

SOUTHDOWN NEWS

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driving

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Welcome to the first issue of Southdown News. This will be an occasional publication which will carry details of changes in the law and in our procedures.

We will try and keep the content relevant and informative. If there's something you feel is important that your colleagues would want to read about here, let us know, we'll try to include it in future issues.

New Name New Logo

We've got a new name. It's a name that you are all familiar with because Southdown Staff Hire has always been the name associated with the payment of your wages. But as from the 28th April we became Southdown Driving. You will already have noticed the change from your payslips and timesheets.

The approach we've developed as a franchisee of ADR has been a major factor in making our business what it is today. The approach to our clients and to our drivers isn't going to change as we become independent, but ADR Network now has a strategy for growth that is different from that of our business here in the South.

The opportunity to develop in a way that matches local needs is one that we have taken with alacrity, and we look to the future with great confidence.

As Southdown Driving we shall maintain the approach to personal service and to treating drivers and clients with the courtesy and care they demand and deserve. Please call me if you have any questions regarding the change of name



Geoff Rehr, Director

Refer a Friend

We are having to turn work away because we don't have enough drivers. Tell your friends about us and as soon as they complete 10 shifts we'll put a £50 bonus in your pay.

How easy is that?

New Tachograph Rules

Since the introduction of digital tachographs in May of last year, the length of time a driver has to keep records has changed. Instead of keeping charts for the current week and the last day of the previous week; under the new legislation this has increased to 15 calendar days. If during the 15 day period you have driven a variety of vehicles with a combination of analogue and digital tachographs, you should be able to produce tachograph charts *and* digital printouts for the period.

You should also be aware that all operators still require tachograph charts to be in their possession within 21 days. This means that you should return to us all charts over 15 days old as quickly as possible.

The rules on rest breaks has also changed. Instead of breaks being able to be made up of 3 periods of 15 minutes, your first break must be no less than 15 minutes and your second break no less than 30 minutes. This in effect means that your 45 minute break can now be made up of a maximum of 2 periods rather than 3.

Smoking Ban

From 1 July 2007 the ban on smoking in enclosed public spaces and workplaces is in force. How does that affect drivers? Is a vehicle a workplace? Well, yes, it is. This is an extract from the government website smokefreeengland.co.uk:

"Where a vehicle is used for work by more than one person, regardless of whether they are in the vehicle at the same time, it will be required to be smoke free at all times. This protects all who use the vehicle from harmful secondhand smoke, regardless of when they use the vehicle.

Smoking will be permitted in vehicles that are for the sole use of the driver and are not used as a workplace by anyone else, either as a driver or passenger."

It is clear that all of our clients' vehicles will be caught within the definition of being used by 'more than one person'. Smoking whilst in the vehicle will be an offence, punishable by a fine of £50 for the smoker and possibly more for the operator. The message is clear. Don't light up in the cab.



INSIDE ...

- Digital Tachograph Cards
- Using your mobile while driving (or NOT)
- Smoking Ban is imminent. How does it affect you?
- New Timesheets

Don't answer that phone!

It's not worth the fine. Since 27th February if you answer your mobile phone while you are driving you could be in line for a £60 fine and 3 penalty points on your licence.

The absolute safe way to deal with being called while you are driving is to find a safe spot to pull over and return the call.

The next safest option is of course a hands-free facility of some form. Bear in mind that hands-free doesn't mean brain-free and that calls whilst you drive may still distract you. Hands-free means that the phone

is mounted in some form of bracket and doesn't need to be held at any stage to make or take a call.

We will occasionally also send you SMS text messages giving you information, or just a request to call us. Please don't try to read them while you drive. Again, the safe option is to wait until you are parked before checking your phone.



Digital Tachographs



If you haven't got one yet, you really should!

A growing number of clients are now insisting that all the

drivers they book have a digital tachograph card.

*We have a supply of application forms, just give us a call and we'll post one to you. Or drop in and pick one up if you are passing. The cost will be covered by the first day's work you **don't** miss through not having the Driver Card*

Don't exclude yourself from

the chance of a job. Fill in the forms and discover the wonderful world of digital.

If you're not sure what to do with your card once you've got it, then call the office to enrol for a Digital Training Course. These are held on Saturday mornings from 10.00 to 12.30 and are free of charge to Southdown drivers.

Don't exclude yourself from the chance of a job by not having a digital Driver Card

Working Time & Timesheets

Whilst we keep a record of your working hours and maintain records of your working week to keep you advised of any likely breach of the 48 hour average, we do need you to tell us about anything that impacts on this. We can only record what you declare to us, so please help us to maintain accurate records by being meticulous in the information you provide us

That means telling us about Periods of Availability; and telling us if you do any other work that falls within the Road Transport (Working Time Regulations). New timesheets are enclosed with this issue of Southdown News. You can post fax or email them to us and they need to be with us by midday on Monday each week. Email to info@southdowndriving.co.uk. You will also soon be able to download timesheets from our website at www.southdowndriving.co.uk

Please take this requirement to provide us with information very seriously. We are obliged to record this information but can only do so if you provide us with the information. Please help us to remain compliant. If you don't you will have Rob on the phone chasing you and so may have to suffer one of his so-called "jokes".

E-m@il addresses

If you have e-mail the please send us your address so that we can send you confirmation of job details etc. You could also send your times or even your whole timesheet (scan it and save it as a pdf or Word file). We have the technology these days to communicate effectively and cheaply. So, let's use it! Here are all our e-mail addresses.

General	info@southdowndriving.co.uk
Geoff	geoff@southdowndriving.co.uk
Rob	rob@southdowndriving.co.uk
Clare	clare@southdowndriving.co.uk
Claire	claire@southdowndriving.co.uk

