

STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which

**Glasgow Coach Drivers Limited
114 Lunderston Drive, Glasgow G53 6BS**

employs

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Your employment began on No previous employment counts as part of your period of continuous employment.

Your employment is temporary and is expected to end on or before.....

JOB TITLE

You are employed as and your duties will be as advised by your Manager. Your duties may be modified from time to time to suit the needs of the business.

PLACE OF WORK

You will normally be required to work at/from You will not be required to work outside the United Kingdom (for a period, or periods, exceeding one month).

HOURS OF WORK

You have no guaranteed hours of work in any given week. Your actual hours to be worked each week will be as necessitated by the needs of the business and will be notified to you by the Operations Manager. In some weeks you may not be required to work any hours. Payment will only be made for actual hours worked and therefore no payment will be made for weeks where you are not required to work.

Your hours of work will be in accordance with the European Rules on Driver hours. Your hours will not exceed 56 hours per week or 90 hours in any two consecutive weeks. Daily hours must not exceed 9 hours although this may be extended to 10 hours twice a week. Drivers must take breaks that total at least 45 minutes during or after 4.5 hours of driving which can be split into 2 periods, one of at least 15 minutes followed by one of at least 30 minutes. You must normally take 11 consecutive hours daily rest which can be reduced by up to 2 hours on no more than 3 occasions between two weekly rest periods. You may split your daily rest into two periods totalling 12 hours, the first three hours and the second at least nine hours (you cannot split your daily rest into more than 2 periods). Within six 24-hour periods from the end of their last weekly rest, drivers must extend their daily rest period into a weekly rest period. This may be either 45-hour weekly rest or a reduced period of at least 24 hours.

REMUNERATION

Your wage is currently £ per hour / day payable Weekly by credit transfer as detailed on your pay statement.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 28 days inclusive of any public/bank holidays which you may choose to request. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year. Conditions relating to the taking of holidays are shown in the Employee Handbook to which you should refer.

Your holiday pay will be based on your average earnings over the previous 12 weeks.

The public/bank holidays each year are:

| | |
|-------------------------|---------------------------|
| New Year's Day | The last Monday in May |
| Good Friday | The last Monday in August |
| Easter Monday | Christmas Day |
| The first Monday in May | Boxing Day |

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

SICKNESS PAY AND CONDITIONS

There is no contractual sickness/injury payments scheme in addition to SSP.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

ALCOHOL AND DRUGS POLICY

It is the responsibility of our employees to present themselves in a fit state for work. Where the Company has a reasonable belief that an employee is under the influence of alcohol or drugs we reserve the right to send you home for the remainder of the day without pay. This is not considered a form of disciplinary action but is done solely in the interests of the Health and Safety of you, your work colleagues and any customers.

HEALTH AND SAFETY

It is your responsibility to familiarise yourself with the relevant health and safety regulations of both Glasgow Coach Drivers Limited and those of our clients when on their premises.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to the Managing Director within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with the Operations Manager, either verbally or in writing. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER Under 1

- month's service - Nil.
- 1 month but less than 2 years' service - 1 week.
- 2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE Under 1

- month's service - Nil.
- 1 month's service or more - 1 week.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

There is a stakeholder pension scheme applicable to your employment. Further details are available from the Operations Manager.

If you are SELF EMPLOYED SIGN HERE.....

.....
For and on behalf of the Employer

..... (Date)

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

..... (Employee)

..... (Date)

