



DRIVING SOLUTIONS TO GUIDE YOU WORKING WITH US





employ
recruitment
driving solutions

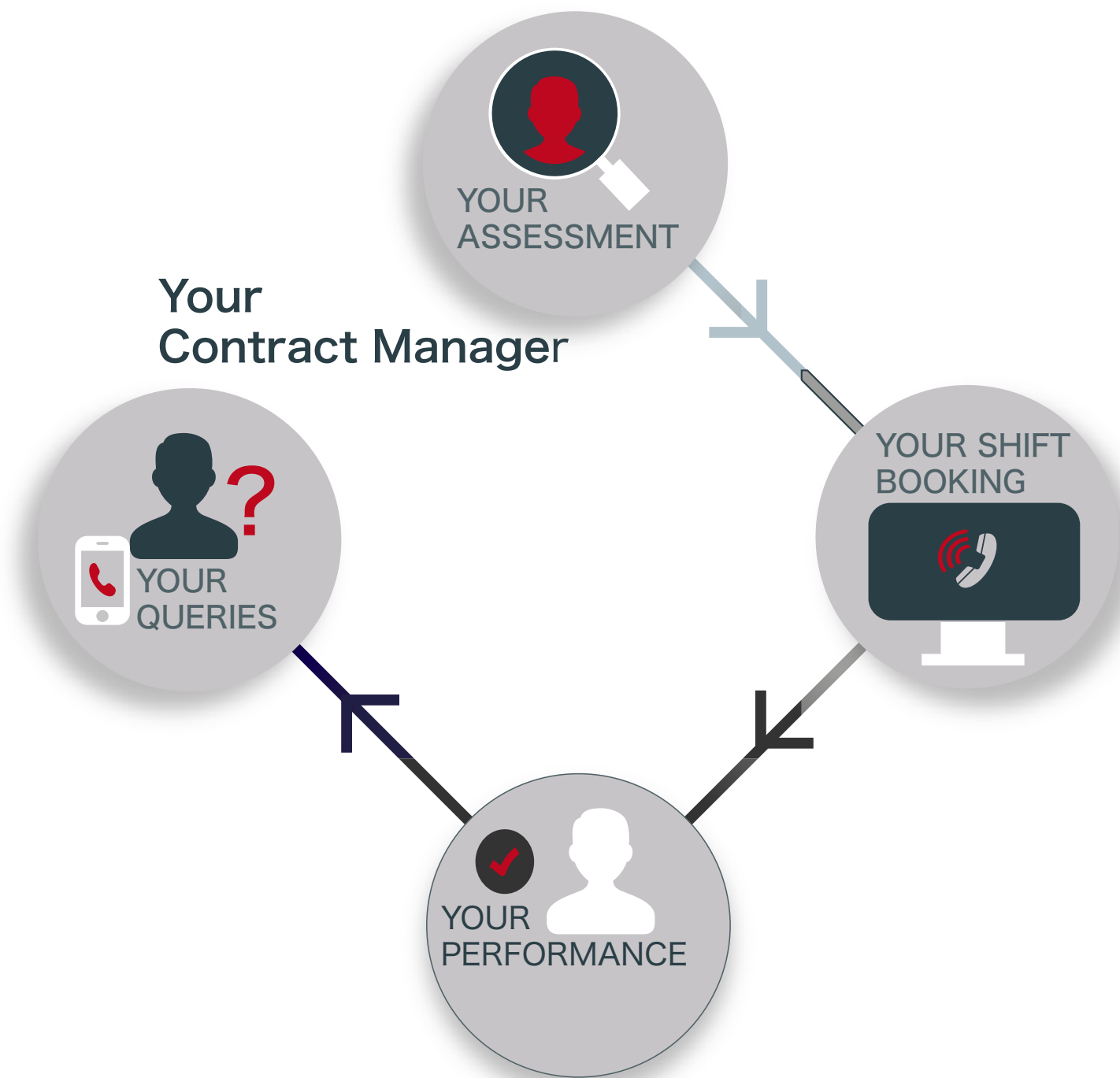
Welcome to the team, in this guide you'll find useful information to ensure working with us is easy, straight forward and enjoyable.



INTRODUCTION

Once you have registered with Employ Recruitment you will be appointed a Contract Manager who will become your main point of contact, they will also allocate your shift, answer any queries and ensure you are satisfied with the volume of bookings and our service.

Your Contract Manager will also record and manage your performance, including any infringements.



Our promise to you

- To be honest with you at all times
- Plan your shifts legally
- Pay you accurately and on-time
- Provide on-going regular work
- Use your feedback to provide the best possible service to you



YOUR WORK ASSESSMENT

Once you have registered, you will be booked in for an assessment at your chosen client. Please ensure you read through the details sent to you about P.P.E and what to expect. Once you have completed your assessment, please call us, so that we can book your first shift.

DUAL ASSESSMENT

It is our aim for all drivers to be assessed at a minimum of two clients in order to provide you with regular work. Please let us know where you would like to be assessed.

Your assessment will last between 2 - 4 hours dependent on the site and include theory on drivers' hours and working time, as well as a driving assessment on the road.

To be prepared you may want to consider:

- Days of the week you would like to work
- Hours of the day you are available
- Flexibility with location

DOCUMENTS TO PROVIDE AT REGISTRATION

- Driving Licence
- Driver Card
- Driver Qualification Card
- Passport or ID card and proof of National Insurance Number
- Proof of bank details.
- Right to Work documentation (if applicable)





WHEN YOU'RE ON THE ROAD

Please carry to all shifts:

- Driving licence
- Digital tachograph card
- Driver qualification card
- Night out provisions in case of unforeseen circumstances.

For your own safety, please ensure you are always wearing correct P.P.E on shift, which includes:



P.P.E

- 1 HI-VIS JACKET/VEST
- 2 SAFETY BOOTS
- 3 GLOVES
- 4 GOGGLES
- 5 TROUSERS - SHORTS ARE NOT ALLOWED AT ANY CLIENT.

If you do not have this equipment before your shift, please let us know.



REMEMBER WHAT YOU NEED TO CARRY WITH YOU AT ALL TIMES.





KEEPING YOU ON THE ROAD

BOOKING SHIFTS

The quickest and easiest way to receive and confirm shifts is via the app, [click here](#) to visit and download. If you haven't got the app, then confirmation can be carried out by texts or phone calls.

80/20 RULE

We ask all drivers to remain flexible to the 80/20 rule. 80% of the time we can adhere to your shift preferences and 20% of the time, we ask you to be flexible with your start time, place of work or day of work. This will enable us to meet 100% of our client requirements when we are particularly busy.

PEAK PERIODS

We experience increased volumes of work during school holidays, so we ask where possible, to please refrain from booking time off during this period and to pick up extra shifts where you can.



THE APP

You can download our App via the Apple or Android app store. Within the app you will be able to:

- Receive and confirm shifts
- Update your availability
- Request holidays for PAYE candidates
- Upload hours, if no Smartbox on site
- View payslips
- Receive communications from Employ
- View and edit HR information.

THE SMARTBOX

We have smartboxes at all our lead vend clients. You need to clock in and out of your shift by inserting your digital tachograph card into the smartbox. This sends your shift breakdown to our real-time software that we use to pay you accurately and plan your next shift.

If there is no working smartbox at the site you're working on, please upload your hours to the App or reply to an SMS text requesting hours.



YOUR PAY

PAYE DRIVERS

You will be paid via Employ's HMRC compliant in-house payroll. We do not use umbrella companies. Please ensure if you are a PAYE driver that you provide us with the correct bank and tax information in order for us to process your pay correctly.

To request holiday pay, please email finance@eruk.co.uk. Failure to do so, could result in you not being paid.

LTD COMPANY DRIVERS

Limited company drivers can either opt in or out of our self-billing option. Self-billing is a free of charge service and a government approved method of billing, where Employ Recruitment produces your invoice free of charge each month.

Accuracy is ensured by our real-time software. If you feel your invoice is incorrect, it is imperative you call us as soon as possible to rectify it.

PAY FREQUENCY

You will be paid monthly on the 5th of each month.





TRAINING

As a professional driver you need to complete 35 hours of periodic training every five years to retain your Driver CPC. We monitor your training hours and send you reminders periodically, so you can complete one course every year, avoiding the need to take a full week off work closer to the deadline.

Only courses taken with approved training centres will count towards your CPC training. We offer a range of unique industry leading and Jaupt approved Driver CPC courses which are specifically designed for the haulage sector as well as other approved training; all delivered in-house by our dedicated training team.

To book on a course you can either call 01335 346800 or email charlotte@eruk.co.uk. Courses include:

- Delivering the Goods (LGV Only)
- Driver Welfare (LGV & PCV)
- Drivers Hours & Tacho Awareness (LGV & PCV)
- Drivers Hours Rules (LGV & PCV)
- Fire Awareness (LGV & PCV)
- First Aid Awareness (LGV & PCV)
- Health & Safety for Drivers (LGV & PCV)
- Loading & Unloading (LGV Only)
- Manual Handling (LGV or PCV)
- Road Traffic Accidents (LGV & PCV)
- Rules of the Road (LGV & PCV)
- Use of Tachographs (LGV & PCV)
- Walk Around Checks & Defect Reports (LGV or PCV)





CONTACTS

For pay and invoice queries, email: finance@eruk.co.uk
 To notify us about sickness, call: 01335 346800
 Out of hours emergencies, call: 01335 346800

Please note, our text system is only monitored 9am-5pm.

For more information about our smartboxes, please go to:
<https://www.youtube.com/watch?v=i2GL4lxa41Y&feature=youtu.be>


Declaring other work and availability: call, [email](#) or use our [App](#).

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Communication, safety, compliance and driver well-being sit at the centre of our day to day processes. Please see some guides we recommend you read which you can view by clicking on the  icon to view on our website.



DIGITAL TACHOGRAPH 



DRIVER AWARENESS 



FTA DRIVER SAFETY GUIDE 