



### **DRIVE OFF PROCEDURE**

Record as many details as possible.

(Car type, colour, registration, person etc.)

If you managed to get these details call your manager or supervisor ASAP so we can call the police ASAP, or if one man site call the police 101 & report it.

Put transactions through till under drive off. Take 3 receipts; 1 stapled to cash sheet, 1 in folder & 1 left at cash point in case driver returns saying he forgot. Receipt that is put in folder & stapled to cash sheet records all details you have obtained.

If customer returns saying it was a error you must recall the police to notify it has been paid. Once this has been done you post it on sites Whatsapp so we know & aware of drive off, & we can look at CCTV.