



### **Policy Objective**

The objective of this policy is to establish the correct outlined processes to dealing with Transport related fines and charges such as PCN'S parking, moving traffic and bus lane charges and speeding tickets/ law enforcement charges and to outlay where charges lye in terms of company or employee payment.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractor, external consultants, third party representatives and business partners.

### **Responsibility for the Policy**

The Transport manager and the Head of Transport are responsible for investigating and dealing with all transport related fines and charges fully and contesting all charges where possible.

AP Webb Plant Hire are responsible for ensuring the full payment of penalty charge notices are settled to ensure no legal action is taken against the company in reference to drivers' faults whilst using company vehicle.

The Head of Transport / Transport Manager will ensure that all parking and bus lane charges are settled, regardless of who pays the cost.

The driver is responsible to settle all speeding charges as points must be added to driving license by the governing body.

The Transport Department are responsible for the recording of all PCN's on to the PCN spreadsheet.

You are invited to comment on this policy and suggest ways in which it might be improved. comments, suggestions and queries are encouraged and should be addressed to the Compliance Director.

### **Parking charges**

In the event of a parking charge received regarding a company vehicle - The Head of Transport/ Transport Manager will investigate the accuracy of the claim at place by verbally interviewing the driver and using any tracking devices that may be fitted to vehicles or camera devices that may be in place.

If evidence is found to contest parking charges Transport Manager/ Head of Transport must contest the parking charge and provide counter evidence that suggests otherwise.

All parking charges found correct are paid by AP Webb Plant Hire in full, if applicable. If own drivers fault / mistake it is to be taken out of the drivers wages.

### **Speeding tickets**

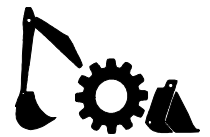
In the event of a driver speeding in a company vehicle. The Head of Transport/ Transport manager will investigate the accuracy of the claim at place by verbally interviewing the driver and using any tracking devices that may be fitted to vehicles or camera devices that may be in place.

In the rare occasion that evidence is found for the speeding ticket to be contested this may be contested although speeding tickets usually provide sufficient evidence of driver fault.

In the most likely event, the speeding ticket charge is accurate the charge is paid by the driver at fault in full.

# A. P. Webb Plant Hire Ltd

## TRANSPORT FINES AND CHARGES STATEMENT



### Bus Lane Charges & Moving Traffic Charges

The Head of Transport / Transport Manager will investigate the accuracy of the claim at place by verbally interviewing the driver and using any tracking devices that may be fitted to the vehicle or camera devices that may be in place.

If evidence is found to contest the charges Transport Manager / Head of Transport must contest the charge and provide counter evidence that suggests otherwise.

The full penalty amount is deducted from the drivers / employees' wages.

### Record of charges and action taken

**All charges must be recorded by the Transport Department onto the PCN spreadsheet until completion / penalty paid.**

### Compliance with the Policy

- You must ensure you read understand and comply with this policy
- If you believe or suspect a breach of this policy has occurred or that it may occur, you must notify your manager.

### Breaches of this Policy

- Any employee who continually breaches this policy may face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

A handwritten signature in black ink, appearing to read 'Malcolm Bennett'.

Signed.....

Date: 24<sup>th</sup> February 2020

Malcolm Bennett

Head of Transport Department

### **Employee Acknowledgment –**

I confirm that I have read and understood the above Policy in regards to **Transport Fines & Charges**.

Employee Name .....

Employee Sign .....

Date .....