



LANCASTER TRAINING SERVICES LTD



CAR PARK POLICY

The car park at Lancaster Training Services has got a strict maximum speed limit of 5mph (walking pace). Exceeding this speed limit will be classed as an offence and as such will be punished. As well as speeding this also includes wheel spinning, excessive revving of engines, excessive noise pollution from stereos and unnecessary blowing of horns. These rules will also apply within a 1 mile radius of the Training Centre (with the exclusion of the 5mph speed limit) on your day of attendance and will come under the same policy.

In the first instance for breaking any of the above rules you will be asked by either your tutor or the Training Manager to remove your car from the main car park. You will then need to find alternative parking. The length of your ban from the main car park will be determined by the member of staff that has banned you and the severity of the incident.

Any learner caught repeatedly breaking the above rules will be subject to a written warning from the Training Manager and a note of this will be included in your records for future reference. A copy of the written warning will also be sent to your employer.

If you feel however that you have been unfairly treated as a result of any of the above then you do have the right to complain. Your complaint must be made in writing to the Training Manager and can be either handed in to the General Office or posted to the Training Centre and made for the attention of the Training Manager.

Richard W Little – Chairman

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