

POLICY

Transport Fines And Charges Policy

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	22/07/2020	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

GRADEWELL

CONSTRUCTION AND PLANT HIRE

Contents

Introduction	3
PCN'S	3

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CONSTRUCTION AND PLANT HIRE

Introduction

The Gradewell Group it's working in a way that reduce transport related fines and charges. In this way, the company will ensure that operational exposure to risk and associated costs are managed by identifying the root causes of all transport related fines and to inform the drivers of any action required to eliminate future recurrence.

The Company is using a spreadsheet to record all fines. This include the date, registration number, Police or CEO number, driver name, penalty charge notice number, the contravention, location and time.

PCN'S

The Penalty Charge Notice is investigated, appealed or paid, checked for similar occurrences against previous PCN's (if any) and whether or not further action will be taken against the driver. Unless grounds for appeal, the driver is responsible for PCN's except for those recharged to the client.

In order to reduce the cost, the penalty charge notices will be paid within 14 days, to pay the reduced amount. The company will have more talks to drivers to explain why they received the PCN and ways of avoiding them in future.

The company use a fleet auto-pay scheme for Central London Congestion Charge. In this way, the cost is reduced from £11.50 to £10.50 per vehicle per day, it's quicker, more convenient and no PCN will be issued for vehicles registered on Fleet Auto Pay. Extra vehicles can be added any time.

All the drivers will receive a FORS Drivers Manual including information about transport fines and charges. Also, the drivers participate in training (Staying legal) related to penalty charges and fines to help them to understand the legislation surrounding transport fines and charges, learn about different type of penalty and how to avoid them, identify the measures affecting loading and unloading in London.

If a driver receives a PCN they shouldn't argue with the CEO and don't drive off. If the CEO give permission to load/unload in a banned area, the driver should note the officer's number. If the driver notice a CEO issuing a PCN ask them to note that you were loading/unloading in their pocket book or hand held computer. If the CEO advice the driver that he is parked illegally, the driver should move the vehicle immediately.

Drivers are instructed to report any PCN's to the office as soon as possible and to hand the PCN at the end of the shift.

Thomas Barrett – Director

