

1. Purpose

The purpose of this policy is to ensure that drivers operate legally, safely and professionally so that operational risk is minimized, and costs are controlled

2. Scope

Managing transport- related infringements is the joint responsibility of senior management, operations, fleet management and driving staff. The policy applies to all staff involved in the transport operation including training staff and driving staff.

3. Policy Statement

Wembley Innovation Ltd unreservedly committed to operating in full compliance with the relevant traffic legislation and ensure its drivers obey those rules.

When a transport related infringement is received, this will be recorded, investigated and corrective action taken.

Infringements are to be dealt with in a timely manner and in all cases within the time constraints set by the infringement.

The receipt of any of transport related infringements is an allegation that the company, one of our vehicles and/or our drivers has failed to comply with a legal requirement and therefore it is of paramount importance to record the event, investigate it and respond accordingly to the issuing authority. Furthermore, the outcome of our investigation must determine whether control measures have failed and if operational improvements can be made

Where the infringement has been found to have been from a failure to observe the control measure, appropriate training/disciplinary action will be taken

4. Processes and Procedures

Notification of a Transport Infringement is normally made by a regulatory body by issuing a moving traffic offence, Fixed Penalty Notice, Penalty Charge Notice, roadworthiness prohibition, drivers hours offence or notice of intended prosecution or public enquiry.

Information pertaining to non-compliance with transport related schemes, such as road user charges, safety zones, clean air zones, low emissions zone, out of hours restrictions such as the London Lorry Control Scheme and other permit schemes and traffic management orders are also regarded as a transport infringement.

Drivers' hours offences whilst regarded as a transport infringement are managed in line with the company's Working Time and Drivers' Hours Regulations Policy.

Upon receipt the Transport Infringement is recorded on our integrated management system (IMS) and assigned to a senior manager, who will assume ownership of the infringement and ask a line manager to complete an investigation. Drivers are instructed that they must report the details of all transport related infringements including Penalty Charge Notices, any incident which would result in endorsed points to the driver's license and Fixed Penalties to the Transport Compliance Department. This instruction is clearly communicated within the Driving at Work Standards Policy Handbook. Any documentation/evidence relating to the infringement must be uploaded to the IMS under the infringement file. All areas of the infringement must be reviewed (what, where, when, why, who, how). During the process we must identify whether there were control measures in place to prevent such an issue; if so, why they failed and furthermore what operational improvements can be made. This process must be completed within 10 working days. Once the infringement has been properly investigated, the outcome and (where applicable) proposed resolution must be

documented and approved by the senior manager/director responsible. If approved, then these findings and details of operational improvements undertaken must be recorded on the IMS.

Consideration for operational improvement may include changes to operational procedures, refresher or remedial training, continual professional development or disciplinary action.

5. Roles and Responsibilities

Senior Management must ensure that:

The Fleet Operation Infringements policy, its procedures and responsibilities are developed and communicated effectively across the organisations

The policy is reviewed at least every 12 months and more frequently if necessary

All staff are conversant with all procedures and documentation outlined in this policy and that the policy is fully implemented

Any related policies, performance management and disciplinary procedures are consistent with this policy

They approve all findings and improvement actions.

Investigation findings are monitored to identify trends and used to develop, communicate, and evaluate in-company road safety campaigns, driver training and other improvement innovations

Relevant professionals are consulted over the implementation of remedial action (e.g. disciplinary proceedings, driver assessment and training)

Periodic reports are prepared to inform senior management off all transport infringements.

Line Management must ensure that:

They conduct the infringement investigation, gather all relevant information and where necessary conduct interviews with relevant parties.

All infringements, investigation findings and improvement actions are recorded accurately on the company IMS.

They determine the direct and underlying causes of the infringement.

Recommendations are made for improvement actions based on the findings of the investigation, to help prevent re-occurrence of this type of incident.

The senior manager responsible for the infringement approve the findings and proposed improvement actions.

They conclude the outcome of the infringement within a maximum of 10 working days and circulate a copy of the final report.

Drivers must ensure that:

Complete comprehensive pre-use and continuous inspections

A vehicle is not taken on to the road that is not roadworthy and/or compliant with the law

They drive in accordance with the Highway Code and Road Traffic Act 1988

They adhere to the Working Time and Driver's Hours Regulations Policy

They adhere to the Transport Infringements Policy

They report the details of all transport related infringements to the Transport Compliance Department immediately and submit any documentation issued to them

Liam Clear
Managing Director
Wembley Innovation Ltd

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