

## Driver registration form

Please write legibly in block capitals - this will ensure that you are paid correctly and your statement emailed directly to you every week.

Full name			
Address and postcode			
Driving licence no			
Date of birth			
NI number			
Bank name			
Account no		Sort code	
Mobile			
Email			

### Pay status

Limited ☐ Self-employed ☐ Umbrella ☐

### Attention: Limited company drivers

An additional fee of £2.00 per shift capped at a maximum of £10.00 per week is charged to permit the required level of indemnity to clients. Payment will be taken weekly from your remittance. The cover offered is only applicable to assignments arranged and paid through Skipper Recruit Ltd

### Preferred shifts

Days ☐ Nights ☐ Tramping ☐

### Licence type held

3.5T ☐ 7.5T ☐ C ☐ C+E ☐

### Skills and experience

	No experience	Minimal experience	Have experience/competent	Highly experienced
Tippers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fridge trailers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi drop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADR/tracker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Employment history

Name & Address of Company	From	To	Job title and duties	Salary	Reasons for leaving

### Previous agency experience

Agency	Driving company	Dates	Driving company contacts

### References

Reference 1	
Reference 2	

**Do you have any convictions that are unspent under the rehabilitation of offender's act 1974?**

Yes ☐ No ☐

If you answered yes to the above, please provide details of offence(s) and sentence below.

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## Health and safety

Do you or have you ever suffered from any of the following conditions?	Yes	No
Fits, Giddiness, Blackouts or Fainting	<input type="checkbox"/>	<input type="checkbox"/>
Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Allergy or Drugs/Medicines	<input type="checkbox"/>	<input type="checkbox"/>
Skin Complaints	<input type="checkbox"/>	<input type="checkbox"/>
Back Problems	<input type="checkbox"/>	<input type="checkbox"/>
Are you a disabled person	<input type="checkbox"/>	<input type="checkbox"/>
Are you registered disabled	<input type="checkbox"/>	<input type="checkbox"/>
Allergy to Food Products	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to the above, please provide brief details below

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Please give details below if there are there any other conditions you suffer from which may affect your ability to work for Skipper Recruit Ltd.

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## Health and safety in the workplace

It is every Temporary Workers responsibility to familiarise themselves totally with the Health & Safety procedures of each assignment they accept. Under the Health and Safety at Work Act you also have a Duty of Care to yourself and others within the workplace.

## Next of kin

<b>Name</b>	
<b>Relationship to you</b>	
<b>Address</b>	
<b>Home phone</b>	
<b>Mobile</b>	

## Signature

<b>Driver signature</b>	
<b>Print name</b>	
<b>Date</b>	

# Information for drivers on manual handling

Health and safety in the workplace is the combined responsibility of both employers and workers. The following information is provided to help you understand your responsibilities and safe practice in manual handling.

- One third of all accidents at work are caused by incorrect manual handling, mostly resulting in sprains and strains.
- These injuries cost the country an estimated £90 million per year and 2 million working days are lost each year, because of incorrect handling of loads. If these were reduced, everyone would benefit. Not least those people who might be injured.

Manual handling is the moving of loads by human effort, direct or indirect, by way of lifting, lowering, pushing, pulling, carrying or moving.

A load is defined as a moveable object which includes animals and people but does not include tools or machines whilst in use. Before moving a load, you should assess the task, e.g. ask yourself these questions

- Is it a safe weight to lift?
- Do you know where the centre of gravity is?
- Are you close enough to the load?
- Do you need any protective clothing, e.g. gloves, boots?
- Is the load too bulky for one person to lift?
- Is the walkway clear?
- Will you be able to see ahead of you whilst holding the load?
- Is a mechanical aid needed?

If a load is too bulky or heavy to move, use a mechanical aid if available, or get another person to help you.

Never attempt to move something which is beyond your capacity.

If you think that your physical condition may affect your ability to lift safely, or you think there is a risk of injury to you or anyone else, you must inform your Supervisor, Foreman or Manager immediately.

In the event of an accident, you must inform your Supervisor, Foreman or Manager on site and it must be recorded in their Accident Report Book.

You must also inform Skipper Recruit and the accident will be recorded by us as well.

### **Remember**

The right way is not necessarily the easiest or the quickest way. The right way is the safest way.

## **Manual handling – safe practice checklist**

### **Ensure objects are safe to move**

- Get help or use a mechanical aid if the load is too large or heavy
- Check loads for stability prior to moving
- Contents of loads should be evenly distributed wherever possible
- Assess centre of gravity by rocking object on edge
- Keep centre of gravity as close to the body as possible
- If there are sharp edges, cover them with appropriate material

### **Reduce hazards**

- Keep walkways clear
- Avoid lifting heavy loads in restricted spaces that force stooping
- Obstacles that prevent lifting close to the body should be removed
- Wear suitable clothing and shoes, use protective clothing if provided
- Ensure floor is free from tripping and slipping hazards
- Ensure line of vision is clear
- Organise work areas to reduce the need to twist

### **Watch your back**

- Keep back straight and head up Use 'feet apart, knees bent, back straight' technique
- Rotate load to gain comfortable position
- Push and pull load to get it close to the body
- Avoid lifting from floor if possible
- When lifting loads from floor height do it in stages if possible
- Use smooth, balanced movements – avoid jerking
- Move feet close to load to avoid twisting and over-reaching
- Avoid twisting and bending at waist

### **Good manual handling technique when lifting from a lower level**

- Think first
- Do you need help?
- If so, co-ordinate movements
- Stand close to the load, feet hip-width apart – do not over-reach
- Feet positioned one in front of the other for balance
- Relax the knees and keep the back straight
- Bend the knees as you sit to receive a load
- Check the weight and centre of gravity, slightly tilt the load
- Grasp firmly, lift smoothly, straighten the back Keep the load close to your body throughout
- Maintain balance and avoid twisting
- Avoid jerky movements

### **The three main points to remember are:**

1. Feet apart
2. Knees bent
3. Back straight

### Information for drivers on manual handling

Please take the time to read the hand-out issued regarding the above. It is good solid advice on the subject of 'Manual Handling'. You must always remember that Health & Safety is as much your responsibility whilst at work as it is our Clients.

If you have any questions with regards to the any of the information contained within the document, please feel free to ask. Please sign below as confirmation that you have been issued and understand the Manual Handling Document.

Driver signature	
Print name	
Date	

## Policy on alcohol and drugs in the workplace

Skipper Recruit believes that it is essential that all employees, workers and those who render services to the Company or at the Company's premises are in full command of themselves and of all of their faculties throughout the working day.

Skipper Recruit requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis, this fact should be known to the Branch Manager confidentially.

In the event that you present yourself at work or during working hours you are in a condition where the Branch Manager believes you to be under the influence of alcohol or drugs and you are not able to carry out your duties in a proper, fit and safe way you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.

In addition, such behaviour will be subject to the disciplinary procedure of Skipper Recruit and after due investigation may result in dismissal as a result of gross misconduct.

Skipper Recruit is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. Skipper Recruit is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations. You may appeal in accordance with the Company's disciplinary procedure.

If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Skipper Recruit will recommend that you take advantage of counselling services to help control your problem and you will be required to act of any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.

If Skipper Recruit suspects that you are in the possession of alcohol or drugs you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances, you will be suspended from your duties pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.

If Skipper Recruit believes you are buying, selling or receiving drugs or alcohol you will suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.

All employees and workers are required to inform Skipper Recruit or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

### Tacho and drivers hours questionnaire

A. What is the maximum period of accumulated driving time before a break is required?

3.5 hrs ☐ 4.5 hrs ☐ 5.5 hrs ☐

What is the standard daily rest requirement

10 hrs ☐ 11 hrs ☐ 12 hrs ☐

What is the maximum driving time hours permitted in one week?

50 hrs ☐ 56 hrs ☐ 60 hrs ☐

What is the standard break required after 4.5 hours driving?

15mins ☐ 30mins ☐ 45mins ☐

Under the EU driving regulations how may you split your 45-minute driving hour's break?

15/30 ☐ 30/15 ☐ 15/15/15 ☐

What is the maximum fortnightly driving time allowed?

49 hrs ☐ 56 hrs ☐ 90 hrs ☐

How many times a week can you extend your daily driving hours?

Twice ☐ 3 times ☐ 4 times ☐

### Digital tachograph regulations

How many years is a driver card valid?

3 ☐ 4 ☐ 5 ☐

When do you need to download your digital tacho card?

Every day ☐ Every week ☐ Every 28 days ☐

You have lost your driver card, how long can you drive without a driver card in a vehicle fitted with a digital tachograph?

13 days ☐ 14 days ☐ 15 days ☐

Which of the following items of information can be seen on a 24 hour print out from a driver's digital tachograph card? (circle the numbers)?

The cumulative amount of other work undertaken

☐

The driver's date of birth

☐

The opening odometer reading

☐

The manufacturer of the tachograph unit

☐

The expiry date of the driver's card

☐

### Signs and road markings knowledge

Please select the correct description relating to the relevant road signs



A. you can drive this route if over 7.5t and loading

☐

B. you cannot drive this route any time if over 7.5t to load

☐


A. Maximum available headroom indicated

☐

B. Keep to the left when passing through tunnel

☐


A. National Speed Limit

☐

B. No Entry

☐





A. Narrow roundabout ahead

☐

B. Width restrictions ahead

☐


A. HGV Zone

☐

B. No HGVs

☐


A. Roundabout ahead

☐

B. No entry

☐


A. Parking for HGV's ahead

☐

B. Height restrictions ahead

☐


A. The road ahead is suitable for HGV's

☐

B. The road ahead is unsuitable for HGV's

☐

# Individual working time agreement

## Road Transport (Working Time) Regulations

The Road Transport (Working Time) Regulations (RTWT) requires employment businesses to maintain records of the Working Time of the mobile workers who are involved in operations subject to EU drivers hours rules. An employment business is obliged to ensure that the Working time limits specified below are complied with for temporary workers they engage:

### Summary of the RTWT Regulations

- In summary the RTWT regulations provide for the following:
- Mobile drivers (such as HGV drivers and crew) are subject to a maximum working Time of 48 hours per week over a default 26 week reference period;
- There is a maximum weekly limit of 60 Hours Working Time
- There is a maximum of 10 hours night work within each 24 hour period. Night time is defined as midnight to 4:00am (for goods vehicles and 01:00am and 05:00am (for passenger vehicles). This maximum may be extended in certain circumstances.
- Rest periods: Mobile workers must take the following breaks: 30 minutes after 6 hours Working Time and 45 minutes for over 9 hours Working Time. It is important to note that EU Drivers Hours breaks and rest periods still apply.

## Your responsibilities

It is your responsibilities to inform us of all your Working Time during the reference periods we use and to keep us updated as to any additional Working time you undertake for other employers or employment businesses for these purposes during an assignment. It is also your responsibility to accurately record your Working Time during an assignment.

RTWT Regulations have been introduced to protect and safeguard the health and safety of mobile worker, other road users and the public. A mobile worker also has a responsibility for complying with the regulations. If the mobile worker knowingly breaks the rules (e.g. neglects to inform their employer or employment business about other work, or knowingly makes a false record), then they will be committing a criminal offence and may be subject to a fine on conviction of up to £5000. (Regulation 18 of the RTWT Regulations). Both transport and non-transport work must be taken into account. Accordingly, please provide details of Working Time undertaken for any other employers or employment businesses during the current 6-week reference period. See above for the dates of the relevant 6-week reference period.

Both transport and non-transport working time must be declared. If you are engaged in charitable or voluntary work, or work for the TA, fire service or police you must inform us and you should fill out the chart below as if you were engaged in other work, even though we may exclude.

The RTWT Regulations require that all work undertaken for other employers must be taken into account when we calculate your Working Time during the relevant reference period.

<b>Driver signature</b>	
<b>Print name</b>	
<b>Date</b>	

## Driver declaration

I confirm that the information given in this application form is correct and can be verified by references from previous employers. I also agree to inform Skipper Recruit Ltd of the outcome of all introductions / interviews to companies or agents.

With reference to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending. I undertake to inform Skipper Recruit Ltd of any prosecution that occurs whilst my details are held by Skipper Recruit Ltd. In line with Health and Safety guidelines Skipper Recruit Ltd has introduced the policy that all temporary staff must wear safety footwear on all assignments. It is ok for you to wear your own safety footwear, but Skipper Recruit Ltd will supply if not.

I consent to Skipper Recruit Ltd processing the above personal data for the following purposes:

- For Skipper Recruit Ltd to provide me with work-finding services.
- For Skipper Recruit Ltd to process with or transfer my personal data to their client/s to provide me with work-finding services.
- For Skipper Recruit Ltd to process my data on a computerised databases Flo and Link to provide me with work-finding services.
- For Skipper Recruit Ltd to process my data using automated decision-making processes.
- For Skipper Recruit Ltd to process my data via their payroll company to make salary payments.

I also consent to Skipper Recruit Ltd processing my personal data with third parties including their clients for the purposes of internal audits and investigations carried out on Skipper Recruit Ltd to ensure that we are complying with all relevant laws and obligations.

<b>Driver signature</b>	
<b>Print name</b>	
<b>Date</b>	

## Drivers fine declaration

I understand and agree that whilst on any assignment for Skipper Recruit, I am liable for all fines from clients relating to all traffic and all parking offences, driving negligence claims, unauthorised usage of phone and excessive fuel use (up to the excess maximum amount of £750)

I authorise Skipper Recruit to supply any relevant personal information regarding myself to the client and all relevant authorities in relation to traffic and parking offences

I understand and agree that I am liable for all goods until proof of delivery has been obtained or items have been returned to the depot.

I authorise all such fines / claims can be held or deducted from my next payment of wages.

Please sign below as acceptance of these terms:

<b>Driver signature</b>	
<b>Print name</b>	
<b>Date</b>	

**Thank you for completing the application and welcome to Skipper Recruit Ltd, Driving Experts**

## Interviewer notes

Length of time licence has been held for?						
Category of vehicle entitled to drive		HGV 1	HGV 2	7.5T	Van	
Driver negligence covered	Yes	No	HGV 1	HGV 2	7.5T	Van
How many drops?	1-5	6-10	10+			
Geographical knowledge? Lorry Sat Nav?						
Hours of work						
Salary / hourly rate						
Payment method						
Overview / Experience / Specialist licence?						
Followed us on social media?						