



Driver Factsheet 003

Driver Commandments

Logistics Solutions relies heavily on service and reputation, you are our face to clients, you represent our business, therefore your actions count. To ensure you are offered the best opportunities and pay rates, we ask that all driving personnel follow the commandments below:

- **Contact**

Keep your mobile with you and switched on all times. If you are unable to answer our call, please call or text us back as soon as you are able to do so.

- **Bookings**

Turn up on time for each booking. Ensure you are appropriately dressed, plain navy blues or blacks are always the best option. Always make sure you are wearing a Hi-Vis vest and safety boots.

- **Availability**

We will contact you weekly to check your availability, advise us of which days you are available and not available and any holiday dates you may have. If you aren't listed as available to work with us – we won't place you!

- **Always Turn Up**

Not showing up for work, or cancelling at the last minute is the quickest way to score a black mark against your name. If you accept a booking we expect you to commit and arrive regardless. If you are not able to attend a booking or an assessment please call our office number and advise us.

- **Flexibility.**

Every driver has their preferences regarding start times and types of work. We will do our utmost to ensure we stick to your preferences, although sometimes we are unable to do so, please remember this and remain flexible if you want to be kept in work.

- **Timesheets.**

Ensure your timesheet is received in our office no later than 10am Monday. If we do not receive your timesheet – we will NOT pay you. You can:

Fax: 01908 392 181

Email: info@logisticsolutions-uk.com

Post: Oldbrook House, Boycott Avenue, Oldbrook, Milton Keynes, MK6 2PN

Or drop in your timesheet to the office or through the letter box (outside office hours).

- **Vehicle Checks**

Always check your vehicle for damage before leaving. Ensure you have enough fuel. Always report any damage or accidents, and return the vehicle in the condition you left it with the keys.

- **The Job**

Each driving job is different, each client is different. Please respect the way each site works and adhere to any rules and regulations they have on site even if you disagree with them or could do something better. If you experience any problems, please call us and we will channel these to the client – do not take the matter up yourself.