



# HALCION EXPRESS



Halcion Express Ltd  
ST5 9QH  
January 2019

Dear Sir / Madam,

## Reference: Supply of Temporary staff from Employment Agencies

Obviously, we have occasional or periodic requirements for staff, where it is necessary to outsource them through employment agencies. Therefore, to avoid any confusion please see below the conditions which we hire under. These will supersede any other T&C's which you may operate under and your supply of staff to us will confirm your acceptance of these requirements. Any subsequent supply of personnel by you that does not meet these criteria will leave you wholly liable for any claims (without deductions for any policy excess) that may be forthcoming, should your employee be involved in an accident, cause damage or suchlike. For the absolute avoidance of doubt, these terms prevail over and supersede all others.

1. Drivers must be **over 25 year's old and under 65 year's old** (our insurer's stipulation). Drivers who fall outside this may still be considered, but we would need to verify with our brokers in advance, on an individual basis.
2. Drivers must have held the relevant category/ classification of licence for a minimum of 2 years & hold a full DCPC, with up-to-date hours.
3. Any convictions/ bans must be advised in writing (within normal office hours) prior to the driver being provided to us.
4. Drivers must have a **maximum of 6 current points** on their licence - **anything in excess of this is unacceptable**.
5. Copy driving licence (all parts) or "share codes" to allow DVLA checks, must be supplied the day prior to the driver arriving with us, where we have pre-booked a driver. In the case of an emergency/ late booking, copy driving licence must be supplied as soon as normal office hours resume/ by driver upon arrival - **however all other above criteria must still be met**.
6. Drivers must come with PPE (Personal Protective Equipment) already issued to them by yourselves - i.e... Protective footwear, fluorescent yellow vest, hard hat and protective eye wear. These are mandatory safety requirements for any driving staff on our site or any other site where we operate or may need to visit.
7. We operate a no smoking policy in both our warehouse and all our vehicles. All drivers, whether permanent or temporary must adhere to same. All site rules must be obeyed, be that ours, or anywhere else that the driver may be required to go to.
8. Any and all damage caused by your driver or the staff, which you supply to us, is your liability and your responsibility. Any costs incurred by ourselves to rectify damage, etc. ... will be passed back to your company, in full. It is therefore recommended that you include Drivers Negligence cover within your rates to protect yourselves. Any excess on the policy is your sole responsibility. We will expect payment in full for any damages without any excess deductions, even if this results in a contra situation.
9. The contract we have is with your company and not a "factor" or finance company. Should there be any dispute, it will remain between us and your company, NOT a third party (who you may have assigned the debt to).
10. Please be aware that we do not, & will not pay for drivers breaks, timewasting, and dishonest use of time in the day, to achieve more hours worked. Likewise double breaks etc will be also be deducted.
11. If involved in an accident whilst in our custody, drivers must notify our office immediately and must never admit liability. Driver must take photographic evidence of the incident, the proximity of the incident (e.g... road), vehicles/ property involved/ damaged in the incident, etc... and must be given to our office upon return from days' work. At this point a de-brief will be required and completion of any accident claim forms etc... as required.

Yours faithfully,  
S. H. Mugglestone

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