



LOADS OF WORK

Make the move

A guide to dedicated sub-contracting
at Maritime Transport





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1. Introduction

Thank you for considering Maritime Transport in offering your services as a dedicated sub-contractor. We have produced this handbook as an easy, step-by-step guide to working with us and to explain our approach to sub-contraction.

At Maritime Transport, we want to support and strengthen our UK operations by creating long-term partnerships with professional hauliers and owner-drivers. As the largest, privately owned company in the container transport sector, we control substantial volumes, which means, unlike other companies, we are able to provide continuous, quality work to all our sub-contractors, throughout the year.

We recognise the importance of a strong supplier base for our business and that is why we are fully committed to ensuring that the relationship we establish together is a 'win-win', for both Maritime Transport and for you.





2. What we need

- Well presented and courteous drivers.
- Tidy vehicles, in good working order, ideally plated to 44 tonnes for greatest flexibility with in-cab communications.
- A secure depot or parking facility to be able to park up with loaded containers overnight.
- A container lock for loaded containers whilst in your care, (see Bulldog Locks®, below).
- RHA 1998 Conditions of Carriage with extended limits of liability, (see Insurance, below).
- Waste Licence an advantage.

3. What's in it for you

The current sub-contractor deal is provided in a separate Covering Letter. In addition, as a sub-contractor with Maritime Transport, we undertake to provide sufficient quality work throughout the week to ensure that you maximise your earnings. Because we are able to provide work, week-in, week-out, you will enjoy better returns at Maritime Transport and subject to your commitment to a five-day week, we will actively track your daily productivity to make sure that your vehicle earns to its full potential.





4. How we can help

As part of our sub-contractor deal, we are able to offer a range of services to help you get started and stay on the road:

■ **Truck Sales**

As a buyer of premium tractor units, we can offer our sub-contractors the opportunity to buy our vehicles at competitive finance rates with guaranteed work and the comfort of the full support of a reputable transport operator. All of the vehicles we offer for sale are owned and have been operated by us, from new and have full, main dealer, service histories with low mileages. Contact our Fleet Sales Manager on 07980 100200 or go to www.secondhandtrucks.co.uk for further details.

■ **Trailer Hire**

We can provide a quality, regularly serviced 40' sliding skeletal trailer at a highly competitive weekly hire rate, (see Covering Letter for details). We include all servicing and normal tyre wear in the hire cost and only charge for punctures or for damage to the trailer which can occasionally occur. We deduct trailer hire on the same terms we pay you.





■ Fuel Card

After two completed weeks of work with Maritime Transport, you are entitled to a fuel card and benefit from our bulk fuel purchasing arrangements, if required. We limit fuel drawings to a maximum of 450 litres per day (1,600 litres per week) as a security precaution to protect you, the cardholder. As with trailer hire, we deduct the cost of the fuel drawn on the same terms we pay you.

■ Bulldog Locks

A Bulldog Lock® has to be applied to all loaded containers whilst in your care. We can offer these locks to you at a discounted price and deduct the cost from your first payment, if required, (see Covering Letter). If you wish to take up this option, simply complete the Bulldog Lock Request Form, attached and return it to the Resource Manager.

■ Emergency Recovery

We can offer 24-hour emergency recovery, seven days a week throughout mainland UK, for total peace of mind. When you contact the support team, you will receive attention within two hours of the call being logged and you will only be charged per call out, so you have no annual premium to pay. The cost, including our administration fee, is deducted on the same terms we pay you.





■ Insurance

You will need to have Goods-in-Transit insurance (GIT) cover based on RHA Conditions of Carriage with an extended limit of liability of £6,500 per tonne. For trailer hire, you will need to hold insurance cover for £18,000, coupled and decoupled.

Our brokers, Anthony Jones (UK) Limited, based in Bromley, Kent, are able to offer you an exceptionally competitive and comprehensive, back-to-back GIT insurance package. In addition, if you decide to hire one of our trailers, this policy includes adequate trailer insurance, so there is no need to take out separate cover*.

As the leading insurance broker to the transport industry in the UK, Anthony Jones is able to tailor commercial vehicle and fleet policies to suit your specific needs, as well as a range of other policies to protect your business. For comprehensive GIT cover and to discuss other insurance needs, all you need to do is contact Anthony Jones on 0844 248 7654, quoting 'MARITIME'.

By choosing Anthony Jones for GIT and other insurance needs, you will enjoy back-to-back insurance cover, meeting our exact conditions of carriage, a dedicated point of contact for all your insurance needs and the assurance that you are employing one of the most reputable brokers, with over 30 years experience in the transport industry.

** Please note, this policy does not cover any trailer rental costs until the insurance settlement.*





5. How to get started

Becoming a sub-contractor at Maritime Transport is easy and we have a dedicated Resource Manager whose job it is to make things as smooth as possible for you. If you hold a valid CPC and 'O' licence, then you could be working with us within a matter of days.

We only need a few pieces of information from you before you can start.

- A completed a 'New Starters' Contract.
- Your 'O' Licence number.
- Written confirmation, signed by an authorised signatory, of your bank details (to include Payee, account number and sort code) on your letterhead, to make sure that the money you earn is paid directly to you.
- If you factor, we need written confirmation from you and your factoring company that we have the right to offset (for trailer hire, fuel etc., as applicable).
- Your e-mail address to be able to send your weekly rate confirmations.
- Written confirmation of your bank details. These can be sent directly to our accounts department from the e-mail address entered on the 'New Starters' contract form or by post on letter headed paper and endorsed by an authorised signatory.





6. How we work with you

Once you have provided us with all of the information we need and we have completed the set up process, you will be assigned to a specific operating centre (Depot or Contract). You will be introduced to the Manager and your dedicated operator who will be responsible for allocating work to your vehicle and looking after your interests on a day-to-day basis at Maritime Transport.

We will give you all your instructions, either face-to-face or by telephone. Paperwork will be provided as required and made available to you en route at the most appropriate operating centre.





7. What we want you to do

As we specialise in container transport, you will be involved in delivering loaded import containers from ports and railheads to addresses throughout the UK and collecting loaded containers for export. Whilst the transport of containers is straightforward, there are a number of things we want you to do, for smooth and trouble-free deliveries.

Security

Security is paramount to ensure the safe delivery of containers and your own personal safety:

- Do not discuss the load or the contents with anyone.
- Always apply a Bulldog Lock to a loaded container in transit. (Please remember to remove the lock before the container is lifted off at the port or railhead).
- Do not take instruction concerning the delivery of your container from anyone other than your dedicated operator / nominated depot however genuine the request may seem, including the Police.
- Stick to the delivery address on your Delivery Note. Tell us if you can't find the location or have any concerns about the delivery point. Never accept an alternative delivery address from anyone other than your dedicated operator / nominated depot.





- Always park in a secure parking area overnight. Never park up in a lay-by or on waste ground. When you leave your vehicle and load in a secure parking area, make sure the vehicle is locked and the load is visible at all times. Parking is free of charge, Monday to Thursday at any Maritime Transport depot.
- After any break away from the vehicle, check the container and tell us immediately if the seal, container or load has been tampered with.

Communications

- Keep your mobile phone switched on at all times when working, unless it is unsafe to do so.
- Every evening, before 18.00, contact us for details of your work schedule for the following day and tell us where you're parking overnight, if we haven't already contacted you. A list of approved, parking locations is available on request from your Operator.

Imports

- Check your container before you set off from a port or railhead. If it's a loaded container, check the seal is intact and the Equipment Interchange Receipt (EIR) agrees with the container number and seal.
- If, for any reason, you're running late, tell us before the designated booking time, so that we can advise our customer.
- At the delivery point, adhere to all site rules and be courteous at all times.
- Tell us if unloading has started to exceed two hours and at all times when the unloading is completed.
- Get your Delivery Note signed by the receiver as proof of delivery (POD), with the time of arrival and the time of departure, the seal number and details of any shortage or damage (claused POD), if applicable.





- Record any damage caused by the receiver and get them to acknowledge that they are the responsible party by signing your paperwork.
- Tell us immediately if the POD is claused in any way.
- Check the container is completely empty before you leave. It is the responsibility of the receiver to remove all dunnage.

Exports

- Check the container type and size at the collection depot to make sure it agrees with the details you were given with your release reference.
- Examine the container to make sure it is suitable for export. Check that the door catches work properly. Open the container doors and check that the container is empty (with no protrusions on the floor e.g. nails), dry, dust and odour free, if relevant. Check for any damage to the walls or roof. Record any damage on the EIR and tell us immediately if the container is unsuitable for loading.
- At the collection point, adhere to all site rules and be courteous at all times.
- Tell us if loading has started to exceed two hours and at all times when the loading is completed.
- Check the container is properly sealed with a bolt seal and the shipper has recorded the seal correctly on the export paperwork.
- Record any damage caused by the shipper and get them to acknowledge that they are the responsible party by signing your paperwork.
- Return all job related paperwork including PODs and EIRs to any Maritime depot at the earliest opportunity during the week.





8. How to get paid

We want you to be paid as quickly as possible and so we confirm all rates (job or pence per mile) to you weekly, by e-mail. All you need to do is raise an invoice (plus VAT, where applicable) for the amount stated on our Confirmation Note by Tuesday of week two following the receipt of confirmation. Please send your invoice to our Accounts Department and they will be able to process your invoice for payment immediately. We will pay you 17 days from the end of the haulage week, or four weeks, if factored. All payments are made to you by BACS transfer.

In the event that you are unable to produce a signed POD to support your invoice, we are happy to accept a signed letter of indemnity from you to avoid any delay in your payment.



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9. Who to talk to

Maritime Transport has a comprehensive support system in place for sub-contractors, so there are a number of important points of contact, below. Your first point of contact is likely to be our Resource Manager who will guide you through the process of becoming a sub-contractor at Maritime Transport. Although you will be allocated to one of our Depots / Contracts when you start work with Maritime Transport, please feel free to contact our Resource Manager at any time if you wish to discuss any point. He will be happy to help.

Tom Cole, Resource Manager 07966 310210 *(Set up & general support)*

Emergency Recovery Helpline 01394 613378

Accounts 01394 613247 / 8 *(Payments, fuel cards)*
Haven Exchange, Felixstowe, Suffolk IP11 2QE

Matt Heath, General Manager Fleet Sales, secondhandtrucks.co.uk
07980 100200 *(Truck sales)* Fortress Distribution Park, Fort Road,
Tilbury, Essex RM18 7NL

Anthony Jones 0844 248 7654 *(GIT & other insurances)*
Albany House, 31 London Road, Bromley, Kent BR1 1DG





Depots

- **BRISTOL** 01179 829139
Victoria Road, Avonmouth, Bristol, Avon BS11 9DB
- **FELIXSTOWE** 01394 602874
Nicholas Road, Felixstowe, Suffolk IP11 4AS
- **HAMS HALL** 01675 437667
Eddison Road, Hams Hall, Coleshill, West Midlands B46 1DA
- **LEEDS** 01132 720808
1 Lockside Road, Stourton, Leeds, West Yorkshire LS10 1EP
- **LIVERPOOL** 0151 922 9004
East Hornby Dock, Port of Liverpool, Bootle, Merseyside L20 1BE
- **MANCHESTER** 0161 873 8730
John Gilbert Way, Trafford Park, Manchester, Lancashire M17 1PY
- **Northampton** Salthouse Road, Brackmills, Northampton NN4 7EX
- **SOUTHAMPTON** 02380 875199
North Road, Marchwood, Industrial Estate, Marchwood,
Southampton, Hampshire SO40 4BL

Freightliner Terminal, Millbrook Point Road, Southampton,
Hampshire SO15 OAB





- **SOUTH SHIELDS** 0191 455 2342
Tyne Dock, South Shields, Tyne and Wear NE3 5SP
- **THAMESPORT** 01634 272228
Grain Road, Isle of Grain, Rochester, Kent ME3 0HA
- **TILBURY** 01375 842522
Fortress Distribution Park, Fort Road, Tilbury, Essex RM18 7NL

Contracts

- **COSCON** 01394 675404
- **CSAV** 0151 944 1229
- **HAPAG-LLOYD** 01394 602890
- **HAMBURG SUD** 0161 848 9333
- **HYUNDAI** 02380 875112
- **UASC** 01375 852066

You will be given Out of Hours contact numbers when you start.





10. Checklist

You need to have:

- ☐ Tidy vehicle in good working order
- ☐ In-cab phone
- ☐ Well-presented and courteous driver
- ☐ Secure parking facility
- ☐ Container lock for loaded containers
- ☐ RHA Conditions of Carriage
- ☐ Extended limit of liability to £6,500 per tonne

You need to send us:

- ☐ Completed 'New Starters' Contract
- ☐ 'O' Licence number
- ☐ Bank details
- ☐ Your e-mail address
- ☐ Written confirmation to offset, if factoring
- ☐ Written confirmation of required insurances
- ☐ Completed Bulldog Lock Request Form, if required
- ☐ Waste Licence, if held

Your driver needs:

- ☐ High visibility vest or jacket
- ☐ Safety shoes or boots
- ☐ Hard hat
- ☐ Safety goggles
- ☐ Photo I.D.
- ☐ RHIDES to access the Port of Felixstowe



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