



**DRIVERS'  
GUIDE**

- Before you accept an order, you must make sure you have the commensurate skills and hold documented qualifications.
- You should verify the vehicle documents for their validity – the validity of the road worthiness test and the vehicle TPL insurance.
- The Carrier should select the vehicle so as that it suits the type of the goods to be carried.
- Both the vehicle, and its fixtures and fittings, must satisfy the legal requirements and manufacturer's specification.
  - When performing transport orders received from VIRTUS LOGISTICS Sp. z o.o., it is forbidden to consume alcohol, take drugs, stupeficients, or medicines which affect the driving aptitude.
  - VIRTUS LOGISTICS Sp. z o.o. obliges you to abide by:
    - the traffic law
    - the national and international standards with respect to the drivers' permissible driving and working time, which includes complying with the mandatory minimum rest time
    - the standards of correct securing of the cargo on means of transport
    - the standards applicable to the transport of food and ADR dangerous goods
    - the cabotage regulations
- Before setting off, the driver is obliged to inspect the condition of the vehicle combination and its parts such as the tyres, mirrors, cargo space and its securing devices - the tarpaulin, customs-approved fastening rope, and seals.
- Transport of ADR dangerous materials entails a strict ban on smoking.
- Your vehicle must be equipped with the basic means of security to name e.g. reflective vests, protective footwear, fire extinguishers, and proper fittings for securing the cargo for carriage.
- The driver must mandatorily be present at the loading and unloading, unless the parties have agreed otherwise in a contract between them.
- It is the driver's obligation to check the cargo visually for its consistency with the data in the waybill.
- The driver must be conscious of the type of cargo he is carrying and of the transport labels on the packaging of the goods.
- When performing transport orders from any of the countries of the continental Europe to the United Kingdom, it is forbidden to stop anywhere illegal immigrants might board the vehicle before the port is reached.
- In your contacts with the shippers and consignees of the goods, you are required to abide by the generally accepted rules of cultural behaviour and avoid engaging in conflicts with the parties' personnel.
  - Whenever you are involved in a crash, or illegal immigrants have intruded, or the cargo has been stolen, or you face an obstacle at the site of loading or unloading, you are obliged to notify the contact person at VIRTUS LOGISTICS Sp. z o.o. thereof forthwith, and then follow the instructions you receive from the authorised person.

- If for any reason it proves impossible to arrive for the loading or unloading by the time specified in the order, you are obliged to notify VIRTUS LOGISTICS 's employee immediately of the situation.
- It is strictly forbidden to change the place of loading or unloading without the knowledge of or consent from VIRTUS LOGISTICS's employee.
- Should you face any problem with the issuance of the goods, you must contact the Customer immediately and ask for further instructions.
- It is forbidden to leave the vehicle and the cargo in unattended car parks, woodland parking areas, or sites notorious for robberies and thefts.

**Failure to abide by the above instructions may result in immediate termination of cooperation with the Carrier and a civil suit against it.**

Any matters not regulated herein shall be governed by the regulations of the General Terms of Service Provisions by VIRTUS LOGISTICS Sp.z o.o. [OWŚU], CMR Convention, Civil Law Act of 23 April 1964, Carriage Law Act of 15 November 1984, and Convention on the Contract for the International Carriage of Goods by Road (CMR).