

STAGE 2: YOUR APPLICATION: CHECK LIST

DOCUMENTS & DETAILS NEEDED FOR NEW OWNER DRIVERS

BELOW IS A LIST OF DOCUMENTS & DETAILS THAT MUST BE GIVEN, SIGNED OR COMPLETED BY ALL NEW OWNER DRIVERS WORKING WITH ABBYCOURIERS LTD

YOUR NAME:		DATE:	
Ref			
1	Check list	COPY SUPPLIED	<input checked="" type="checkbox"/>
2	ABBY CONTACTS	COPY SUPPLIED	<input type="checkbox"/>
3	JOB DESCRIPTION	COPY SUPPLIED	<input type="checkbox"/>
4	MANUAL HANDLING HANDOUT	COPY SUPPLIED	<input type="checkbox"/>
5	OWNER DRIVER AGREEMENT	COPY SUPPLIED	SIGN & RETURN <input type="checkbox"/>
6	SECURITY: THE GOLDEN RULES HANDOUT	COPY SUPPLIED	<input type="checkbox"/>
7	VEHICLE SECURITY AWARENESS	COPY SUPPLIED	SIGN & RETURN <input type="checkbox"/>
8	OWNER-DRIVER PROCEDURE NOTES	COPY SUPPLIED	SIGN & RETURN <input type="checkbox"/>
Your Details			
9	PHOTO OF SELF (HEAD & SHOULDERS)	HARD COPY OR SCAN	<input type="checkbox"/>
10	DRIVER LICENCE PAPER	COPY TO BE SUPPLIED	<input type="checkbox"/>
11	DRIVER LICENCE PHOTO I.D	COPY TO BE SUPPLIED	<input type="checkbox"/>
12	1 X UTILITY BILL (No more than 3 months old)	COPY TO BE SUPPLIED	<input type="checkbox"/>
13	PASSPORT	COPY TO BE SUPPLIED	<input type="checkbox"/>
14	BANK DETAILS / PAYMENT TERMS	DETAILS TO BE SUPPLIED. SIGN & RETURN	<input type="checkbox"/>
15	PROOF OF NATIONAL INSURANCE	COPY OF CARD OR DOCUMENT TO BE SUPPLIED	<input type="checkbox"/>
16	2 REFERENCES FOR GIT INSURANCE	DETAILS TO BE ENTERED ONTO STAGE 1 APPLIC FORM	<input type="checkbox"/>
17	5 YEAR EMPLOYMENT HISTORY	DETAILS TO BE ENTERED ONTO STAGE 1 APPLIC FORM	<input type="checkbox"/>
18	EMERGENCY CONTACTS DOCUMENT	COMPLETE & RETURN	<input type="checkbox"/>
19	PHOTO I.D CARD, KEY CHAIN DOCUMENT & UNIFORM INFORMATION	COPY SUPPLIED	<input type="checkbox"/>
Your Vehicle			
20	INSURANCE CERTIFICATE	COPY TO BE SUPPLIED	<input type="checkbox"/>
21	VEHICLE REGISTRATION DOCUMENT (IF APPLICABLE)	COPY TO BE SUPPLIED	<input type="checkbox"/>
22	M.O.T CERTIFICATE (IF APPLICABLE)	COPY TO BE SUPPLIED	<input type="checkbox"/>
23	VEHICLE RENTAL AGREEMENT (IF APPLICABLE)	COPY TO BE SUPPLIED	<input type="checkbox"/>
24	PHOTO OF YOUR VEHICLE FRONT/REAR & BOTH SIDES	HARD COPY OR SCAN	<input type="checkbox"/>
25	PROOF OF ROAD TAX	PHOTO OR SCAN COPY OF TAX DISC TO BE SUPPLIED	<input type="checkbox"/>
Invoice and POD			
26	CUSTOMER PROOF OF DELIEVRY. POINT TO POINT	COPY SUPPLIED	<input type="checkbox"/>
27	PROOF OF DELIVERY – MULTI-DROP	COPY SUPPLIED	<input type="checkbox"/>
28	INVOICE SAMPLE	COPY SUPPLIED	<input type="checkbox"/>
29	ROYALMAIL / PARCELFORCE SECURITY CHECK	COMPLETE AND RETURN TO ABBY COURIERS	<input type="checkbox"/>

Stage 2: Your Application
7.9.11

DRIVER APPLICATION STAGE 2



Useful Contacts

Operations/Recruitment

Kevin Harris: kevin@abbycouriers.com
Gary Michnowiec: gary@abbycouriers.com
Lee Davies: lee@abbycouriers.com
Nikita Bass: nikita@abbycouriers.com
Cai Francis: cai@abbycouriers.com
Alan Smalley: alan@abbycouriers.com
David Burke: david@abbycouriers.com

Accounts

Jo/Gemma: gemma@abbycouriers.com

Head office

**JOB DESCRIPTION
SELF EMPLOYED OWNER DRIVER**



Reporting to: Operations Team

Purpose of job: To ensure the effective distribution of customer goods in a timely and secure manner.

Hours of work: As required to complete work allocated.

Liasing with: Supervisors.
Depot Management.
Customers.
Central Customer Services.

Responsibilities:

1. To load and unload vehicle in line with procedures.
2. To plan and assess route in line with daily needs.
3. To complete all appropriate paperwork in a timely and accurate manner, in line with procedures.
4. To complete all checks in a timely and accurate manner, in line with procedures.
5. To deliver parcels in a professional and courteous manner, dealing with any anomalies in line with procedures.
6. To monitor progress of priority traffic. To inform a supervisor where there is any doubt about meeting the service criteria.
7. To collect parcels from customers in a timely and accurate manner, allowing for changes to schedule.
8. To respond to requests from depot/central customer services.
9. To comply with accident and breakdown procedures if appropriate.
10. To implement the health and safety policy, ensuring and maintaining a safe working environment.
11. To implement the security policy ensuring and maintaining a secure passage of Goods to the customer whilst in the depot and on the road.

Key Measures of Performance:

1. Timely handling of parcels.
2. Low levels of loss through damage/theft/loss.
3. Increased sales to current and potential customers.

Manual Handling Reference Handout

Walking and Carrying:

1. Keep close to the load
2. Keep your arms tucked in
3. Don't change your grip
4. Don't twist your body



Pushing and Pulling:

1. Don't overload truck or cage
2. Stay close to the object and keep control over it's movement
3. Get a good grip
4. Keep elbows in and make sure feet, fingers and clothing will not get trapped or caught
5. Lean in the direction of travel
6. Watch out for obstructions
7. Keep the strain off your back; let your legs do the work



Team lifting:

1. One person to give all the orders
2. All movements to be co-ordinated
3. Team members to be of a similar size
4. What handling aids are available
5. Check area around you and team positions



OWNER DRIVER AGREEMENT

Name:

Address:

Postcode:

Home Telephone N^o:

Mobile Telephone N^o:

National Insurance N^o:

Letters									Letter

1. Abbycouriers Ltd contracts with you on a daily basis, no long-term agreement is available or implied.
2. The owner-driver must be available to start work on a daily basis between the hours of 06:00 am and 18:00pm or any other hours that may be required by Abbycouriers Ltd on any given day.
3. As a self-employed person you are responsible for the declaration of your earnings and payment of income tax and national insurance to the relevant authorities. If you V.A.T registered you are responsible for all V.A.T returns.
4. It is your responsibility to ensure that the vehicle you use is correctly insured and roadworthy at all times. Abbycouriers Ltd will not be held responsible for any claims or consequences that may arise.
5. It is your responsibility to ensure that you stay within the correct payloads for the vehicle that you are driving on any given day.
6. When driving a HGV vehicle you must not exceed your driving hours and you must complete a daily defect report.
7. All vehicles must be cleaned inside and out on a weekly basis.
8. Holidays must be booked in advance, if you require more than 3 days holiday you must give at least 1 weeks' notice. You will not be paid whilst you are not working.
9. Appropriate clothing – If issued with Abbycouriers or customer uniform this must be worn otherwise dark trousers or tailored shorts – clean shirt or polo shirt – safety boots – high visible vest must be worn (NO Bermuda shorts, fluorescent t-shirts etc).
10. At no time are you to complain to our customer, if you experience any problems through the day you must contact the Abbycouriers Ltd office.
11. If you are driving one of Abbycouriers Ltd vehicles and you are involved in an accident you must inform Abbycouriers Ltd immediately, irrespective of who is responsible for the accident.
12. You must ring the office on a daily basis for a price and purchase order number for any work that you have undertaken on that day.
13. All invoices to Abbycouriers Ltd must be handed in by 10:00am on Monday morning for the previous week's work. Late invoices are subject to an administration charge of £10 for late Driver Invoices.
14. A POD (proof of delivery) is required on every delivery and should be attached to your weekly invoice. All missing POD will result in a non payment for that invoiced delivery and a £5 late POD charge.
15. Payment will be made by BACS commencing on the 14th day of the following month's work and then the 14th day of each month thereafter. Any monies owed will be subject to a 10 day rule.
16. The 10 day rule is: All monies earned for the first 10 days will be held-this will then be paid on a rolling months basis-payable on the 14th of every month. You must have 10 days monies in hand to qualify for a payment.
17. Upon leaving the company Abbycouriers Ltd reserve the right to withhold any payment due until the respective customers have settled any outstanding account in full
18. I acknowledge, as part of any placement made by Abby Couriers that if I accept work from any of Abby Couriers customers or any other courier business providing the same service to our customers other than an Abby Couriers customer in depots in which I have been placed, there will be a £2,000 placement fee payable to Abby Couriers as compensation for lost earnings.
19. All vehicles hired to drivers by Abbycouriers Ltd are subject to our hire terms and conditions.
20. I have read and understand the manual handling operations regulations.
21. All driving penalty points or driving bans must be reported to Abbycouriers Ltd immediately.
22. Should any consignment go missing due to driver negligence Abbycouriers Ltd would hold the driver liable and Abbycouriers Ltd would be entitled to claim full value of goods from driver.
23. Abbycouriers may change this agreement at any time. We will give you at least 14 days notice of any changes before they take effect.

Signed
 Print
 Date

Signed
 Print
 Date

On behalf of Abbycouriers

Essex: Stella House, Stella Place, Luckyn Lane, Basildon, Essex SS14 3AX
 Tel: 01268 330330 Fax: 01268 330331 sales@abbycouriers.com www.abbycouriers.com

Registered Office: Andrew James House, Bridge Road, Ashford, Kent TN23 1BB
 Company Registration No. 5982998 V.A.T. No. 916 2894 02

Security:

The Golden Rules.

Always...

1. Check the security of your vehicle. Report any defects.
2. Record every shipment loaded on to your vehicle.
3. Keep the cargo area of your vehicle locked except when loading/unloading.
4. Check that your vehicle is secure whenever you leave it.
5. Keep vehicle keys with you at all times.
6. Be alert to any attempt to entice you from your vehicle.
7. Never accept verbal instructions to deliver to another location. If in doubt contact your service centre.
8. Never leave your deliveries unattended.
9. Never accept 'assistance' from strangers.
10. Never hand shipments to strangers on the pavement, or accept their signatures.
11. Never hand over shipments at the front door of a multi-occupancy building.
12. Never leave a shipment without a signature, unless you have written instructions to do so.



VEHICLE SECURITY AWARENESS

NAME:

DRIVER No:

BRANCH:

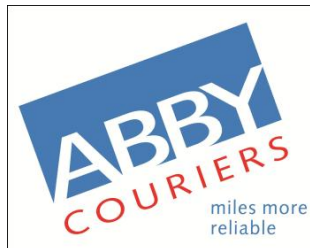
Instructions received:

- Always be conscious of the security of your vehicle, your keys and your load:
- Your vehicle should be locked at all times other than when loading or unloading to make a delivery or collection.
- Once loading has commenced at the collection depot, ensure your vehicle is left secured if you need to leave it unattended.
- Parcels must never be kept in the front of vehicles. All parcels must be kept locked in the cargo area except for loading or unloading.
- All parcels must be recorded on your delivery or collection manifests as appropriate.
- Keys should be attached to the key chain provided and worn on your person at all times.
- Do not leave the vehicle insecure for any reason, no matter how short the period of time, always remove the ignition key, close the windows and engage all locks, bolts and alarms where fitted.
- If you misplace, lose or believe your vehicle keys to be stolen, then report the loss and **stay with your vehicle to ensure that it remains secure.**
- Be alert at all times while on the road, pay particular attention if anyone tries to stop you or entice you out of your vehicle, this will help ensure you are not caught out by any bogus requests.

I, Certify that the above instructions shown on this document have been read and understood by myself and I am able to carry out all Vehicle security requirements as outlined above.

Drivers Signature: Date:

Managers Signature: Date:



Owner-Driver Procedure Notes

Collections:

Always check that the quantity and outward condition of items loaded are in accordance with the details on the Manifest Sheet/Delivery Note.

In the event of any discrepancies bring these to the attention of the sending customer and record them on all copies of the Manifest Sheet/Delivery Note.

Sign and date the Manifest Sheet/Delivery Note.

In the event that the customer does not provide a Manifest Sheet/Delivery Note, be sure to issue an Abby Couriers Proof of Delivery note and complete all sections of this document.

If the collection point is not the same address as the sending customer the section O.B.O. Customer **Must be completed with the sending customer's name.**

Deliveries:

Under no circumstances must a delivery be made without obtaining a Proof of Delivery showing the signature and name of the receiver (BLOCK CAPITALS).

All deliveries are to made to the address shown on the Manifest Sheet/Delivery Note.

On no account should goods be delivered to any other address unless there are specific instructions to do so printed on the Manifest Sheet/Delivery Note.

Returns:

In circumstances where it is not possible to deliver goods these are to be returned to the sending customer and a signature and name (BLOCK CAPITALS) obtained from the sending customer acknowledging the return on the Manifest Sheet/Delivery Note or Abbycouriers Delivery Note.

In the case of returns to parcel companies you are required to report to the debriefing department of the parcel company and to complete a debrief report highlighting numbers of completed deliveries, collections, non deliveries and returns.

General:

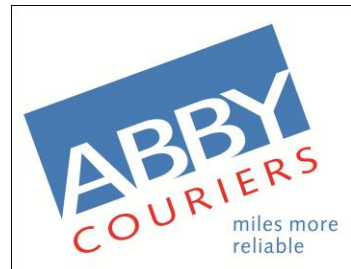
All proof of delivery sheets (apart from those from parcels companies which are taken back to the customer at the end of the working day) must be returned to Abby Couriers with driver's invoice before 10:00 a.m. on the Monday of the following working week.

If no work sheets are returned with invoices this may hold up payment to yourself.

I, Certify that the above procedures shown on this document have been read and understood by myself and I am able to carry out all requirements as outlined above.

Drivers Signature: Date:

Managers Signature: Date:



BANK DETAILS

All payments of driver invoices are paid by Bacs direct to your bank account could you please supply us with your bank details which will be kept on file for payment needs.

Bank name:

Address:

Postcode:

Account Number:

Sort Code: - -

Account Holder Name:

PAYMENT TERMS

Name

I agree to be weekly paid. Sign..... Date.....

And abide by the £10.00 fee for weekly pay

I agree to be monthly paid. Sign..... Date.....

I am aware of the terms and conditions, inclusive of the 10 day rule.

For Inland Revenue reasons all payments are made payable to the contracted driver if you require your payment to be made payable to a different name we must have this authorised in writing. Please fill in this section if you require this to happen.

I

Of Address

.....

Town Post code

I authorise Abby Couriers Ltd to pay any payment for work carried out by myself to be made payable to the following name:

.....

EMERGENCY CONTACTS



In case of emergencies we may need to contact relatives. Please provide us with two contacts.

Name:

Relationship:

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

Name:

Relationship:

Address:

Postcode:

Home Telephone N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

Photo I.D. Cards

All Abby Couriers self employed drivers are issued with a photo I.D card that must be worn at all times during working hours.

These cards must be returned to Abby Couriers upon leaving the company or a charge of £5.00 will apply & will be de-ducted from final invoice.

Any lost or stolen cards must be reported to Lee Davies at Basildon office immediately, a charge of £5.00 will apply for the replacement of any lost or stolen cards, this charge will be deducted from weekly invoice.

These cards must be presented to any Abby Couriers customer or staff as identification when requested.

These cards must not be used for any other identification purposes other than Abby Couriers staff identification.

Please contact Lee Davies at Basildon office to have digital photograph taken, or alternatively send in your own.

Key Chains

As a part of Abby Couriers security procedures and for the security of all our customers Abby Couriers employed/self employed drivers are issued with a key chain, this key chain must be used at all times during working hours. Any driver issued with a key chain found to be not using it will lose there contract within Abby Couriers Ltd. "CHECKS WILL BE MADE".

These key chains are charged at £10.00 which will be de-ducted from payment invoice, Key chains must be returned to Abby Couriers upon leaving the company for a full refund of £10.00.

Any lost or stolen key chains must be reported to Lee Davies at Basildon office immediately, a charge of £10.00 will apply for the replacement of any lost or stolen key chain's, this charge will be de-ducted from weekly invoice.

Uniform Packs

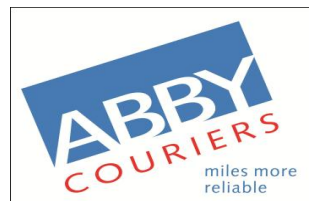
Uniform issued to Abby Couriers employed self employed drivers and staff must be worn at all times during working hours.

Uniform packs consist of 5 x black polo shirts with logo, 3 x black combat trousers, 1 x black fleece jacket with logo and 1 X orange Hi-Vis jacket with logo

Uniforms are charged at £130.00 (Non Refundable) which can be paid in full or in 2 instalments of £65.00. This cost can be de-ducted from weekly invoices or can be paid by cash or cheque made payable to Abby Couriers Ltd.

Please contact Lee Davies at Basildon office with sizes for uniform.

Telephone: 01268 330330
Fax: 01268 330331
E-Mail lee@abbycouriers.com





UK AND EUROPEAN SAMEDAY
SERVICE

www.abbycouriers.com

Drivers Name:		Vehicle Reg No:	
1) Collect From:		2) Deliver To:	
3) Comment:			
4) Arrival Time at Depot:	5) Total No. of Stops:	6) Total Items:	
7) Time Left Depot:	8) Completed Deliveries:	9) Carded Deliveries:	
10) Returned Deliveries:	11) Collections Completed:	12) Time Returned to Depot:	
Please Release / Receive The Consignment Here Mentioned In Good Order			
13) Signature:		14) Print Name:	
15) Date:		16) Time:	

All work carried out subject to our terms and conditions available on our website
www.abbycouriers.com.

In confidence

SECURITY CHECKS CONSENT FORM



PLEASE COMPLETE IN BLACK INK AND WRITE CLEARLY IN BLOCK CAPITALS

Royal Mail Group will undertake mandatory security checks on applicants in accordance with company policy, the Data Protection Act 1998, the Police Act 1997, the Rehabilitation of Offenders Act 1974, and the Good Friday Agreement.

Individual Personal Data - To be completed by the person to be security checked. Please note ALL sections are compulsory

Title: Mr / Mrs / Miss / Ms (delete as applicable) Surname: _____
 First Name: _____ Middle Name(s): _____
 Previous Surname(s): _____ Previous Forename(s): _____
 Town of Birth: _____ Country of Birth: _____
 Date of Birth (dd/mm/yyyy): _____

National Insurance Number:

--	--	--	--	--	--	--	--	--

Your Mother's full name at her Birth: _____

Current UK Address:

Address Line 1: _____
 Address Line 2: _____ Post Town: _____
 Post Code: _____ Date moved into this address (mm/yyyy): _____

Criminal Record Information - To be completed by the person to be security checked. Please note ALL sections are compulsory

A Criminal Conviction means any offence that you were found guilty of committing by Court or Court Martial including motoring offences even if you did not attend. Answering 'yes' does not mean that Royal Mail Group cannot consider you for the role. Please note you should declare any motoring offences which resulted in fines, points on your Driving License in the last 5 years or custodial sentences which remain unspent in line with the Rehabilitation of Offenders Act 1974.

Have you ever been convicted of any criminal offence which is currently unspent? Please tick as applicable

Yes		No	
-----	--	----	--

If you have ticked yes to the question relating to unspent criminal offence please provide details below, including:

The nature of the offence(s): _____
 The date(s) of the offence(s): _____
 The sentence(s) or court order(s): _____

Do you have any Impending Prosecution(s)? Please tick as applicable

Yes		No	
-----	--	----	--

If you have ticked yes to the question relating to Impending Prosecution please provide details below, including:

The nature of the offence(s) you are being charged with: _____

Have you ever received a Police Caution(s)? Please tick as applicable

Yes		No	
-----	--	----	--

If you have ticked yes to the question relating to Police Cautions please provide details below, including:

The nature of the Police Caution(s): _____
 The date(s) of the Police Caution(s): _____

I understand that by giving my consent below, Royal Mail Group has permission to carry out security checks and for these to be audited by a third party that is approved by Royal Mail Group. These security checks include a Criminal Record Check (Basic Disclosure Certificate) and Recruitment Risk Register Check and may include Voters Roll and Financial Checks as deemed a requirement for the role.

I can confirm I am the person listed in this application. **This consent lasts for a period of twelve months from the date of this application.**

Royal Mail Group will use your personal data given during this application for the purpose of obtaining a Criminal Record Check (Basic Disclosure Certificate) through Disclosure Scotland OR Access NI in accordance with the Data Protection Act 1998. This personal data will be exchanged electronically between these aforementioned parties and the completed Criminal Record Check (Basic Disclosure Certificate) will be returned to Royal Mail Group and opened by Royal Mail Group.

Further information on Basic Disclosures can be found at www.disclosurescotland.co.uk and www.dojni.gov.uk/accessni

I give consent for Royal Mail Group to carry out security checks using the data supplied during this application.

I give consent for Royal Mail Group to receive and open my Criminal Record Check (Basic Disclosure Certificate).

Signed: _____ Date: _____

To be completed by the person authorised by Royal Mail Group who witnessed the completion of this form by the individual

I confirm that I have verified the identification and Right to Work of the above person and that the details given above exactly match the details on the application submitted for working for Royal Mail Group, its subsidiaries (including Joint Venture Partners) or for one of its Agents or Subcontractors, or the above person is an existing Royal Mail Group employee.

Signed: _____ Date: _____

Signatory Print Full Name: _____ Telephone Number: _____

Company Name and Address _____

(including postcode): _____



Royal Mail is an Equal Opportunities Employer. Positive about disability. Royal Mail is a trading name of Royal Mail Group. Registered number 4138203. Registered in England and Wales. Registered office: 100 Victoria Embankment, LONDON, EC4Y 0HQ

Retention period: Life of employment plus 7 years

Owner: STL Security Vetting

Version: 16

Last Reviewed: June 2011

Location: QMDL

IN STRICTEST CONFIDENCE

Additional Previous Addresses Form



Please complete in black ink and write clearly in block capitals.

This form should only be completed if the individual's current address does not cover a full 5 year address history											
Title Mr/Mrs/Miss/Ms _____	Surname _____										
First Name _____	Middle Name(s) _____										
Date of Birth (dd/mm/yyyy) _____											
National Insurance Number	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											
Previous UK Address:											
Address Line 1 _____											
Address Line 2 _____											
Post Town _____	Postcode _____ Country _____										
Resident at this address from date (mm/yyyy) _____											

If further addresses are required to complete a full 5 year address history then please complete further Additional Previous Addresses Form(s) as required

Individuals Signature _____ Date _____



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Retention period: Life of employment plus 7 years

Owner: STL Security Vetting

Version: 5

Last Reviewed: July 2010

Location: QMDL