



Global Employment Bureau Limited

Unit 34, Lilliput Road, Brackmills Ind Estate, Northampton, NN4 7DT

Tel: 01604 761206 24hr 07725 050012

Email: admin@globalemploymentbureau.co.uk

Website: globalemploymentbureaultd.co.uk

HGV Specialists within the Recruitment Industry

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.

If you work at any point between the hours of 0000 and 0400 you are considered a night worker. We offer free health assessments for all night workers to ensure you are fit for work. If you would like a health assessment, please let us know before you are assigned to your role.

You are required to produce your latest licence to Global Employment Bureau Limited and their clients when requested. You must also inform Global Employment Bureau 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 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 Ischaemic 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 must 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 Ischaemic Attacks)

If any of the above affects you, you must inform Global Employment Bureau as soon as possible. You must also inform DVLA by writing to the: Drivers Medical Group, DVLA, Swansea SA99 1TU.



PENINSULA



Company No. 5646195 VAT NO 892 5296 80



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(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.

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 Global Employment Bureau 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 Global Employment Bureau 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 into the client and Global Employment Bureau
- 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 Global Employment Bureau if you have any doubts, concerns or problems with any issue in relation to performing your duties during your placement.



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