

# PAUL S WINSON COACHES

## Parking vehicles away from the depot

### Policy Document

It is the driver's responsibility to ensure that vehicles are parked in a safe and secure manner when parked away from the depot.

### Details of actions to be taken by drivers

- Roadside - Ensure that the vehicle is parked in a safe space designed for the parking of a large vehicles, considering other road users and pedestrians
- Coach Parks – Use the designated bays provided, some parking facilities may require advanced booking, this may need prior arrangement by the operational dept.
- Hotel Parking – If using the parking facilities of a hotel, please ensure you park in a safe and courteous manner, ensure that the vehicle does not block any access points and is parked clear of any pedestrian footpath.
- Parking Charges -If parking charges apply, please ensure you inform the traffic office of any additional costs.  
(Please use the Company WhatsApp site to pass on this information)



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- Security – Never leave the vehicle unattended and unlocked. When leaving the vehicle make sure all doors and lockers are securely locked and the keys are kept in a safe and secure place.

## Details of actions to be taken by the operational department.

- Ensure that any parking arrangements made are suitable for the vehicle and passengers

Anthony Winson,  
Transport Manager

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