



Procedure on Being Charged by Police, Receiving a Summons or Being Convicted.

All staff are reminded that they must inform their line Manager within 24 hours whenever they:

- Are cautioned or interviewed by the police regarding any situation from which charges may arise
- Are charged
- Receive any summons
- Are convicted

This procedure applies in connection with **ALL** offences whether motoring or otherwise and whether arising from their work or not.

In the case of road traffic accidents or offences occurring whilst on duty, staff should immediately inform the Control Room by radio, and their Depot Manager in person as soon as possible.

Where staff have been convicted of a motoring offence, their driving licence showing any endorsements should be produced to ensure Company records are kept up to date.

This matter is most important in view of the fact that the company must inform the Traffic Commissioner of any relevant convictions. It will frequently be to the employee's own advantage if a Company official attends court and has first hand knowledge of the proceedings.

Failure to follow this procedure may result in severe disciplinary action, which may result in dismissal.