



## Driving Induction For Temporary Labour

1. **MUST** hold a valid copy of photocard driving licence.
2. **ALWAYS** complete a defect sheet before driving any vehicle and all defects **MUST** be reported to the Client. All defects **MUST** be rectified before taking the vehicle on the road.
3. Any defects which occur whilst using a vehicle **MUST** be entered onto a new defect sheet and **MUST** be reported to the Client.
4. All equipment **MUST** be loaded correctly and secured to the vehicle with ratchet straps.
5. **NEVER** overload any vehicle. **ALWAYS** ensure the weight is evenly distributed across the bed of the vehicle.
6. Seat belts **MUST** be worn at all times.
7. Any accidents or incidents **MUST** be reported to the Client and **MUST** be entered into the accident book on return to the Yard.
8. Any accidents or incidents involving any third party all details **MUST** be recorded (i.e. names, registrations, photos etc.).
9. Whilst in control of any vehicle **NEVER** use any mobile device, this is strictly forbidden in line with current U.K. law.
10. **NEVER** smoke in any vehicle, this is strictly forbidden in line with current U.K. law.
11. A banksman **MUST** always be used whilst reversing.
12. Any damage caused to vehicles due to misuse, neglect or failure to follow procedure may be chargeable to the driver. Please ensure that you drive with due care and attention at all times and that the vehicle is maintained properly whilst in your care. Tempfix Solutions Limited will not accept any responsibility for damage caused by Operatives.
13. All penalty charge notices **MUST** be reported immediately to the Client.

Signed ..... Date .....

