

**Policy Statement:**

This policy outlines the company's commitment to Key and Vehicle Security and the measures implemented in order to prevent occurrences of theft.

**Drivers Instruction & Responsibility's:**

- Remove keys and lock vehicle doors whenever vehicle is left unattended, even for a second. This includes when paying for fuel, buying a paper, making a delivery or receiving instructions.
- Drive with the doors locked in order to deter thieves who may try to enter the vehicle when it is stationary. If anti-theft systems are fitted, make sure they're working and use them.
- Do not leave valuable goods on show or unattended in your vehicles at any time.
- The Company phone they are issued with must be kept within their possession at all time.
- Park overnight at approved locations if possible, and avoid dark, isolated places. Try to park in a way that prevents access to the rear doors.
- Try to travel in convoy with other trusted drivers when delivering high value or vulnerable loads. Be aware of bogus officials (who could be wearing stolen uniforms) or distractions: drivers may be alerted or stopped by 'other drivers' for supposed punctures, accidents, rear shutter insecure or door open, someone seeking help/directions etc.
- Keep documentation about your load safely tucked out of sight. Don't talk to others about what you're doing, where you're going or what you're carrying.
- If you realise a theft from your vehicle is going on, don't leave the safety of your cab. Lock the doors, start the engine, switch on the lights and if necessary sound the horn to attract attention.
- When returning to an unattended vehicle, always check for signs of tampering with doors, seals, straps or sheets.
- Most thefts are opportunistic and not carefully planned - keep alert.

**Transport Manager / Head of Transport Responsibilities:**

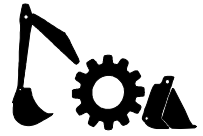
- The Transport Manager/ Head of Transport will ensure the sites that are accessed by the lorry drivers will be safe for them and safe for the goods on site.
- The Transport Manager/ Head of Transport must ensure if a driver is to stay overnight in the vehicle then they must seek a safe place to park, somewhere they deem safe. For example, in a street lit area, truck stop etc.

**On Site – Home Base Security**

AP Webb Plant Hire's Transport Vehicles are kept at Common Road as their main base, this is where all keys are to be returned to at the end of each working day and taken from each morning.

The site is secured by gates/fencing all around the site and an electronic key gate access system at the front car park entrance to the site.

***This electronic gate access point is kept open during working hours for employees to get on/off site and then locked after working hours to ensure no unauthorized access. Every access point into the building is locked overnight.***



Only AP Webb Employees have the code to the electronic gates, and selected Authorised AP Webb Plant Hire employees have keys to get into the building.

**In the Event of Theft**

**In the event of theft to their Vehicle Drivers must inform the Head of Transport as soon as practical to do so.**

- If any work mobile phones are stolen, they will be blocked immediately.
- The Head of Transport will report all Vehicle Thefts immediately to the relevant authorities for investigation.

Signed: .....  
Mr. Malcolm Bennett  
Head of Transport Department

Date: February 2020

**Employee Acknowledgment –**

I confirm that I have read and understood the above Policy in regards to - **Vehicle Equipment Theft and Unauthorized Access**

Employee Name .....

Employee Sign .....

Date .....