

# Driver Compliance

## Important Information

### Future Compliance (Expiry)

We hope that you will become a long serving member of Swanstaff, meaning the compliance team will be in touch with you regularly regarding qualification renewals or license changes.

We have to make sure you stay compliant whilst working with us so please expect calls from our team from time to time.

### Penalties

You are personally liable for any penalties that occur whilst driving with Swanstaff. If you receive a speeding fine whilst at work this will be deducted from your wages. You must also inform us of any penalties that occur outside of work for our records.

## Referencing Procedure

When registering with Swanstaff Recruitment you will provide reference details for your previous employers and character references.

Our Compliance team will contact all of your references by phone, email or post to obtain sufficient references.

Driving/Industrial applicants will normally require a minimum of 2 years employment references. We must obtain at least 2 references for each candidate. For some clients, we may need further referencing.

## Legislation and Regulations

All Swanstaff drivers must be aware of and comply with the following legislation/regulation/qualifications; you can find out more about all of these topics at [www.gov.uk/dvsa](http://www.gov.uk/dvsa)

- Driver CPC
- Driving Hours
- Working Time Regulations
- Tachograph Rules

## Training

From time to time some of our clients may request specific training requirements such as Moving & Handling or Health & Safety. Our inhouse training team provide this for our temporary workers so you may hear from us occasionally offering you additional training.

We are also currently developing our own JAUPPT approved CPC course which will enable our drivers to renew their qualifications at heavily discounted rates. Once this is in place and your qualification is ready for renewal we will be in touch to offer you this training.

### Change of Details

If you have moved address then you will need to let us know as soon as possible and provide us with proof of your new address.

If you have a new contact number or email address you must notify Swanstaff to ensure that you do not miss out on shifts.

