

Motoring & Parking Offences Policy Statement

Any traffic offence, endorsements, imposition of penalty points etc. must be reported to the Plant Manager. This applies to all employees authorised to drive on Company business.

You are personally responsible for any fines resulting from the above.

If you are convicted of a driving offence and consequently lose your driving licence it may mean your suspension and subsequent loss of employment, or redeployment to another appointment within the Company at the Company's discretion. The Company will discuss this with the employee and decide what action will result. This could include remedial driver training or, in an extreme case, suspension from driving on Company business which may lead to disciplinary action.

Company drivers are required to pay any fixed penalty, such as for a parking offence, Congestion charges, within the prescribed time; if you fail to do so and the Company is held liable then all related costs will be recovered through the employee's wages / salary. An administration charge, which will be reviewed annually, will also be applied. Any charge from the leasing company will be similarly deducted from your salary. You are reminded that administration charges can be avoided by prompt payment of fixed penalties, as required by law.

Statutory regulations

You should be thoroughly conversant with the Highway Code and current laws and regulations, which govern the operation of vehicles you should comply with these in all respects.

You are strongly advised to familiarise yourself with the Road Traffic Act 1988 and amendments, with particular reference to the provisions on drinking and driving: conviction could result in imprisonment, and /or a heavy fine, the loss of a Company vehicle, and heavy insurance charges when your licence is restored. A copy of the Highway Code is kept by the Transport Department and may be reviewed at any time.

All incidents, including those arising from personal business, which may result in a prosecution under the Road Traffic Act, must be reported to the Plant Manager.

Legal costs and fines

Under certain circumstances the Company may consider giving assistance with legal costs, incurred by drivers for prosecution(s) brought against them as a result of an alleged breach of law(s) which arise in the course of work.

Whilst meeting the costs of legal defence, the Company will not meet in full, or in part, any fine incurred by a driver. To do so could be interpreted as the Company encouraging or condoning the breach of law or regulations.