
Transport Compliance Services

Keeping you on
the road in
4 simple steps

Do you need your Operator Licence to run your business?

We offer an effective process in just four steps.



Operator Licence

We can help you with all aspects of your Operator Licence:

- Applications
- Variations
- Notifications
- Changes to your Operating Centre/fleet



Financial Standing

When did you last review your Financial Standing?

This is an ongoing obligation which should be checked regularly; we can simplify and review this for you.



Maintenance

Are your brakes being checked? Maintenance is more than sending your vehicles for their PMI's. Let us review your systems.



Driver Handbook

Is yours up to date? We will protect your business by reviewing your Driver Handbook, making sure it's up to date.

Why use Woodfines?

- Woodfines' specialist transport team can assist you in with your ongoing compliance and operator undertakings to keep your business running and your fleet on the road.
- We offer transparent pricing for pro-active compliance services.
- We will converse in clear English, with no jargon.
- Our team can support your business at every stage and as your business grows.
- Our system reviews are tailored to your business and are not simply "tick box" exercises.
- We offer concise, specialist advice at each step of the process.
- We have vast expertise in the transport and logistics sector.
- We are a Legal 500 recognised legal firm.
- We regularly assist operators who face regulatory and criminal action including DVSA investigations, Public Inquiries and Driver Conduct Hearings.
- Our team have a wealth of experience and expertise. As professionals, we can add real value to your business.



Our Charges

Stage 1 – Operator Licence

We can assist you with the following:

- Applications/renewal
- Changes to your Transport Manager
- Changes to your Operating Centre
- Changes to your fleet
- Change of entity/directors
- Notifications to the Office of the Traffic Commissioner, including convictions
- Variations
- Operator Licence suitability
- Any other queries affecting your Operator Licence

Our prices start from £350 plus VAT.

Stage 2 – Financial Standing

Did you know that you have to show three continuous months Financial Standing on request once your Operator Licence has been granted?

Financial Standing must be shown in order to be awarded and continue to hold an Operator's Licence. It is a continuous requirement which could lead to you losing your repute and/or Operator Licence if it is not satisfied. This can be a complex area but our specialist team can simplify it for you.

We can review your documents and check your Financial Standing position. The details of this can too often be overlooked and the calculations required by the Statutory Document misinterpreted.

We offer a stand alone review of your Financial Standing from £500 plus VAT. This can aid you with your future calculations to ensure ongoing compliance.

Stage 3 – Maintenance

The cost of getting compliance wrong can be unlimited. It is a common theme that Operators are complying, but there is no paper trail to show this. We can provide an objective analysis of your systems and ensure you are getting it right.

We can review your systems and current maintenance regime to ensure that you stay compliant. This is a common pitfall even for the most diligent and responsible businesses.

It makes commercial sense, don't leave it to chance. If your business relies on its Operator Licence, we can ensure peace of mind and allow you to continue running your business.

We can meet with you at your Operating Centre to establish your requirements and carry out a thorough review of your maintenance regime and records. We will work with you to form an action plan or provide suggestions for improvement so that you can ensure ongoing compliance.

Our review of your maintenance will be detailed and thorough to include:

- Brake testing
- PMIs/Maintenance records
- Inspection intervals
- Agreements with maintenance providers

We offer a stand alone maintenance review from £150 plus VAT per vehicle.

Stage 4 – Driver Handbook

We can provide you with a bespoke driver handbook tailored to the needs of your business and drivers. It is imperative to protect your business' reputation by ensuring your drivers are provided with up to date and relevant information when they are out on the road.

We cannot prevent all misfortunes but showing you have educated your drivers of what will be expected of them will go towards protecting you and your business.

As part of our review we will identify any omissions in your Policy and Procedures and advise you of any updates or additions needed which are specific to your business.

We offer this tailored service in line with your Policy and Procedures from £1,250 plus VAT.

Back to Basics

Compliance Review

Making sure you are compliant now will save your business time and money in the future.

As an Operator, you want to avoid regulatory action being taken against your company or you personally as a director.

In this industry, it is best to be proactive rather than reactive. If you wait until DVSA arrive unexpectedly or a letter arrives calling you for a Public Inquiry, you are already one step behind.

We can provide you with a comprehensive review to include the following:

Vehicle Maintenance Systems and Procedures:

- Brake testing
- PMIs/Maintenance records
- Inspection intervals
- Agreements with maintenance providers

Record Checks:

- Insurance
- Driving licences
- Tachograph records
- Infringements
- Prohibitions
- Drivers hours

Training:

- Qualifications
- CPC (Driver and Transport Manager)
- Driver induction

Operator and Business Structure:

- Operator Licence review
- Fleet size
- Updates to your Operator Licence
- Transport Management

Health and Safety:

- Risk assessments and policies

We would be happy to discuss your specific needs and our prices start from £1,500 plus VAT.

Training

We can provide on site training to support you, your Transport Manager and/or your management team. The service we offer can be tailored to your specific requirements. Please speak to our specialist transport lawyers for a bespoke quote.

www.woodfines.co.uk

For all enquiries, please contact our Road Transport team on transport@woodfines.co.uk

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