# A. P. Webb Plant Hire ltd.

## Routing & Scheduling Transport Policy

**Policy Objective:**

The aim of this Policy is to ensure that we collectively Manage our Routing & Scheduling of Transport by using the most efficient, safe and appropriate vehicles and routes to and that any vehicle routes to sites or premises are adhered to unless directed otherwise.

This means understanding which vehicle to use and why, which roads will be used to and from premises or sites in order to ensure that customer requirements are met and that vulnerable road user safety is optimized.

**AP Webb Plant Hire Ltd's aim to route and schedule all journeys effectively so that:**

- Maximum efficiencies are achieved.
- Drivers jobs are less stressful.
- Costs can be controlled which makes the business more profitable and Drivers jobs easier.
- Customer satisfaction is maintained, which means more business, fewer complaints and increased job security.
- The risk of coming into contact with vulnerable road users is reduced.
- The right vehicle is used for the right job.

**Drivers - Journey planning and using the right vehicle for the right job will help to ensure you:**

- Use vehicles as efficiently and effectively as possible so that vehicle running costs are kept to a minimum.
- Are less stressed as you'll know where you need to be, how to get there and when you need to arrive.
- Are travelling on the optimum route and special routing and access requirements issued by clients are adhered to.
- Know about the locations of on-route parking and fuelling facilities.
- Minimise the potential for interaction with vulnerable road users.
- Avoid parking charges and unnecessary tolls.

**It is of Paramount Importance that Driver's understand:**

- The correct procedure to follow if you need to deviate from a route.
- The consequences of deviating from a route unnecessarily.

**The journey should be planned before it is started. If you haven't planned the journey yourself make sure you're briefed on the route and take into account:**

- Road restrictions, e.g. time, constraints on vehicle size, 'banned' routes etc.
- Preferred route options and alternatives in the event of an unforeseen event.
- An evaluation of existing routes to check they are still the most efficient.
- Journey length in order to reduce the risk of fatigue.
- The need for rest breaks and access to toilets, washing facilities and refreshments.
- Fees and tolls.
- Congested areas and schools should be avoided wherever possible.
- Safer routes which are more appropriate for the type of vehicle doing the journey.
- Avoiding periods of peak traffic flow (where possible).
- Any delivery time windows.
- Routes which you should avoid.
- Arranging the drops so that deliveries and collections are in the right order and efficient.

**Conclusion of Policy**

We need to make sure journeys are planned so that operations run as smoothly and efficiently as possible. This is done to ensure that you (including sub-contracted and agency drivers) know the most efficient, safe and appropriate vehicles and routes to use and that any vehicle routes to sites or premises are adhered to unless directed otherwise.

It is important to understand that effective planning can help to reduce stress and control costs - making the business more profitable and your job easier. You should also appreciate that good journey planning will help ensure customer satisfaction - which means more business and fewer complaints.

Signed: …….. Date: February 2020

Mr. Malcolm Bennett
Head of Transport Department

**Employee Acknowledgment –**

I, …… confirm that I have read and understood the above policy in regards to **Transport Routing and Scheduling.**

Employee Signature …….

Date ……..