

DRIVER INFORMATION PACK

Name _____

Telephone Number _____

Licence Number _____

CATEGORIES OF LICENCE _____

DRIVING SKILLS

Tick next to the following if you have past experience in the following licence categories, even if you do not wish to undertake this type of work with our Company:-

LGV C+ E (HGV 1) _____ LGV C (HGV 2) _____ LGV C1 (7.5 Tonne) _____ B1 (van or car) _____ Other _____

Please mark the following boxes with a score from 0 to 5, 0 being unskilled (5 being very skilled and preferred type of work) if you have past experience in the following vehicle related categories, even if you do not wish to undertake this type of work with our Company:-

Box Vehicle		Curtainside		Flat Vehicle		Refrigerated		Freezer	
Dropside Vehicle		Tail Lift		Slider Flex		Rope and Sheet		Chains	
Removals Roping		Vacuum Tanker		Powder Tanker		Liquid Tanker		Wet Hose Reel	
Double Deck Trailer		Tipper		Roll on Roll Off		Bulk Tipping		Tipper	
Beaver Tail		Containers		STGO 4		Heavy Plant		Plate Steel	
Retail Delivery		RDC Delivery		Automotive		Continental		Coil Steel	
Closed Couple Drawbar		A – frame Drawbar		Multi Drop		Multidrop Maximum		Parcel Delivery	
Pallet Delivery		Chemicals		Cages		Handball		Tachograph	

Do you hold any of the following specialist Certificates?

ADR YES NO Categories _____

Hi-Ab or crane _____ RHIDES Card _____

Vehicle Mounted Truck (Moffat, etc) _____

IPAFF _____ Air Security (Level 4) _____

Other (Please State) _____

Do you have any pending convictions or points to be added to your licence?

YES NO

DVLA LICENCE CHECK AUTHORISATION AND INFORMATION

I authorise employees of The Staffing Network Limited to check for convictions or pending convictions with the DVLA.

Name:	Date:
Signature:	

DVLA Information/Guidance
 All new drivers licences MUST be checked prior to drivers being sent on assignment
 Contact Number: - 0906 1393837 or online.

Please answer the following questions to the best of your knowledge

- 1 When splitting a break period, the minimum time periods are:-
 - a. 20 minutes and 15 minutes
 - b. 15 minutes and 30 minutes
 - c. 20 minutes and 25 minutes

- 2 Which of the following is not recorded by the tachograph:-
 - a. Rest and breaks
 - b. Miles per gallon
 - c. Driving time

- 3 Weekly rest at base can be reduced to: -
 - a. 36 hours
 - b. 24 hours
 - c. 42 Hours

- 4 A daily rest period of 11 hours can be reduced to a minimum of 9 hours not more than:-
 - a. Three times between any two weekly rest periods
 - b. Twice in any one week
 - c. Once a week

- 5 The maximum permitted period of driving in any two consecutive weeks is:-
 - a. 90 hours
 - b. 92 hours
 - c. 94 hours

- 6 The maximum weekly driving period is:-
 - a. 48 hours
 - b. 54 hours
 - c. 56 hours

- 7 After being issued with a digital driver card, it must be:-
 - a. Carried only when using a digital tachograph
 - b. Carried at all times
 - c. Carried only when using analogue tachograph

- 8 On digital tachograph vehicles, manual entries must be made:-
 - a. At the end of the day
 - b. During the log-in-procedure
 - c. When downloading data

- 9 A driver card stores data for approximately:-
 - a. 15 days
 - b. 28 days
 - c. 56 days

- 10 Driving without a Digital Driver card can only take place:-
 - a. If the driver card has been left at home
 - b. When the driver card has been lost or stolen
 - c. When the driver card has expired

- 11 When must you carry out Pre-use checks of a trailer or tractor unit:-
 - a. Weekly
 - b. Monthly
 - c. At the start of each shift
 - d. At the end of each shift
 - e. I am not a C+E driver

- 12 When should you check the max height of your load, vehicle or equipment?
- Only if your route plan shows a low bridge
 - If you think the trailer height has changed from your last journey
 - Before starting any journey ensuring the correct height is shown in the vehicle
 - If you are advised by previous driver
- 13 Under EC Driver regulations, how long should your minimum break be after 4.5 hours driving?
- At least 1 hour unless beginning a rest period, the break may be split into 2 breaks, the first being at least 15 minutes and the second at least 45
 - At least 30 minutes unless beginning a rest period. The 30 minute break may be split into 2 breaks, the first 10 minutes and the second at least 20.
 - At least 45 minutes beginning rest period, the break may be split into 2 breaks the first being at least 15 and the second at least 30.
- 14 Under EC Driver regulations, when must you take a driving break?
- Before 5.5 hours of driving
 - Before 3.5 hours of driving
 - Before 4 hours of driving
 - Before 4.5 hours of driving
- 15 Under WTD (Road Transport Working Time Directive) how long can you work before you must take a break?
- Before 4.5 hours
 - Before 6 hours
 - Before 8 hours
- 16 Under WTD (Road Transport Working Time Directive) how long must that break be for?
- 10 Minutes
 - 30 Minutes
 - 45 Minutes
- 17 When can you use a mobile phone whilst driving?
- Never
 - As long as someone else holds the phone
 - When the vehicle is stationary in traffic
 - providing you have a connected hands free kit and you do not handle the phone, incoming calls only
- 18 When must you wear your seat belt?
- It is not law to wear a seat belt in an HGV vehicle
 - Only if driving outside of the yard or RDC
 - It is law to always wear your seat belt
- 19 When coupling or uncoupling your vehicle which of these statements is incorrect?
- Always apply the tractor unit parking break, put the vehicle in neutral, stop the engine and remove the keys.
 - Leave the engine running and keys in the ignition to save time, there is no requirement to apply the break if the unit is on flat ground.
 - I am not a C+E driver
- 20 When must you report an accident or incident?
- At the end of your shift
 - Weekly via text or phone
 - Immediately giving the location of the incident and as many details as possible and upon return write up into the accident book

21 Name any three of the legal checks must be made on a vehicle before leaving the depot?

a _____

b _____

c _____

22 In the event of an accident, what actions do you take?

23 In the event of an accident, what must you NOT do

24 What problems do you envisage when using a Satellite Navigation Systems?

25 You are stuck in a traffic jam on a motorway and you are about to run out of driving hours. You are one junction away from your depot, which is approximately 20 minutes away. What action do you take?

26 You are in your vehicle in Manchester. The vehicle has a sleeper cab. You have been working from 6am that day. It is currently 8pm. You are requested to return to the depot in Wednesbury. Is this possible, and what action should you take to ensure that you are not breaking the law?

27 List 3 reasons for a tachograph infringement being issued

a _____

b _____

c _____

28 You are in York. You have made your delivery and you have an empty vehicle. What are your next actions?

29 Your Digital Tachograph Card has stopped working. What actions must you take?

30 You have finished your work and you are in the customer premises. What do you do next?

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SCORE _____

CHECKED BY _____