or motorbike should be same room as a small car when being overtaken. Check your mirrors and pay special attention to this when turning at roundabouts.
8. Parking - know the rules on loading, unloading, waiting and parking restrictions.
9. Reversing - when in doubt ask an authorised person or banksman to help to guide you back, not a member of the public.
10. Compliance with lorry amenity controls.

10 . Driver Compliance

As part of our legal compliance and obligations please can you ensure we are provided with the following information.

Driving Hours & Duty Time

In order to monitor your driving hours, can you please provide a weekly tachograph download to our offices. This can be e-mailed with your timesheets / invoices to accounts@staff-network.co.uk
Please also complete a weekly timesheet to confirm your hours, start and finish times and breaks.

Invoices

Please can you ensure that ALL of your invoices are sent in our preferred format. An example is attached; all of the information in RED is to be replaced with your Business Information and must be provided.

We can raise a fully compliant invoice on behalf of your Company for a small administration fee of £5.00 plus VAT.

All invoices MUST be accompanied with digital tachograph download readout.

Limited Company Information

As part of HMRC reporting, please can you provide us the following information:-

1. A Current Tax statement from HMRC. This can be downloaded as a PDF from your tax account online. This will need to include any VAT and PAYE information and payments made by you and your company. If you are unsure of how to do this, your accountant can do this for you.
2. Your accountant contact details.
3. Your current Insurance Documents. You will need to have Public Liability Insurance as a minimum, however any other policies you may have will be useful.

Please can you ensure that all of the above is done and documents requested are returned as soon as possible.

These are legal and FTA requirements and will help us all stay the right side of legislation.

CENTRAL CONTACT DETAILS

The Staffing Network Limited
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Your personal contact is

Office Telephone Number

Mobile

There is also information and updates to this information on our website www.staff-network.co.uk