



Transport Infringement Policy

J Swingler Transport is committed to ensure that all drivers operate our fleet in compliance of our legal obligations in respect of the Road Traffic Act, our Goods Vehicle Operators Licence issued by DVSA and the requirements of Motor Vehicles (Driving Licenses) Regulations, plus associated legislation and National/Local requirements.

J Swingler Transport shall ensure all associated vehicles are road-worthy, satisfy the requirements of our operators' licence, serviced and maintained in line with our **Vehicle Maintenance Policy**, and operated with adequate insurance cover.

In addition, our vehicles are fitted with Class V and VI mirrors as well as rear facing cameras in order to alert our drivers to take extra care whilst driving in an environment amongst vulnerable road users (e.g., pedestrians, cyclist, motorcyclists and road-workers).

J Swingler Transport shall ensure all employed and sub-contracted drivers:

- Hold appropriate Driving Licence (annual DVLA authorisation)
- Operate tacho professionally and within Driving hours permitted, avoid fatigue
- Complete annual declaration for all Road Traffic incidents involving Police or Insurance
- Operate good driving practice in accordance with the Highway Code incl. vulnerable users
- Complete pre-employment medical questionnaire and attend HGV medicals as required.
- Receive annual refresher training, follow our Best Practices as embraced through FORS.
- Report any incidents or Traffic Infringements to Operations Manager via **Asset Go** asap.

J Swingler Transport shall complete regular monitoring.

- Drivers hours and speeds via the tachographs or digital vehicle units fitted in vehicles.
- RHA tacho monitoring, all infringements are recorded and investigated
- Completion of Daily Defect Checks via **Asset Go**
- Of all infringements, actions and corrective actions taken.

Our procedures confirm actions required following an Infringement, Penalty Charge Notices, Intended Prosecution, Prosecution, Road Traffic Collision, Public Inquiry etc. the outcome may include.

- Drivers found to be involved in speeding subject to company disciplinary action.
- Any driver involved in an incident may be subject to 'for cause' drugs and alcohol testing,

Management will give full support to all those who endeavour to carry out this policy.

This policy shall be reviewed at least annually, and any updates communicated to all employees, contractors and other interested parties.

Signed: 
Anthony Thompson
Proprietor

BMS 016	Rev 2	2 January 2024
Reviewed Michelle Woodward		Renewal due Jan 2025