

PAUL S. WINSON COACHES

Process and Policy Checklist

<u>Policy Name</u>	Vehicle Weight Compliance Policy
<u>Policy Number</u>	0125
<u>Creation Date</u>	Dec 2022
<u>Date Reviewed</u>	Dec 2024
<u>Next Review Due</u>	Dec 2025
<u>Owner Name</u>	Anthony Winson

<u>Reg No.</u>	<u>Fleet No.</u>	<u>Date</u>
<u>Job No.</u>	<u>Work Detail</u>	<u>Completed</u>
	<u>Administration Tasks</u>	
1	Do not exceed the designed carrying capacity of passengers on the vehicle	
2	Luggage allowance MUST NOT exceed one suitcase per passenger	
3	Luggage must not exceed 20kg per passenger (1060kg)	
4	Sales staff are instructed to inform clients of the above regulations.	

<u>Date Amended</u>	<u>Amendment Reason</u>	<u>By</u>

