

	Transport Related Fines and Charges Policy	TPL03 Issue: 001 Date: 11/03/2021
---	---	--

Policy brief and purpose

K Rouse Civil Engineers shall investigate and analyse all transport related fines and charges received including any non-payment of charges.

Scope

All employees who drive a company vehicle must follow the policy elements. They should read through carefully and select which parts will concern their activities the most.

Policy elements

It is the policy of K Rouse Civil Engineers Ltd that the driver of any vehicle belonging to the business and or employee must report all transport related fines and charges to the transport department. This includes penalty charge notices and fixed penalties. This will be included in a revised driver handbook. The authority and competency will be outlined of the person investigating the circumstances that led to the fine or charge. A record of the investigation outcomes shall be maintained. This will include recommendations and remedial actions for drivers and the fleet operator. Driver training will be considered to reduce trends and the drivers themselves will pay for the fine unless they prove mitigating circumstances or there is an error in the fine.



Signed:Managing Director
Date: March 2021