

# PAUL S. WINSON COACHES

<b><u>Policy Name</u></b>	Parking vehicles away from the depot
<b><u>Policy Number</u></b>	0110
<b><u>Creation Date</u></b>	Dec 2022
<b><u>Date Reviewed</u></b>	Dec 2024
<b><u>Next Review Due</u></b>	Dec 2025
<b><u>Owner Name</u></b>	Anthony Winson

## **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)
- 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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