

Licences, Accidents and Convictions

Driving Licence Number			
Car Licence	Pass Date / Expiry Date		
HGV 2 / LGV C	Pass Date / Expiry date		
HGV 1 / LGV C+E	Pass Date / Expiry date		
Drivers CPC	Start Date / Expiry Date		
Digital Tachograph	Start Date / Expiry Date		
Have you been refused motor vehicle insurance or continuance thereof in the past 5 years?	<i>YES</i>	<i>NO</i>	
Please list any driving convictions and points on your licence	1)	2)	
	3)	4)	
Please list any accidents in the last three years, whether you were at fault or not, and the dates the incidents occurred.			

I am not aware of any medical condition that would prevent me from driving and agree to notify DVLA and Eclipse Recruitment as soon as I become aware of any notifiable conditions shown above.

Signature:		Date:	
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Do you have or own the following equipment/licence?

Safety boots & High-Viz	<i>YES</i>	<i>NO</i>	HIAB	<i>YES</i>	<i>NO</i>
Hard hat and gloves?	<i>YES</i>	<i>NO</i>	ADR Tank	<i>YES</i>	<i>NO</i>
Moffett Licence	<i>YES</i>	<i>NO</i>	ADR Packages	<i>YES</i>	<i>NO</i>
Skip Roll on / Roll off	<i>YES</i>	<i>NO</i>	Non Hazardous Tankers	<i>YES</i>	<i>NO</i>
Skip Chains	<i>YES</i>	<i>NO</i>	Other		

Please indicate preferred hours of work	Weekdays	Weeknights
	Weekend Days	Weekend Nights
Will you night out?	<i>YES</i>	<i>NO</i>

DVLA Licence Check I give permission for Eclipse Recruitment Driving Solutions Limited to check my driving records with the DVLA at any point during my engagement with them.

Signature:		Date:	
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Driving Declarations please sign all true declarations

I declare that I have completed 180 days, or more, driving work in the last twenty-four months on the type of vehicle for which I am applying for work			
Signature:		Date:	

I declare that I have completed sixty days, or more, driving work in the last six months on the type of vehicle for which I am applying for work			
Signature:		Date:	

I declare that I have completed ninety days, or more, driving work in the last twelve months on the type of vehicle for which I am applying for work			
Signature:		Date:	

I declare that I will inform Eclipse Recruitment of anything occurring in the future which may alter my replies to any of these driving declarations. This would include any change to my licence. I undertake to inform you of the number of hours I have driven should I at any time work as a driver on my own behalf, or on behalf of any person, firm or company, at, between or during any period(s) of driving that I may do as a result of any introduction by you, and between the time of completing this application form and accepting my first assignment.			
Signature:		Date:	

Drivers are obliged to notify both DVLA and Eclipse Recruitment Driving Solutions Limited if they develop a new medical condition or if an existing condition worsens. Consult your doctor or GP if unsure. Notifiable Medical Conditions include the following:

- An epileptic event (seizure or fit)
- Sudden attacks of disabling giddiness, fainting or blackout
- Severe mental handicap
- Fitment of a pacemaker, defibrillation or anti-tachycardia device
- Diabetes controlled by insulin or tablets
- Angina (heart pain) while driving
- Parkinson's disease
- Any other chronic neurological condition
- A serious problem with memory
- Narcolepsy or sleep apnoea syndrome
- A stroke of any kind (whether minor or major)
- Brain surgery of any kind
- Brain tumour and other chronic tumour or cancer conditions; certain cancer treatments
- Severe head injury which involves treatment as a hospital in-patient
- Any kind of sever psychiatric illness or mental disorder
- Continuing or permanent difficulty with the use of arms or legs
- Severe spinal injury or condition
- Dependence on or the misuse of alcohol, illicit drugs and/or other chemical substances within the past three years (NOTE: drink / driving prosecutions need not be reported)
- Any visual disability that affects both eyes (excluding long or short sightedness which has been addressed by glasses, or colour blindness)
- Any heart condition or surgery
- Sight in only one eye or any visual problem affecting both eye

DRIVERS HOURS DECLARATION

I confirm that I will monitor my working, driving and rest hours and inform Eclipse Recruitment if I am at risk of taking too little rest or exceeding my driving / working hours.

Signature:		Date:	
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Downloading Tachograph, Manual Entries & Limited Company Drivers

We want to draw your attention to the importance of and your legal obligation to record your working time accurately. Firstly, you must download your tachograph at the end of every shift at a customer's premises. If you return to a customer's site at the end of a shift and do not have access to a download machine, please contact Eclipse Recruitment Driving Solutions Limited on our 24-hour number - 0115 7044777. If you have access to a machine but fail to download your tachograph, your wages may be held until you return to site and download your card for the customer.

Many of our customers are now paying for your working hours based on your tachograph download so it is imperative that you download your card and that you do any necessary manual entries to correct the hours you are due to be paid. **Your tachograph download must match your timesheet.** If it does not, you may lose money. For example, if you're booked for a 06:00 start, do not have access to your vehicle until 07:00 then you must do a manual entry, so your tachograph reflects the start time of 06:00 - otherwise, you may only be paid from 07:00. This is also the case at the end of your shift - you must complete any paperwork and vehicle checks etc. before removing your card. In the rare instance you have removed your card and are then asked to do further work (for example unloading a truck) you can put your card back in at the end of this and do a manual entry to ensure your tachograph download will reflect your true finish time.

Correct mode: Please ensure that you have your driver card on the correct mode at all times. Do not tip 'on break' and only record scheduled and necessary tachograph breaks as 'Break'. Please use 'POA' or 'Other Work' rather than break for any other period when you are not driving but are not due a break. For example, if you arrive at a delivery and are told to go and park the truck up and wait in the canteen for 1 hour until a bay will be free for you to be unloaded, you would put the driver card on 'POA' (unless you were due a break). The reason for this is that some customers are now deducting all break recorded on tachographs from paid hours. Again, any questions please call us.

Electronic devices: Many of our customers have electronic handheld devices for you to monitor and record deliveries on. These vary from customer to customer, but you should be briefed fully on what is required of you when you start work. If the explanation of how to use an electronic device or handheld POD machine is incomplete or not in depth enough, please ask for help and inform us so we can take it up with the customer. It is really important that all paperwork, electronic signatures and electronic delivery proof/completion is recorded accurately as it can have cost implications for our customers.

Start times: This is a slightly complicated one, so please bear with us. If you are booked to start work at 06:00 can you please record your start time on your timesheet (and tachograph), as 06:00, unless of course, you are late. If you arrive on site at 05:30, have a cuppa and a chat and then are given your paperwork, instructions and keys at 06:00 you will only be paid from 06:00. That does not mean there is a problem with you arriving a little early. There are also exceptions to this rule. Basically, if you arrive early, means you start working early and subsequently finish early, then of course, record your hours accordingly as you have not cost the customer additional money. What we are trying to prevent is drivers turning up early, not starting work any earlier than required and trying to charge our customers additional hours. An alternative example would be a driver booked to start at 08:00 to do a delivery to Birmingham at 10:00 turning up for work 2 hours early at 06:00, collecting the vehicle and arriving at Birmingham at 08:00 to be told they cannot be unloaded until the time they are booked in - 10:00. This means our customer is incurring two hours extra cost because the driver ignored the requested start time. This is a general rule and different customers will respond differently to it so if you want to discuss a particular instance or your own personal circumstances please call me so we can advise you correctly.

For Ltd Company Drivers: I understand that if I wish to invoice Eclipse Recruitment through my Limited Company I must provide Eclipse with my Certificate of Incorporation, business bank account details, proof of my valid public liability insurance, my Accountants details, my VAT reg number (if applicable), and a signed Ltd company contract (supplied by Eclipse). I must hold Public Liability Insurance. I understand that any work I complete before I have taken out PLI will have to be paid PAYE as Eclipse can only supply drivers covered by PLI to their customers. I also understand that if the planned 'off payroll' rules are extended to the private sector in April 2020 any work I accept through Eclipse from April 2020 will be paid PAYE/by IR35 compliant method and I won't be able to invoice as a Ltd Company.

I confirm I fully understand what is required of me and that failure to comply with these procedures may impact the payment of my wages.

Signature:

Date:

HGV DRIVER TEST

Please Answer A, B, C or D

1. What is the maximum amount of time that you can drive for before a break must be taken?
 - a) 3.5 Hours
 - b) 4 Hours
 - c) 4.5 Hours
 - d) 5 Hours
2. If you do not exceed the maximum driving period, after how many hours driving plus other work must a break be taken?
 - a) 4.5 Hours
 - b) 6 Hours
 - c) 9 Hours
 - d) 10 Hours
3. The normal requirement for a weekly rest period is:
 - a) 24 Hours
 - b) 45 Hours
 - c) 48 Hours
 - d) 49 Hours
4. You may reduce your weekly rest period to a minimum of:
 - a) 12 Hours
 - b) 24 hours
 - c) 36 Hours
 - d) 48 Hours
5. The normal daily driving period under EU Drivers rules is:
 - a) 8 Hours
 - b) 9 Hours
 - c) 10 Hours
 - d) 12 hours
6. How many hours can the daily driving period be extended to twice a week?
 - a) 10
 - b) 12
 - c) 14
 - d) 15
7. The daily rest requirement of 11 hours may be reduced to 9 hours on how many occasions per week?
 - a) Once
 - b) Twice
 - c) Three Times
 - d) Four Times
8. Under Road Transport (WT) Regulations, what must your average weekly working time hours not exceed during the 17-week reference period?
 - a) 45 Hours
 - b) 48 Hours
 - c) 60 Hours
 - d) 90 Hours
9. What is the MAXIMUM number of hours that you are allowed to work in one week?
 - a) 45 Hours
 - b) 48 Hours
 - c) 60 Hours
 - d) 90 Hours
10. If your Tachograph stops working during a journey what should you do?
 - a) Report to the customer on completion of job
 - b) Return to customer site immediately
 - c) Complete a manual record and report on return to base
 - d) Do nothing

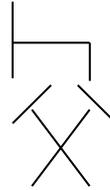
11. Name the four manual tachograph symbols below:



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12. According to drivers hours rules and regulations, what is the maximum number of hours you can be on duty in 1 day?

- a) 10 Hours
- b) 12 Hours
- c) 15 Hours
- d) 18 Hours

13. According to the RT WTR, what is the maximum number of hours you can work on a night shift if working between 12:00 and 04:00?

- a) 9 Hours
- b) 10 Hours
- c) 11 Hours
- d) 12 Hours

14. Tachograph records must normally be completed for vehicles where the gross weight is above:

- a) 3.5 Tonnes
- b) 4.5 Tonnes
- c) 7.5 Tonnes
- d) 12.5 Tonnes

15. EC rules dictate that the maximum number of days you can drive in 1 week are:

- a) 4 Days
- b) 5 Days
- c) 6 Days
- d) 7 Days

16. When driving a vehicle requiring a tachograph you must hold completed charts in your possession for the last:

- a) 14 Days
- b) 28 Days
- c) 30 Days
- d) 42 Days

17. What do two yellow stripes ON the kerb side indicate?

- a) No Parking
- b) Loading/unloading restrictions
- c) No Waiting
- d) Loading/Unloading only

18. What is the maximum speed limit for an LGV vehicle on a national speed limit dual carriageway?

- a) 40 mph
- b) 50 mph
- c) 60 mph
- d) 70 mph

19. What does a single red line running parallel to the kerb mean?

- a) No loading
- b) No parking at any time
- c) No waiting
- d) No stopping during times shown on sign

20. What do green cat's eyes represent on a motorway?

- a) Central reservation
- b) Lane separation
- c) Exits & Entries
- d) Left hand edge of carriageway

What do the Following Signs Mean



- A - Loose chippings
- B - Accident spot
- C - Uphill gradient
- D - Downhill gradient



- A - End of two-way road
- B - Give priority to vehicles coming towards you
- C - You have priority over vehicles coming towards you
- D - Bus lane ahead



- A - No waiting
- B - No stopping
- C - Traffic signals not in use
- D - Level crossing



- A - 11 ton weight limit
- B - Through traffic use left lane
- C - Right-hand lane closed ahead
- D - Right-lane T junction only



- A - Dual carriageway ends
- B - Road narrows on both sides
- C - Two way traffic straight ahead
- D - Danger ahead



- A - Give way to vehicles on the right and left
- B - Traffic passes on both sides
- C - Turn off at the next junction on the motorway
- D - Pass either side to get to the same destination



- A - You are entering a one-way street
- B - You have priority over oncoming vehicles
- C - Motorway ahead
- D - Lane for heavy and slow vehicles



- A - No stopping (Clearway)
- B - No waiting
- C - National speed limit applies
- D - No entry



- A - Road noise
- B - Airport ahead
- C - Crosswinds
- D - Adverse camber



- A - Uneven road
- B - Soft verges
- C - Humps
- D - Tunnel



- A - Long vehicles
- B - High vehicles
- C - Heavy vehicles
- D - Wide vehicles



- A - maintain the same speed and drive through
- B - carry on with great care
- C - find another route
- D - do a 'U' turn



- A - At a Level crossing with no barrier
- B - On a roundabout
- C - On an overhanging load
- D - At the end of the motorway

You are driving along the motorway. You intend to turn left at the next available exit. When should you signal left?



- A - At the third count-down marker (100 yds to go)
- B - At the second count-down marker (200 yds to go)
- C - At the first count-down marker (300 yds to go)
- D - When you have reached the slip road

Signs giving orders are usually:-

- A - Round
- B - Triangular
- C - Rectangular
- D - Blue

What shape is a *STOP* sign?

- A - Round
- B - Triangular
- C - Inverted triangle
- D - Octagonal