



# Driver Factsheet 001

## Welcome to Logistics Solutions

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Thank you for taking the time to register with Logistics Solutions for employment. The following are brief guidelines to assist our temporary workforce.

### Contact

We are contactable 24 hours a day, 7 days a week, and can be reached by dialing 01908 691006.

### Timesheets & Pay

Our working week is Sunday to Saturday. All timesheets must be signed in the appropriate section by you, some clients don't sign timesheets, if this the case, don't worry just hand your time sheet into the office. Timesheets must be in the office by 10.00 Monday, if we do not receive your timesheet by this time, we will be unable to pay you.

You can drop your timesheet in through our letterbox or in the office: Oldbrook House, Boycott Avenue, Oldbrook

You can fax your timesheet:

01908 392 181

You can email your timesheet:

[info@logisticsolutions-uk.com](mailto:info@logisticsolutions-uk.com)

You will be paid on a Friday by BACS into your bank account a week in arrears.

If you need timesheets, these can be collected from the office, posted to you, downloaded from our website or emailed to you.

### Uniform & Safety Equipment

All drivers must ensure they wear plain blues with no logo to all bookings, this includes assessments. In addition drivers must always wear safety boots and a hi-vis vest. If you do not have any of these items, please advise the office who can obtain these at discounted rates for you.

### Licensing

We are required by law to ensure a DVLA license check is carried out at registration, and every 3 months. You must ensure you take your counterpart & photocard license and digi card with you to all bookings and assessments, failure to do so will result in you being turned away and unable to work.

### Training

We provide a vast range of training either in-house, via self study material or our accredited training centre.

Working Time Directive and Drivers Hours Rules.

Digital Tachograph Training

Driving Refresher/Assessment Courses

NVQ in driving goods vehicles.

CPC – Certificate of personal competence.

HGV Licenses

If you would like training relevant to your field please contact the office.