



TRANSPORT POLICY
1 DECEMBER 2023

PURPOSE

This document describes the transport procedure for staff employed by and through NDR.

SCOPE

This procedure applies to all staff employed by and through NDR, where transport is available and chosen as a transport method by the employee.

DEFINITIONS

None

PROCEDURE

Staff are available to request transport to their workplace when working for NDR. This is communicated via email on registration, and by recruitment consultants as required and requested by the candidate.

NDR give their employees an active choice, and they are not required to use the transport provided as a hire and reward service. All staff have the choice of using their own transport, using public transport where available, or other methods as chosen by the candidate.

NDR do not endorse the use of private e-scooters as a method of transport due to government legislation.

Should staff wish to request transport through NDR, this can be requested by visiting our website at www.ndr-recruit.co.uk/transport. Transport can be requested, and details of the cost, and any other applicable terms are stated on the sign-up page, once the employee has viewed and agreed to these terms, their form is submitted to a recruitment consultant who books required transport, and confirms this verbally to the candidate. Transport provided can be a taxi from a local taxi firm, a minibus/ bus or coach operated by NDR, or a minibus / bus or coach provided by a third party.

The candidate is also required to discuss the transport with a recruitment consultant who will confirm the preset pick up / drop off points, which would be closest to the employees address.

NDR will charge employee for transport, by confirming boarding or alighting the transport method provided, then deducting the cost from wages a week in arrears. NDR do not charge interest on deductions or additional fees.

The cost of transport is confirmed to the employee upon sign up for transport, via on screen agreement and in a confirmation email when signed up.

Should there be any changes to the costs or terms, the employee will be required to resign the terms which shall be communicated to the employee through email or sms message.

Employees using NDR Transport are expected to behave in an acceptable manner. Unacceptable behaviour may result in NDR taking disciplinary action or contacting the relevant authorities where required.

Dependant on the capacity of the vehicle it may not be possible to carry large amounts of personal luggage for individuals. The driver reserves the right to refuse to carry excessive luggage or personal belongings.

NDR Transport is not available for members of the public, and the driver does not carry cash. For urgent transport requirements, the candidate must contact the NDR office to make bookings with the transport office.

If the transport provided by NDR is unable to operate due to weather / mechanical issues / other unforeseeable reasons then NDR will provide alternative transport for employees through methods such as taxi / 3rd party transport, for which the employee will not be responsible for additional costs. This will be billed directly to NDR by the 3rd party.

If an employee has a complaint about the transport, they can use the confidential portal via ndr-services.trufty.report or by speaking to us on 0800 246 5376 or by emailing daren@ndr-services.co.uk