

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

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

Data Tech is unreservedly committed to operating in compliance with relevant traffic legislation and to ensure our drivers obey those rules.

When a transport related infringement is received, it will be recorded, investigated and any corrective action carried out, as necessary. Infringements will be handled in a timely manner within the time constraints set by the infringement.

The receipt of any of transport related infringement 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 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.

#### **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, 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 are managed in line with the company's Working Time Policy

Upon receipt the Transport Infringement will be recorded as follows:

- Penalty Charge Notices - recorded on the Vehicle section of the server – monthly spreadsheet.
- Accident/Incidents and offenses – On Vehicles database.

Investigations will usually be carried out by the Fleet Manager, with assistance as required by the Compliance Manager or designated staff.

Drivers are under instruction to promptly report all transport infringements including:

- Penalty Charge Notices,
- Incidents which could result in endorsed points to the driver's licence,
- Fixed Penalties.

All documentation/evidence/photos relating to the infringement must be supplied to the Fleet Manager as soon as possible, who will carry out a review. During the review we will identify whether there were control measures in place to prevent the incident, whether they were adequate and if modification or enhancement is required.

Operational improvement may include operational procedure changes, refresher or remedial training, or disciplinary action.



Bob Jacobs  
Managing Director