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Please make sure you read our Newsletter carefully. This issue contains important information about Christmas opening and deadlines for payroll processing over the holiday period.

Furthermore, our new Drivers' Handbook is now available to download from our website. Please make sure you obtain a copy of the handbook and read it carefully.

Claim a £50.00 Bonus

If you are happy working at Southdown why not tell your friends about us? As soon as they complete 10 shifts we'll put a £50 bonus in your pay.

So why not make some easy money and get your friends to call us right away?

INSIDE ...

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The Driver CPC is almost here

Under the EU Driver Training Directive 2003/59, from 10th September 2009 all LGV and 7.5 ton drivers will be required to hold a Driver CPC.

All drivers, new and existing will be required to attend a minimum of 35 hours Periodic CPC Training over a 5 year period. Periodic Training will be ongoing and have to be repeated every 5 years. It can be taken in a series of modules of 7 hours each or in a single 35 hour course. Most courses are expected to be held in special training centres but Home Learning may be an option.

For new drivers, their initial training will form part of their driving test which will be extended by 3 hours. Thereafter they will be subject to ongoing Periodic Training the same as for existing drivers. Costs are expected to be in the region of £200



for Initial Training and £600 over a 5 year period (£120 per 7 hour module) for Periodic Training. For further details contact the office or access the information online by visiting the following site www.drivercpc.org.

New Website

Our website is now up and running and fully functional. Apart from being a recruitment and business development tool, the website has also been designed as an aid for existing drivers.

By visiting www.southdowndriving.co.uk drivers will now be able to download spare timesheets, the Drivers' Handbook and other useful items. Please make sure you visit the site and download the Driver's Handbook because it is a very important document which you should read carefully. If you do not have access to the internet then please call us and we will print a copy of the handbook for you.

In addition, the website contains a number of links to other sites like the DVLA, VOSA and the Department for Transport. These sites contain a lot of up to date information which you, as a professional driver, should be aware of.

Christmas Payroll Deadlines

Please note that we will be open on Monday 24th December and Monday 31st December to process payroll in order to ensure that you will be paid by the Friday as usual. However, please note that time will be very limited so you should try and get your timesheets signed by the client before handing it in.

For the avoidance of any doubt, the following rule of thumb will apply.....

If you submit a *signed* timesheet by Monday morning you will *definitely* be paid on the Friday. If you submit an *unsigned* timesheet then there is a *possibility* that you *may* receive your wages on Friday. However, if we do not receive anything from you come Monday morning you will *definitely not* get paid and you will probably have to wait until 11th January to get your money. This is no idle threat but an absolute necessity because of the dates on which the holidays fall this year.



Driver Safety - Preventing Tiredness

According to research carried out by Loughborough University, 20% of all crashes on monotonous roads like motorways are the result of tiredness. Falling asleep at the wheel of a 38 ton vehicle can have disastrous effects. Some of the main points that emerged from the study are:

- The time of day has more effect on tiredness than the length of the journey, although both are critical factors.
- The most high-risk times of the day are 02:00 - 06:00 and 14:00 - 16:00
- Many early morning crashes caused by tiredness are within an hour or two of an early start
- Night shift workers driving home on monotonous roads are particularly at risk
- Drivers falling asleep know they are sleepy but sleep ensues much faster than they think it will
- Best advice when feeling sleepy is to take a quick break and sleep
- You should try to plan breaks every 2 hours. Take a break even if you do not feel tired

•Drinking caffeine before having a nap helps because its effects will kick in after waking up

•Avoid eating large meals when driving. Large meals will make you feel more sleepy. Eating little and often is the key

•Eating a healthy diet with plenty of fresh produce will generally increase your energy levels

•When feeling sleepy, a brisk walk is of little use

Continuing to drive while sleepy is very dangerous. It is important to stop as often as possible. Opening a window, turning up the radio or talking to a passenger is ineffective and a waste of time.

Please ensure you take note of this advice. For the safety of yourself and others. Stay awake. Stay Safe.



Vehicle and Load Security



Vehicle and Load Security is becoming an increasing concern to both hauliers and the police. So much so that Northants Police have left a trailer parked on some of their roads to raise drivers' awareness to the dangers. The

most vulnerable locations are lay-bys close to major road networks and junctions. Obviously hauliers are trying to do what they can by fitting alarm devices but drivers can do a lot to prevent these crimes from happening. This is the advice to drivers issued by Northants police:

- Do not park in unlit, out of the way places, and preferably park in designated lorry parks
- Security Seals should always be used where possible

- Avoid routine unofficial stop points, routes and times - avoid predictability
- Avoid parking up ahead of the 'Just in Time' delivery window and so eliminate having to park in risky areas
- Keep vehicles locked at all times, keep keys secure and never leave keys with the vehicle
- Check the vehicle each time you return to it and report any damage or suspicious activity
- Re-fuel and take breaks at pre-authorized official locations only and try to park close to main buildings
- Keep load chatter to yourself. Never tell others what you are carrying
- Never pick up hitchhikers or unauthorised passengers
- Plan your journey and check delivery addresses before departing and try to arrive during normal working hours
- Always supervise loading and unloading yourself

Typo on last newsletter

In our previous newsletter we stated that tachograph charts must be retained by drivers for 15 calendar days. This is a typographical error and is incorrect. Tachograph charts under the latest legislation must be retained for the *current week plus the previous 15 calendar days*. We apologise if our error caused any confusion.

Are you paying too much tax?

Take a look at your next payslip. If your tax code is BR then you may be paying too much tax. If so, please send us a P45 if you have one, or complete a P46 and we will see if it can be rectified. You can download a P46 from the Revenue & Customs website; or call into the office and we can give you a copy.

**Make sure you
visit our website
to download the
Driver's
Handbook**