



Driver Declaration

Whilst working for or on behalf of Driving Solutions Logistics you must adhere to the following conditions and procedures. Failure to carry out any of these may contribute in deductions being made from any outstanding monies owed to you or consequently you are receiving an invoice to be paid in FULL for any cost incurred by Driving Solutions Logistics for any failure of the below:

- **YOU MUST DOWNLOAD YOUR DIGI CARD AFTER EVERY SHIFT, NOT AT THE END OF THE WEEK (YOUR DIGI CARD IS YOUR TIMESHEET). FAILURE TO DO THIS MAY RESULT IN YOUR PAYMENT BEING LATE**
- You **MUST** undertake a manual entry if you receive your keys/ notes after your start time (Eg, you are booked in for 06.00 but don't get your keys till 07.00, you therefore must do a manual entry for 06.00, if not you will get paid from when you put your digi card in
- You **MUST** not fail to turn up for any work taken without notifying Driving Solutions Logistics.
- You **MUST** telephone 01827 210933 or 07432 548053 within 1 hour if you are running late and within 4 hours if you are sick.
- You **MUST** not pay for any fuel out of your own monies for clients, if you do not have a fuel card or the fuel card is declined you **MUST** call the office immediately. If you pay for fuel yourself Driver Network UK will NOT reimburse you and you risk losing your money.
- You **MUST** not under any circumstances leave site without prior authorisation from either the client or Driving Solutions Logistics with an authorised name obtained.
- You **MUST** inform Driving Solutions Logistics and the client if you have any **delays of 30 minutes or longer**. (If you are stuck in traffic, waiting to be loaded/unloaded notify the office).
- You **MUST** inform Driving Solutions Logistics of any holiday requirements.
- You **MUST** report any accidents or incidents that happen whilst working for the client and Driving Solutions Logistics within 30 minutes of the incident occurring with all statements, photos and evidence forwarded to both parties within 72 hours.
- You **MUST** fill in all relevant customer paperwork correctly and hand it in when debriefing at the end of shift.
- I agree to have an excess deducted of up to £750 if I damage the vehicle or put in wrong fuel such as AdBlue in the diesel tank etc.
- You **MUST** adhere to company policies and procedures both onsite and whilst driving
- You **MUST** fill in a Driving Solutions Logistics timesheet in full accurately and these must be signed by each client (*Unless advised different by Driving Solutions Logistics*). One timesheet per client must be completed.
- You **MUST** send in all time sheets and invoices (*if applicable*) by no later than **10am Monday** following the previous working week.
- You **MUST** inform Driving Solutions Logistics of any changes to personal circumstances and update us of any changes to licences immediately.
- You **MUST** not under any circumstances contact any of Driving Solutions Logistics clients to tout yourself or anybody else for work, telling them your availability or to work directly.

I agree to adhere to the above conditions, if I fail to meet any of these, I agree that appropriate deductions may be taken from my monies and or I agree to pay any invoice received in full.

Signed..... Date: ____/____/____

Signed on behalf of Driving Solutions Logistics

Signed: Print: Date: ____/____/____