

RED



RED TRANSPORT & LOGISTICS

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Process 1.7

RED (South West) - Service hours and pay policy

Purpose of this policy is to provide service hours information and payment details for all drivers on the contract

REDSW ensure they operate in line with all regulatory and legislative policies as well as in accordance with their client contractual agreements and policy and procedural requirements; therefore, in the interest of their service providers' safety and welfare, REDSW have implemented a service hours and Pay Policy.

With regards to the service hours and extent of service hours provided by the service provider, REDSW adhere to the principles of the GB domestic Rules and, through the use of technology and utilisation of software REDSW have implemented standard operating procedures to monitor the amount of service hours provided, together with contingencies to minimise the risk of any breach to the rules. The table below illustrates the processes implemented against the required principles: Relating to payment for service/service hours/Breaks/incentive/vehicle rental.

Rates to be paid to DA's:

Short wheelbase van (SWB) = £123.20 per day + £1.80 BYOD = £125.00 per day

Large wheelbase van (LWB) = £143.20 per day + £1.80 BYOD = £145.00 per day

(BYOD = Bring Your Own Device Supplement)

Driver supporting other site during the Covid 19 pandemic will be paid as an extra £10 plus the mileage rate if the driver is required to operated from another site.

Any driver providing services for REDSW will be required to undergo training, this consist of 4 days training paid at a rate of £79 per day

Rescue payments:

- Rescue 2 = £20/£25 (1/4 day rate)
- Rescue 4 = £50/£55 (1/2 day rate)
- Rescue 6 = £70/£80 (3/4 day rate)

Late Wave payment of £10 per hour, per route is passed on from customer

Abortive route paid at £40

Temporary measure from Amazon, COVID19 supplement = £2/hr (100% payable to DA)

Mileage rate are paid as per the customer payment this is subject to change and is currently paid at a rate of 19ppm.

MFN (Shorter Route) Pick up £70

Van rates:

Lease Company for Van	Type	Age	Van Insurance PW	Goods In Transit Insurance PW	Van Rental PW	Van Charge PW to Driver without GIT	Van Charge PW to Driver WITH GIT
RED, Northgate, Eastgate, Hertz	SWB	over-25	£91.28	£2.00	£113.72	£205.00	£207.00
	LWB		£91.28	£2.00	£136.72	£228.00	£230.00
Zoom	SWB	under-25	£112.00	£2.00	£108.00	£220.00	£222.00

Payment and Deposit:

The customer depending on metric will pay an incentive under DPMO- delivery per million opportunity, this payment is paid through A

tier 1, (0-300) £27

tier 2, (301-450) £22

tier 3, (451-800) £7

threshold. The amounts will vary from time to time, the amounts can be requested from the OSM and customer at any point for transparency.

Vehicle deposits will be limited to £500.

All drivers providing service will be paid within 28 days of engagement. To be clear, if the driver works one week (based on a 7day week), submits an invoice, this will be paid within 21 days, totalling 28 days maximum.

All deposits will be processed for repayment within 28 days back to the driver, deducting any monies owed for traffic violations, and/or vehicle hire damages on vehicle assessment/estimation and invoice

This is based on an 80% to 20%

80% will be repaid by 14 days after the driver ceases to provide service

The further 20% will be repaid within the next 14 days

This will be followed if no vehicle damage is identified, if damage is found then we will provide an estimate for the damage so it is clear on what the cost is and what will be deducted.

All routes are paid from 8 to 10 hours depending on Amazon's on road requirements to a maximum of 9 hours except in PEAK. Drivers are expected to work to these standards.

Break and working time:

1. **Working hour daily limits:** DAs do not drive more than 10 hours or work more than 11 hours on any day.
2. **Maximum working in a 24 hour period** is 11 hours.
3. **Working hour weekly limit:** DAs must not offer delivery services for more than 60 hours per week.
4. **Minimum break time per day:** DAs are free to take breaks when and for how long they want (provided it is reasonable, given the services they have agreed to provide)
5. **Breaks and continuous driving:** After 5 hours 30 minutes of driving you must take a break of at least 30 minutes for rest and refreshment. Or, within any period of 8 hours 30 minutes, you must take at least 45 minutes in breaks. You must also have a break of at least 30 minutes at the end of this period unless it's the end of the working day.
6. If the drivers working day exceeds 9 hours the break required will be 45 minutes.
<https://www.gov.uk/drivers-hours/gb-domestic-rules>
7. **Minimum rest time between consecutive working days:** 10 hours.
8. **Record Keeping:** DSPs must record DA hours on a weekly record sheet and submit sheet to REDSW
9. **Maximum consecutive working days per week:** 6 days/week.
10. DA's service week is reviewed daily and checked by the OSM with the site rota, this allows REDSW OSM's to clearly identify driver service days, so the requirement is not breached.

Please note the payment and hours may vary depending at peak periods, subject to customer requirements.

Alternative Work Schedule Policy

At certain times through the engagement you may be asked to provide services from another customer location, if this happens and is requested by the customer you will still receive the day rate as per the SLA, and may also be reimbursed for mileage at the rate prescribed by the customer.

Alternative working may and can happen as there is a requirement to the customer to fulfil the contract.

This does not include:

Routine travel to and from place of work unless stated or agreed prior to travel.

Unpaid rest breaks when no work is done.

Time spent travelling outside normal working time

Training such as non-job-related evening or day courses

Leave due to sickness, annual leave, maternity leave, accrued leave.

REDSW run a 7-day operation based on our clients' needs, this gives drivers the option to several working schedules in order to best suit their needs/Family arrangements.

We request that all contractors provide the OSM at least 7 days' notice of their working schedule so we can accommodate their needs where possible. This can be changed on verbal agreement between the DA and the OSM.

Invoicing

The DA is responsible for raising an invoice for services provided to REDSW, weekly. This will be checked, then the information confirmed by the OSM, noting any deductions (PCN, vehicle damages back to the DA, with the payment being made in line with this and the customer pay policy requirements.