



BRITISH CHAUFFEURS GUILD Ltd



13 Stonecot Hill, Sutton, Surrey, SM3 9HB

Telephone: 020 8641 1740 Fax: 020 8644 1945

E-mail: info@britishchauffeursguild.co.uk

www.britishchauffeursguild.co.uk

TERMS OF TRADING

TEMPORARY POSITIONS:

Any Chauffeur hired from *British Chauffeurs Guild Ltd (BCG)*, is provided on a temporary basis only.

Please note that all BCG Chauffeurs are all under signed covenant not to accept any work if approached directly and we do not guarantee the replacement of any Chauffeur due to illness or a 'no show' that was booked directly without the knowledge of this Agency.

The Agency reserves the right to remove or replace the same for any reason on giving notice to the hirer / Client(s) of 24 hours minimum.

Chauffeurs remain within the jurisdiction of the Agency (BCG) throughout the hire period and should they be offered any permanent or short-term employment by the hirer / Client(s), or any third person associated with or introduced by the hirer / Client(s) during the hiring period, the matter must be reported to the Agency (BCG) by both the hirer / Client(s) and the Chauffeur concerned, so that the appropriate charges may be levied.

For our latest tariffs, please contact us by telephoning 020 8641 1740 or email info@britishchauffeursguild.co.uk

DISCLAIMER NOTICE

Please note : In the event of a confirmed Temporary Booking involving any additional expenses incurred / paid for/ by the selected and appointed Chauffeur (s) e.g. train, taxi fares / parking fees or similar and as a result of any unexpected delays, connections, cancellations or any alternative unforeseen circumstances occurring, all prior paid additional expenses are still payable & expected to be reimbursed to the relevant Chauffeur(s) by the specific & relevant Client against the submission of receipts and final invoice submitted by the relevant Chauffeur(s) .All Chauffeur(s) hourly fees and daily agency handling fees are also chargeable as per our Terms of Trading.

In the event a Chauffeur reports for duty as previously confirmed and deems the vehicle to be driven, *unfit and illegal*, if dismissed from duty a minimum hire charge will be applied. If the issue can be remedied immediately, then the appointed Chauffeur will drive the car directly to a garage or workshop.

All associated costs attributed to the vehicle to be driven by the appointed Chauffeur(s) such as Road Fund Tax, MOT appropriate and valid Insurance as detailed above, CC (Congestion Charge) if applicable, Petrol, ULEZ (Ultra Low Emission Zone) Dart Charge, M6 Toll and / or ANY other similar costs / charge, all **remain the responsibility of the registered Owner / keeper** of the vehicle. *No blame* can be attributed to the Chauffeur(s) concerned if a PCN (penalty charge notice), is issued.

INSURANCE INDEMNITY:

It is agreed that the specific Client(s) have requested British Chauffeurs Guild Ltd (BCG) to supply Chauffeuring personnel to drive the Client(s) own car(s). The Client(s) therefore certify that the car(s) is / are insured against all third-party risks as the minimum requirement by Law whilst being so driven. The Client(s) also agree to indemnify the Agency (BCG) and the appointed Chauffeur concerned against all costs or claims and any damage to the Client(s) car(s), however arising and of whatever nature occasioned through any cause in connection with the driving of the above car(s) and on all future occasions that a hiring contract is entered between the Hirer and the Agency after the initial service of this important notice.

INDEMNITY EXCLUSION:

This indemnity excludes any penalty, prosecution or fine solely attributed to the Chauffeur whilst driving the Client(s) car(s) (such as speeding & parking fines') and similar and includes any civil or criminal offence committed by the Chauffeur whilst so engaged by the said Client(s).

FUTURE RE-EMPLOYMENT:

Notwithstanding the above terms and conditions, in a case where:

A Chauffeur having been employed on a temporary or permanent basis, is dismissed, resigns his / her position or has completed the hiring period and a subsequent re-employment of the same person is being considered by the same client, or as the result of that employment the Chauffeur is being recommended to any third party associated or introduced by the same original hire / employer, it will be the duty of both the Chauffeur and the hirer / employer to report the matter to the Agency (BCG) so that any permanent / temporary charges liable may be raised and levied.

All bookings must be made direct with the British Chauffeurs Guild and **NOT with the Chauffeurs directly**, in order to avoid any conflict of interest.

PERMANENT PLACEMENT

Permanent placement fee is 18% of basic salary plus V.A.T.

NO PLACEMENT – NO FEE BASIS

Upon your enquiry being received, a formal agreement will be entered into by all parties outlining and agreeing to our General Terms & Conditions as briefly outlined as below, a full copy can be provided upon request.

RETURN OF PLACEMENT FEE RELATING TO 'PERMANENT POSITIONS':

In the event of the selected candidate leaving the position as from the actual start date of Employment, the following refunds will be applied:

WEEKS 1 – 4 (40% Refund or Free Replacement)

WEEKS 5 – 8 (20% Refund or Free Replacement)

WEEKS 9 – 12 (10% Refund ONLY)

The above free replacements will apply once only for the duration of the remaining guarantee period.

THE ABOVE WILL NOT APPLY: - If the placement fee concerned is **NOT PAID** within the agreed Terms of Trading unless authority has been obtained from this office as detailed within the agreed and pre-signed General Terms & Conditions.

British Chauffeurs Guild Limited

Registered in England under No: 3086546

Registered address: 13 Stonecot Hill, Sutton, Surrey, SM3 9HB

VAT No: 672 3947 08