



REC/FTA/RHA Joint Code of Good Practice for Agency Drivers

This code of practice is recognised by all members of the REC Drivers Group, when supplying LGV drivers, and by members of the Road Haulage Association (RHA) and Freight Transport Association (FTA) using their services. There are additional requirements for members who subscribe to the 'Well driven? Good Lorry Code'.

The joint code of practice and the good lorry code are intended to ensure that members of the three bodies conduct business ethically to promote best practice.

REC Drivers Group Members

1. Will make every reasonable effort to ensure that drivers comply with relevant legislation, in particular the drivers' hours and tachograph rules where an appropriate system of checks should be established based on mutual agreement with the client.
2. Will take up relevant occupational references covering the previous two year period of employment, particularly checking periods of unemployment so far as practicable, or will check an Armed Forces discharge book where applicable.
3. Will check the drivers' licences and categories and keep a copy of the licence and a record of the licence(s) expiry date. Agencies will ensure that licences are checked at intervals of no more than six months and, if a driver does no work for the agency for a period of more than three months, the agency will carry out licence checks, as set out above before supplying the driver to a client. Clients should be made aware of the existence of any penalty licence points before the driver is supplied.
4. Will administer appropriate written or oral tests to verify a driver's knowledge or legislation and his/her responsibilities and other relevant matters.
5. Agencies should issue a 'Good Lorry Code' reminder card or other materials and where possible conduct a training session with the good lorry code training video and notes. Where carried out keep an appropriate record.
6. Will be responsible for ensuring that a REC driver's declaration form or similar document is completed by the driver on registration.
7. Will be responsible for keeping appropriate records of drivers to be supplied, including past experience, qualifications and references.

Any dispute arising relating to this Code of Practice between a member of the REC Drivers Sector Group and a member of the RHA or FTA will be submitted to the REC Drivers Sector Group and the RHA or FTA as appropriate.

Drivers Sector Group



REC/FTA/RHA Joint Code of Good Practice for Agency Drivers

8. Will keep appropriate records of all clients' requirements based on the attached company, job and person specification as per Appendix A.
9. Will ensure that their written terms of business are sent to clients as soon as possible after a client first notifies requirements to the agency.
10. Will pay drivers promptly in accordance with their terms of engagement.
11. Will ensure that all documentation (including timesheets) is clearly drafted.
12. Should REC members offer drivers' negligence or fidelity bonding, this must be set out in a contractual document which must be signed by both parties before the assignment begins.

FTA and RHA Members

1. Will be responsible for giving a clear and accurate job description to the agency, including hours to be worked, special experience or qualifications required, dress code and will give as much notice to the agency as is reasonably possible when making a booking.
2. Will ensure that vehicles are correctly and adequately maintained.
3. Will be responsible for insuring the vehicle and the load to the extent of the members' current commercial vehicle and goods in transit policies and for employers' and public liability insurance.
4. Will be responsible for supervising drivers supplied by agencies and ensuring that they comply with legislation relating to drivers' hours, maintenance of vehicles, etc.
5. Will be responsible for informing drivers of arrangements for the return of tachograph charts, fuel expenses and night-out allowances.
6. Will be responsible for all statutory requirements, i.e. Health and Safety as the employer of the driver (except for deduction of PAYE and NI).
7. Will ensure prompt payment of the agency's invoices in accordance with the agency's terms of business.

Drivers Sector Group



REC/FTA/RHA Joint Code of Good Practice for Agency Drivers

8. Will ensure that an authorised person will be available to check the driver's timesheet and to verify that it is correct before signing it.
9. Will ensure that drivers are provided with information as per Appendix B.
10. Will be liable for employers' responsibilities under the Road Traffic Acts and Regulations, Health and Safety Acts and other relevant legislation relating to the workplace.
11. Will tell the agency at the time of requesting its services whether its vehicles operate under the 'Good Lorry Code'.



FREIGHT TRANSPORT ASSOCIATION



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Appendix A: REC Drivers Sector Group Members' Checklist

Company Specification

- " What does the company do?
- " What size is the company?
- " What is the company's service objectives?
- " What specialist equipment is used, e.g. Hiab, splitter gearbox etc?
- " What type of customers do they deliver to?
- " What products does the company deliver?
- " Does the company operate under the 'Good Lorry Code'?
- " Who to report to and telephone number?
- " FTA/RHA members?

Job Specification

- " Type of vehicle to be driven?
- " Licence requirement?
- " How many drops (minimum/maximum)?
- " Specialist equipment to be used?
- " Areas for delivery?
- " Paperwork systems?
- " Securing of loads?
- " Security procedures (including sealing of loads and overnight parking)?
- " Loading/unloading (driver's responsibilities)?
- " Nights out?
- " Any restrictions in force (speed restrictions, insurance etc)?
- " Any other duties i.e. wash vehicle, fuel vehicle, defect reporting etc?
- " What are the safety requirements, e.g. safety boots?

Personnel Specification

- " What minimum experience is required?
- " What skills are required?
- " Literacy and numerical levels?
- " What knowledge is required?
- " What health requirements e.g. lifting and climbing?
- " What standard of appearance is required?
- " What endorsements are acceptable/unacceptable?
- " Is 'Good Lorry Code' training required?

Please return your completed application form together with payment, for the relevant amount, to:

REC Drivers Sector Group
15 Welbeck Street
London
W1G 9XT

t: 020 7009 2196
f: 020 935 4112
e: drivers@rec.uk.com
www.rec.uk.com

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Appendix B: FTA and RHA Members' Checklist

Drivers supplied by agencies should be given the following information by the client/user on reporting for work:

1. Vehicle registration number and instructions for keys etc.
2. Instructions regarding diesel.
3. Vehicle defect reporting procedures.
4. Any special equipment required.
5. Arrangements for the return of tachograph charts.
6. Trailer number etc. if applicable and instructions regarding lights and couplings.
7. Details of journey, timed deliveries and reporting procedure.
8. Night out and break requirements.
9. Anticipated length of time required.
10. Accident and emergency procedure e.g. driver should be told that he/she should not accept any liability for any damage etc.
11. Breakdown procedure including telephone number.
12. Driver and load instructions, giving details of planned work and special load instructions where applicable, including routing, timed deliveries, COD's, ferry connections, pallets, vouchers, refrigeration requirements etc. In addition 'contact from' telephone instructions.
13. Policy on passenger/dogs.
14. Details of any prohibition on smoking.
15. The company subscribes to the 'Good Lorry Code' where appropriate.
16. Use of mobile phones (where applicable).

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