A.P. Webb Plant Hire ltd.
TRANSPORT INFRINGEMENT POLICY

Policy Statement:

Action may be taken against Drivers' Hours, Tachograph rules and Graduated Fixed Penalty infringements determined by legislation and failure to comply may result as follows;

- Minor infringements that have been committed either accidentally or due to the inexperience of the driver and are isolated instances may be dealt with by means of a verbal warning in line with the company's disciplinary procedure. This will include a clarification of any infringement and an explanation of the consequences of continued infringement.

- Where Driver's hours and Tachograph rules infringements attract a prohibition, where a driver is prohibited from driving for either a specified or an unspecified period until the conditions noted are satisfied. In addition to attracting a prohibition, this will be considered for prosecution may be dealt with in line with the company's disciplinary procedure construed as a breach of discipline having committed an act of misconduct or gross misconduct in cases of prosecution.

- Where a breach of Driver's Hours and Tachograph rules are considered to be in the public interest or more serious infringements are considered for prosecution, may be construed as an act of gross misconduct which may lead to summary dismissal.

- Where driving offences committed are dealt with by the issues of a fixed penalty notice, non-endorse-able offences may be dealt with by means of a verbal warning in line with the company disciplinary procedure. In cases of endorse-able offences this may be construed as a breach of discipline having committed an act of misconduct, in cases of licence disqualification this shall be deemed as gross misconduct which may lead to summary dismissal.

Non-compliance with this policy may result in the removal from driving duties and where appropriate the instigation of a retraining programme to meet the requirements of the company's Driving Policy.

Signed..... Date: February 2019

Mr. Malcolm Bennett
Transport Manager