

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		Curtain side		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

We will undertake an online driver licence check; please can you provide The Staffing Network with a Licence Check Code.

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, damaged or stolen
 - c. When the driver card has expired

- 11 When must you carry out Pre-use checks of a trailer or vehicle:-
 - a. Weekly
 - b. Monthly
 - c. At the start of each shift
 - d. At the end of each shift

- 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, and 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?

Highway Code

What do the following road signs represent?



31. _____



32. _____



33. _____



34. _____



35. _____



36. _____



37. _____



38. _____

39 What is the maximum speed for an LGV on a motorway? _____

40 What is the maximum speed for an LGV on a single carriageway? _____

PRODUCTION OF TACHOGRAPH RECORDS

On request, I agree to provide the following to The Staffing Network Offices within 7 days of request:-

- Digital Tachograph Card Download
- Any Tachograph Cards used or unused
- A Digital Tachograph Print out taken from a vehicle using your card

Declaration

I Agree to provide the above information if requested within 7 days of the request to The Staffing Network Offices

Signed Date..... / /

Entitlement to Drive

It is an offence for a person to drive on a road any vehicle otherwise than in accordance with a licence authorising them to drive it.

It is also an offence for a person to cause or permit another person to drive it.

You are required to produce your latest licence to The Staffing Network and their clients when requested. You must also inform The Staffing Network of any road traffic incidents, convictions, endorsements or disqualifications that have occurred or occur, which could affect your entitlement to drive, as soon as possible.

Changes in your health can also affect your entitlement to drive, in particular, for ALL licences:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (*dizziness that prevents you from functioning normally*)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischemic Attacks)
- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (*the surrounding area you can see when looking directly ahead*)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart conditions or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischemic Attacks)

If any of the above affects you, you must inform The Staffing Network as soon as possible. You must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU (the appropriate medical questionnaires can be downloaded from www.direct.gov.uk/driverhealth). Failure to do so is a criminal offence punishable by a fine of up to £1,000.

Compliance

You are required to understand and comply with all relevant legislation in relation to road transport and any other reasonable requests during your placement with our clients.

In particular, you must:

- understand and will comply with the rules on EU drivers' hours and records requirement, domestic drivers' hours rules and records, and working time limits for mobile workers in the road transport sector, as appropriate
- have taken sufficient daily and weekly rest prior to the placement
- have sufficient duty and driving time available to be able to work the shift(s) allocated to you
- have (and will continue to have) on your person the drivers' hours records required to be produced to an enforcement officer if requested, namely:
 - digital driver's card (if you hold one)
 - analogue tachograph charts for the current day and the previous 28 calendar days (if you drove a vehicle fitted with analogue equipment in that time)
 - any written manual records and printouts legally required for the current day and the previous 28 calendar days
- ensure the original analogue charts and any legally required printouts or written manual records, which relate to your placement, are returned to the client or The Staffing network within 42 days
- ensure your digital driver's card is downloaded at the required intervals and in any case at the end of your placement, before you leave the site
- have a full valid licence (with no disqualifications) for the type of vehicle you are being asked to drive
- where appropriate, hold a Driver CPC and carry your Driver CPC qualification card
- inform the client and The Staffing Network of any encounters with DVSA (formally known as VOSA), the police or other enforcement officers
- never use a hand-held mobile phone whilst driving
- report any accidents or near misses that you are involved in to the client and The Staffing Network
- carry out daily walk around vehicle checks using the documents provided and report any defects
- understand and comply with speed limits of roads and vehicles
- not drive a vehicle whilst under the influence of drink or drugs (whether illegal or prescribed)
- ensure that the load on your vehicle is secure and within the limits of the vehicle in terms of weight and distribution
- comply with any health and safety requirements on this site and any site visited during your placement
- return the vehicle and its equipment in the same condition that you received it in

You must be satisfied that you are legally able to undertake the duties required of you and must advise the client or The Staffing Network if you have any doubts, concerns or problems with any issue in relation to performing your duties during your placement.

Declaration

I have read and fully understand the above. I agree to be compliant.

Signed.....

Name.....

Date.....

FOR OFFICE USE ONLY

SCORE _____

CHECKED BY _____