

DTF063: Fleet Pay Rate Structure

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Standards:	All applicable standards		
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Summary

This document shows the trainer pay rate, mileage and additional par rates for all Fleet Auditor courses.

This policy/procedure does not form part of your contract of employment; however, adherence is a condition of employment and breaches may lead to disciplinary action.

Contractors and other external parties working with or on behalf of Drivetech UK Limited may have their contract terminated for non-compliance.

Applicability

This document applies to all Fleet Audit trainers, the Commercial booking team and Training Managers.

New versions of this document will be circulated by email.

Outputs from the Procedure/Process

Reference/Record Name	Location Held	Storage Medium Electronic/ Hard copy	Retention Period e.g. Years/Months	Responsibility
Trainer Pay rates	K Drive	Electronic	Annually	Jen Heelan



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Measurement or related performance indicators

This section should detail how the process is measured and how performance indicators are reported to relevant parties.

Fleet Trainers

	On Road only (includes courses with presentation)	Fleet Workshops
Half Day < 4 hrs	£97.00	£139.00
Full Day > 4 hrs	£148.00	£187.00

Incremental Pay Scale - where the daily rates will increase in line with the number of days that you deliver over a seven-day period, Monday – Sunday. Half day days are accumulative and will count towards full days.

Number of Days Worked Per week	Pay Rate	Weekly uplift in pay*
1	£148	£0
2	£160	£30
3	£170	£75
4	£178	£132
5	£178	£165
6	£178	£198
7	£178	£231

*fleet course uplift applies on a £148 day rate

Specialist Fleet Rates

Defined as a course requiring additional skill sets and falls outside of the normal product portfolio e.g. high performance, events, skid training, chauffeur, towing. Specialist pay rates may also apply to courses where additional work is required over the standard courses e.g. additional report writing. Rates will be variable depending on the product.

Specialist Course Name	Pay Rate
Assessor Course Cat B and Assessing & Coaching	£187.00
Advanced Driving Diploma (Prep only)	£187.00
Advanced Driving Diploma Prep and Test	£187.00
Alternatively Fuelled Vehicles	£187.00
Broadmoor Hospital Convoy Driving	£187.00
DVSA New Entrant – Driver Training/Development	£187.00
Ford Driving Skills for Life Event	£187.00
Iceland Home Shopping Driver Training	£108.00



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Motor Sports Association – Safety Car Driver	£187.00
On road High Performance Driver Development	£187.00
Pre-Court Driver Awareness	£187.00
PULSE – Fleet Risk Health Check	£331.00
Trailer Towing Courses	£187.00
Waitrose on-road – Lead Driver Assessor	£187.00
Trainer Quality Monitor (TQM)	£200.00

Additional Payments

London weighting: Trainers allocated to a job within the designated London area will be paid an additional £15.00.

Weekend work: No additional payments.

Evening work supplement: No additional payment for courses when start and end times fall within 8am and 7pm

£10 additional payment for courses with start time between 7am – 7.59am or end time between 7.01pm and 8.00pm

£20 additional payment for courses with start time on or before 6.59am or end time on or after 8.01pm

Mileage rates will be door to door and be paid at the below rates:

Payments received	Forecourt prices (unleaded)
18p door to door	165p or less
20p door to door	166p – 181p (inclusive)
25p door to door	182p or over

Note: mileage payments will fluctuate according to fuel court prices.

Trainers will be able to manage their own areas of coverage by selecting postcodes.

Parking: Trainers can claim parking expenses incurred whilst working for Driveteck against receipts. All receipts should be sent to Client Services, Plant Basing View, Basingstoke, Hampshire, RG21 4HG or scanned to Fleetbookingsupport@driveteck.co.uk

Toll charges: Trainers can claim toll charges incurred whilst working for Driveteck against receipts. All receipts should be sent to Client Services, Plant Basing View, Basingstoke, Hampshire, RG21 4HG or scanned to Fleetbookingsupport@driveteck.co.uk

Public Transport: If the trainer uses public transport to attend and deliver a Drive Tech course, they will receive payment in full Driveteck. **This cost is restricted to a maximum amount of £30 without prior approval.**

Please note – if the booking includes London Weighting and mileage and Public Transport is then used, the London Weighting along with any mileage payment will then be deducted from Public Transport expense claim.

The full receipt should be sent to Client Services, Plant or scanned to
Fleetbookingsupport@drivetechnology.co.uk

Accommodation: Accommodation will be offered to trainers travelling to a venue over 2 hours away as based on 'Autoroute' and will be calculated by Drivetechnology. Booking of accommodation will generally be by the Client Services Team; all accommodation bookings must be authorised by Drivetechnology. Drivetechnology will fund accommodation to the value of £90.00 a night following production of receipt; if this amount is not sufficient Drivetechnology will need to authorise before the booking is confirmed.

Subsistence: £25.00 per night away.

Lunch on full day courses: At own expense.

Travelling with other trainers: Trainers working at the same venue are requested to travel together where possible. Please advise details of convenient meeting points to Client Services so mileage payments, if applicable, can be calculated correctly.

Any exceptions will be agreed with Drivetechnology prior to payment.

Please send all receipts with the completed Trainer Expense Form.

All expenses must be claimed within 3 months of the expense being incurred.

Amendment record

Date	Version number	Amendment
31/01/2021	V.1.0	New document. Published
11/06/2021	V2.0	Annual payrate updated
29/06/2021	V2.1	Added rates for Silver, Gold and Unified audit and follow up
30/11/2021	V2.2	Increased rate of London Weighting from £10 to £15
21/02/2022	V2.3	Logo updated
17/06/2022	V2.4	Trainer mileage rate updated
01/08/2022	V2.5	Trainer payrates and mileage payments altered
03/08/2022	V2.6	Added Safe & Eco course to pay rate
16/08/2022	V2.7	Added Incremental pay rates
05/01/2023	V2.8	Added new mileage rates
12/03/2024	V2.9	Added Iceland course to payment table
28/08/2024	V3.0	Reviewed document and updated prices
18/11/2024	V3.1	Reviewed document and updated trainer fees. Removed Halliburton, course has been archived. Removed Safe & Eco, no delivery from Feb 2025.
13/02/2025	V3.2	Reviewed/updated

