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## UKLH LIMITED HANDBOOK – 15 February 2023

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## **Driving Licences**

All drivers must hold a valid licence.

This must be available and produced on request.

In the case of using a hire vehicle, a valid driving license must be produced. Failure to do so will be treated as gross misconduct.

Periodic checks will be made and where a licence cannot be produced within 3 working days, this will be deemed as gross misconduct.

In this instance, gross misconduct will result in a written warning and no paid work being offered until a valid licence is produced.

All points / endorsements and fines must be reported immediately. Failure to do so so may invalidate insurance and result in termination of employment.

Any driver incurring more than 6 points must inform the company immediately.

Should a driver receive more than 6 points, the following will apply:

- Termination of contract immediately

Or

- The driver is responsible for any increase in premiums as a result of points

## **Fines & Penalties**

Drivers will be responsible for all fines and penalties incurred whilst driving company vehicles.

The company will pay these penalties when received and will recover the cost via after tax payroll deductions.

Fines may arise from improper parking or non-payment of tolls.

Tolls that are on auto-pay are:

- Dartford Crossing
- ULEZ and Congestions Zones in London
- Merseyflow
- Tyne Tunnel

All other tolls are to be paid. Unless expressly permitted, use of the M6 toll road is prohibited unless no alternative route is available.

## **Vehicle Use & Monitoring**

Vehicles are provided for the sole use of completing assigned deliveries / collections via the app.

All vehicles are “black-boxed” and monitored.

The black box will record and report the following instances:

- Speeding
- Excessive braking
- Excessive cornering

Drivers are to ensure they comply with all laws and drive vehicles in a safe manner.

To ensure fuel efficiency, vehicles should not exceed 65mph.

Regular driving in excess of this speed will result in disciplinary action.

## **Speeding**

The system will record each trip completed and will report the total mileage, the number of “safe miles” and the number of “unsafe miles”.

An average percentage will be given for excessive speed - If you are doing 33mph in a 30mph zone for 15 miles out of 30mile trip, this will be recorded as a 10% excessive speed average with 50% miles spent speeding.

The overall trip will be scored out of 100.

Any score below 90 will be recorded as an infringement.

Should any driver accumulate more than 3 reported infringements in any 4 week period, disciplinary action will be taken.

Such infringements are unsafe and also result in increased costs.

The fleet insurer insists on these parameters being recorded and may cancel cover for drivers regularly breaching the limits.

**DO NOT SPEED OR EXCEED 63MPH AT ANY TIME.**

## **Out of Hours Use & Geofencing**

Out of hours use of the vehicle is strictly prohibited and will be recorded via the black-box.

Vehicles will be geo-fenced at the designated home postcode or hotel postcode from the anticipated shift end and start times.

Any instances of vehicle being moved outside of these hours will be investigated. Should there be more than 3 instances in any 4 week period, disciplinary action will be taken.

Instances where vehicles are used with no legitimate work reason being given, will result in a mileage charge of £1.20 per mile and this will be deducted from monthly payroll.

## **Vehicle Maintenance & AdBlue**

Drivers must complete daily checks to ensure vehicles are roadworthy. Any issues are to be reported immediately.

Drivers must report any Tyre with a tread level below 2.0mm

Drivers must report any light that is out. Drivers are permitted to visit any Halfords store and request a new bulb and fitting for company vehicles.

In the event of hire vehicles, this must be taken to the nearest branch.

All service lights must be reported immediately.

ADBLUE – This must be topped up at all times. Where gauges are available on the vehicle, the AdBlue level must drop below 50%.

ADBLUE is available on site and there is no reason to purchase ADBLUE.

## **Loading / Unloading**

Drivers are responsible for the loading of vehicles prior to departure. It is important to work as a team and assist everyone in completing tasks when at the yard.

This means that each person must ensure that the timely loading and unloading of vehicles is a priority when at the yard.

Loading days take place on Monday / Wednesday/ Thursday/ Friday and occasionally on Sunday.

Drivers are expected to work together on these days which means departures are to coincide with times set by the app. This will ensure drivers arrive on site to complete loading on time.

Delays caused by traffic will be monitored.



## **Smoking Policy**

There is a strict no smoking policy in any vehicle.

A valeting charge of £100 will be applied for smoking in vehicles.

Any damage to any internal surface of the vans due to smoking will be repaired and charged to the driver responsible.

**DO NOT SMOKE IN VEHICLES.**

Vaping is acceptable.

## **Driver Damage**

Drivers will report and repair all damage to vehicles.

This will include smashes light lenses, mirrors and mirror housing.

Significant body damage will be assessed on a case by case basis.

Damage to stereo / Bluetooth Inter/ sat navs / due to Imp use will be charged to the driver.

Drivers must not cause damage to stereo equipment due to excessive volumes.

## **Accidents / 3rd Party Damage**

Drivers are to report all accidents immediately.

A link is available on the web-app to record and report all accidents and 3<sup>rd</sup> party details.

An excess of £1750 will be applied to all drivers in the event of any accident.

This sum will be provided as a loan and will be deducted from the drivers monthly pay at a rate of 15% of the after tax payroll.

In the event of non-fault accidents this sum will be returned to the driver upon settlement of the claim.

Where damage has been caused to a 3rd party that is not a Moving vehicle (property / Person / stationary vehicle) photographs must be taken and details of the 3rd party obtained.

No acceptance of liability must be given.

The company will defend any liability from any 3rd party where there are grounds to do so.

Any accepted liability without company consent is the sole responsibility of the driver.

### **Contracted Hours**

Contracted hours are 40 per week. Any additional hours will be treated as overtime.

Overtime is not guaranteed.

## **Expenses / Hotels / Fuel**

All hotel and fuel expenses will be covered by the company.

Expenses for food/refreshments/subsistence WILL only be covered on overnight routes. The maximum amount paid will be £25.

Any expenses for food/refreshments/subsistence where there is no overnight allowance will be deducted from driver wage each month

PREMIER INN hotels will be booked as a preference and each staff member is provided with a PREMIER INN Account Card. When staying at PREMIER INN, account cards must be used.

Fuel is provided by the Fuel Cards provided by the company. An app will be provided that relates to the fuel card sites. Drivers are not authorised to purchase fuel outside of the fuel card providers app.

## **Shift Start Times**

Shift start times are determined by the app and will show the optimal time to depart. These times must be adhered to.

Shift times (unless otherwise arranged and agreed) are to commence no earlier than 5:30am however, the start times may be delayed due to customer requirements.

Should any driver be unable to adhere to any short start time this must be communicated immediately in order that routes can be reallocated.

Any driver failing to adhere to shift start times will be subject to disciplinary action.

In this instance, after 3 events in any 3 month period, a warning will given.

After 6 events a 6 month period, a written warning will be given.

## **Pay Dates**

All pay runs will be calculated at close of business on the 21<sup>st</sup> of each month.  
Pay dates will be the 28<sup>th</sup> of each month.

## **Pension**

All staff will be auto-enrolled in a pension with NEST. The statutory minimum will be paid only.



## **Holidays**

Holiday entitlement is 28 days (160 hours) per year and is calculated from the 1<sup>st</sup> January each year.

Holiday requests are to be made at least 28 days in advance of the dates required. Holiday requests will be accommodated where possible but are not guaranteed until confirmed.

No more than 1 member of staff can take holiday at any given time.

No holiday in excess of 2 weeks (80 hours) will be granted at any one time.

In extreme circumstances only and subject to prior agreement, any holiday request over and above the initial 2 weeks (80 hours) will be unpaid.

1 week (40 hours) must be retained from holiday entitlement to cover the Christmas period. This will be the period between the 24<sup>th</sup> December – 1<sup>st</sup> January inclusive.

**NO HOLIDAYS WILL BE GRANTED BETWEEN 1ST DECEMBER – 24TH DECEMBER.**

Any leave taken during this period will be unpaid.

## **Sick Pay**

Statutory sick pay will be paid only. This will be paid after the 4<sup>th</sup> day of any sickness.