

PART TIME "DOOR TO DOOR" FEEDER DRIVERS RATES OF PAY & CONDITIONS OF SERVICE

INTRODUCTION

The "door to door" feeder service on our holiday programs is fairly unique here in the Midlands and it is very highly regarded by our customers. Operationally it is a complex and time-consuming service in terms of prior organization, control and successful execution on the day. It is therefore essential that our feeder drivers are properly trained and prepared and work in full uniform, that our vehicles are modern and well presented and that prior organisation, routing and paperwork is accurate. The following information provides details of rates of pay and other conditions for all drivers employed as "door to door" feeder drivers.

1. Rates of Pay

- 1) For all hours worked the rate of pay will be £6.41 per hour plus 15 pence hourly bonus paid annually.
- 2) An un-social hours payment of 66p per hour is now claimable, between the hours of 17.00hrs and 07.30hrs the following day on weekdays plus between the hours of 17.00hrs Friday and 07.30hrs Monday morning (all weekend). This supplement is also payable for all hours worked on Bank Holidays.

Note: These rates of pay also apply to any other tasks that you carry out, which are organized by the company. Any training undertaken will also attract the same rate of pay but not the un-social hours element.

3) We also provide special arrangements for short periods of work:

a) When you are carrying out feeders you may claim the hours worked subject to a minimum of 3 hours, i.e: -

	Start	Finish	
(i)	06:00	08:00	CLAIM 3 hours
(ii)	06:00	08:00	
	08:00	11:00	CLAIM 5 hours

For subsequent work, if there is a break between jobs of less than 4 hours claim only for the hours actually worked. If more than 4 hours claim as (i) above as if no work had been previously done ,i.e: -

	Start	Finish	
(i)	06:00	08:00	CLAIM 3 Hours
	15:00	17:00	CLAIM 3 Hours
(ii)	06:00	08:00	CLAIM 3 Hours
	15:00	17:00	
	17:00 2 nd feeder	19:00	CLAIM 4 Hours

b) Book the un-social hours supplement for all feeder work done within the un-social hour's periods detailed in section 1 above.

2. Conditions

We pay by BACS, directly into your chosen bank account, on the 11th day of each month. When this falls on a Saturday or a Sunday, payment will be made on the preceding Friday.

Monthly timesheets can be obtained to the Traffic Office, they must be returned to this office by 1700hrs on the day following the last day of the month.

3. Holidays

As a result of change in employment legislation you are now entitled to the same benefits pro-rata with our full time employees. Basically that means you may claim one hour paid leave for every 13 hours work, subject to a maximum of 85 hours in each half year. This will be worked out quarterly in arrears and carried over quarter to quarter. Holiday can be taken at your own convenience. (See conditions for Coach Drivers) in our Operations Manual.

4. Continuous Employment

Please understand you are a part time employee, employed as and when you are available and willing to assist us to cover work. As you are free to choose when and whom you wish to work for, we believe there is no continuous employment. However we appreciate your loyalty when picking us as your first choice.

5. Uniform

You will be entitled to the following uniform provided by the company. If there are any items that you feel you will require over and above these provisions, they can be ordered for you but these items will have to be paid for by yourself.

- 1 x winter overcoat
- 1 x premier jacket
- 2 x shirts - either long sleeved or short sleeved
- 1 pair of trousers
- 1 x slipover jumper
- 1 clip on tie

6. Conclusion

We are very aware of that feeder driver work is very important for this company and our customers. We need you to be motivated to achieve the highest standards of

customer service. We believe this package of holiday payments and an enhanced hourly rate reflect this.

This document should be read and applied in conjunction with the company's Operation Manual, which can be found in the Drivers room.

Your Contract of Employment will also have the same details of this document for your agreement. Should you have any queries whatsoever then please do not hesitate to contact either Peter or John Johnson, Tony Wallace – our Training and Development Officer, or any member of the Traffic Office team.

Finally thank you for your interest in working for Johnsons.

Best wishes and kind regards,

**JOHN AND PETER JOHNSON
DIRECTORS**

Travel with Johnsons Travel with Friends

9 November, 2010