

## **Process 1.3**

### **Advance payment**

**Purpose of this process is to provide a driver with an advance payment to help operate**

#### **Reference form - 3**

1. All sites within REDSW will ensure they follow this process for every request for advance payment to self-employed drivers on the contract.
2. When a driver requests an advance payment, the OSM should check the driver is signed up with InSync, if the driver is signed with InSync the OSM should then print off the form3 and complete the form with the amount requested and the date the payment will be deducted from the driver along with the amount to be deducted each week. **Note the request will not be processed if the document is incomplete.**
3. Once completed the OSM will then email this request to the General Manager also copying in Mike Nickson and Magda Lozniceriu. Once received the General Manager will respond by authorising or rejecting the request.
4. If the request is authorised the General Manager will confirm back to the site and send to SW Invoices to arrange for payment to be made.
5. Once the request is authorised the OSM will be responsible for making sure the weekly deduction is being made from the driver's invoice from the week the driver has agreed.
6. SW Invoices will check and report that drivers are being deducted the amount from the invoices weekly.
7. If a driver leaves or is removed from the contract and money is still outstanding the OSM will be informed by SW invoices or the general manager and then the OSM will be responsible for deducting the outstanding amount from the drivers remaining invoices to cover the cost of the advance payment.
8. Once the final or outstanding monies are paid/recovered the driver will receive the remaining amounts owed.