

## **COMPANY VEHICLE POLICY**

Provided that you hold a current full driving licence, the Company may supply you with a company vehicle of such make, model and value as is determined by the Company for your sole business use. Any vehicle provided to an employee will remain the property of the Company (or leasing company).

In the event that you are required and/or permitted to utilise a company vehicle the Company shall be responsible for payment of all reasonable standing and running costs of the company vehicle including insurance, MOT, maintenance and repair and shall bear the cost of fuel incurred during business mileage. You must inform Trevor McMeeking of any faults or problems with the company vehicle immediately as they arise to enable the Company to arrange for the company vehicle to be repaired without delay. Any cost or expense incurred as a result of your failure to comply with this requirement will be deducted from your salary.

Drivers of Company vehicles must drive responsibly and in adherence with the current legislation governing the highways. They must also comply with the provisions of this policy.

The employee shall:

- a) take good care of the vehicle and ensure that the provisions of the Company Vehicle Policy as amended from time to time are observed.
- b) ensure that the provisions of the Company's policy of insurance relating to the vehicle are observed. A copy of the policy of insurance is held within the company vehicle;
- c) be responsible for payment of all fines incurred for traffic offences and parking fines
- d) not smoke whilst inside the company vehicle at any time
- e) notify the Company of any accidents involving the company vehicle (whether or not these take place while the employee is on Company business);
- f) immediately inform the Company if you are convicted of a driving offence or disqualified from driving; and
- g) return the company vehicle, its keys and all documents relating to it to the Company's registered office or such other place as the Company may reasonably stipulate immediately on the termination of the appointment howsoever arising or on the Employee becoming no longer legally entitled to drive

The Company shall provide you with a business credit/debit card to allow you to replenish the company vehicle's supply where necessary.

The Company shall replace the company vehicle from time to time

The Company has the right to terminate employment without notice or payment in lieu of notice if the Employee is convicted of a serious driving offence or disqualified from driving.

The Company reserves the right to amend its procedures and regulations relating to company vehicles at any time.

### **Condition of Use**

Company vehicles are primarily intended to facilitate Company business; as necessary transportation; to maintain contact with clients and client related businesses as business demands.

(a) **Medical Examination**

The Company reserves the right to ask an employee to attend a medical examination prior to issue of a Company vehicle. The cost of a medical examination will be met by the Company.

(b) **Drivers Licence**

A company vehicle can only be allocated to you if you possess a full clean UK drivers licence. It is the responsibility of the driver to update the Company of any changes to their licence. All drivers must co-operate fully when asked to provide online access to their licence.

(c) **Others drivers**

You may occasionally be required to allow the company vehicle to be used by other employees in the company who hold a full licence. All such drivers are covered by the company's motor insurance policy.

(d) **Alcohol and non-prescribed drugs**

Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness.

### **Conduct Whilst Driving a Company Vehicle**

Professional conduct is paramount whilst in charge of a company vehicle and drivers are obliged to demonstrate due care and attention at all times. Any inappropriate behaviour while using a company vehicle will result in disciplinary action and may result in the use of the company vehicle being discontinued by that employee.

(a) **Speed of Driving**

Drivers must adhere to speed limit restrictions on the respective roads they travel on. The Company will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any penalty due as a result of a speeding offence will be the liability of the individual driver.

(b) **Parking**

Vehicles should comply with any parking restrictions in place. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt payment.

## **Maintenance and General Upkeep**

It is the responsibility of the individual driver to liaise with the office to ensure the vehicle is regularly maintained and serviced in accordance with the manufacturer's recommendation schedule. The company vehicle should be maintained in a roadworthy condition and in good order.

### **Weekly Visual checks**

On a weekly basis the driver of the Company vehicle must check:

- (a) **Tyre pressure** - of all tyres including spare as per manufacturer's instructions as documented in the handbook. Adjust pressure accordingly.
- (b) **Oil levels** - using dip stick marked parameters, add oil if necessary to keep level between the parameters.
- (c) **Water** - check water receptacles are full and de-icer is added to windscreen washer.
- (d) **Damage** – check for damage, scratches, stains etc to any part of the vehicle internally and externally

### **Reporting of defects/adherence to warning lights.**

All defects to the Company vehicle that may render it un-roadworthy must be reported to the office as soon as detected. In addition to this, should any warning light appear, please report this immediately. Failure to do so may result in further damage to the vehicle and will be treated as negligent behaviour.

### **Cleanliness**

It is the responsibility of the driver to maintain the vehicle in a high standard of cleanliness both internally and externally. Should you fail to keep the company vehicle clean and tidy both internally and externally in accordance with the Company's standards, the Company reserves the right to arrange for the company vehicle to be professionally valeted at your expense, such expense to be deducted from your salary.

### **Use of Mobile Phones**

Mobile phones may not be used whilst driving a vehicle, **unless using a hands free attachment**. This is for the safety of all road users/pedestrians and to ensure Company drivers are demonstrating legal compliance with current driving legislation.

### **MOT Certificate**

You are responsible for liaising with the office prior to the MOT due date to ensure the MOT is completed by the due date.

### **Tax Liability**

Any tax arising from the use of a company vehicle is your responsibility. The company is obliged to disclose to HM Revenue & Customs the names of all employees to whom a company vehicle has been allocated.

## Accidents

Should a driver of a Company vehicle be engaged in any road traffic accident, they must do the following:

(a) **Immediately after a road traffic accident involving a company vehicle**

Call the police on 999 **only** if there are injuries or the road is blocked.

However minor you think the accident is, **YOU MUST STOP**. Failure to do so is an offence under the Road Traffic Act.

You should make sure your vehicle's engine is switched off and then turn your hazard lights on to alert other road users to your presence.

Take a look around and if anyone has been injured in the accident, you should call the police (and an ambulance, if necessary) as soon as possible.

(b) **Giving details after a road traffic accident**

When you're involved in a road traffic accident, you're obliged to give your name and address to anyone else involved.

However, you should avoid saying accepting blame for the accident until you know precisely what happened, as it could be held against you later.

You should stop and give your details if you crash into something on or near the road, even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

(c) **Collecting details after a road traffic accident**

After an accident, collect as many details as possible. If possible, you should collect the following information from any drivers, passengers and witnesses:

- Names
- Addresses
- Contact numbers.

Ask the other drivers involved for their car insurance details, and try to establish whether they are the registered keeper of their vehicle. If they are not, find out who is and make a note of their name and address.

Call the police straight away if someone leaves the scene of the accident without giving their details.

(d) **Other information to collect from the scene of the accident**

Here are some other important details you should try to collect at the scene of the accident:

- The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model
- The time and date of the accident
- A sketch showing the positions of vehicles involved
- A description of the weather conditions, plus anything unusual you notice about the road quality or lighting
- The names of any witnesses or police officers at the scene
- A list of damage to vehicles, and a description of any injuries sustained by pedestrians, drivers and passengers.

If possible, take some pictures at the scene of the accident for use as evidence.

(e) **Report immediately to your manager**

Once you have gathered all information you must immediately contact Trevor McMeeking to report the accident and, if the vehicle was damaged and cannot be driven, to arrange for it to be taken to a repair centre.

### **Additional Use**

The Company reserves the right to investigate usage of the vehicle for related and unrelated company business by monitoring mileage per vehicle, fuel consumption cost reports, and through discussion with the individual user. **The Company acknowledges there will be occasions when the vehicle will be utilised for personal use, but reiterates that it is the responsibility of the user to minimise costs.**

### **Tax and Insurance**

The Company accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vehicles. This should not encourage negligent behaviour from our drivers.

Should you as a company vehicle driver be engaged in an accident for which you are found liable through: carelessness, negligence or recklessness. You will be expected to reimburse the company for any costs incurred up to the insurance excess amount (currently **£???**). The company reserves the right to make such deductions from your wages. You will be advised in writing of any deductions due prior to this action.

### **Private Use/Fuel**

An authorised driver is normally entitled to use the allocated vehicle for commuting to and from work. At the end of each month drivers must report their vehicle odometer readings and declare the private mileage. For each driver the cost of private mileage fuel is calculated as a proportion of the vehicle's total fuel cost for the month, and the appropriate amount is deducted from the driver's salary.

The employee must sign an agreement accepting responsibility for any adverse tax consequences arising from the employee's failure to meet all private fuel costs.

## **Leaving Employment**

Should you leave the company, you must liaise with the office regarding the return of your vehicle to company premises or other location, as required. Vehicles should be returned in a high standard of cleanliness. Unless otherwise agreed in writing you must return your vehicle at an agreed time and deliver the keys to the office.

## **Vehicle Tracking**

The vehicle tracking system, [Name of tracking system], has been installed in Company vehicles, primarily for the purposes of improving safety, security and efficiency as set out as follows:

### **Safety**

The system provides peace of mind that drivers are adhering to speed limits and driving time restrictions as well as general safety on the roads.

The system can be used to provide information as a defence for staff and the Company in contentious situations such as third party claims or disputable vehicle incidents.

### **Security**

The system permits 24-hour visibility of the fleet and could be used to track vehicles which due to unexpected movement, would be under suspicion of being stolen.

### **Efficiency**

- Visibility of moving time and downtime of each vehicle.
- 24-hour visibility increases efficiency of deliveries and responses to customer orders.
- Visibility of fuel consumption and efficiency through route monitoring.
- Visibility of customer details and programmed stops.

## **Employee responsibility**

Where an employee has been permitted to use a company vehicle for travel to and from their home, the vehicle must not be used for private purposes and the route taken to and from home must normally be the shortest practical one.

### **Corrective action**

There will be no direct use of the vehicle tracking information for disciplinary purposes, except as laid out below.

## **Misuse of Company Vehicle**

### **Stage 1**

Where concerns about the use of the vehicle or employees' conduct arise (for example: speeding, unauthorised use of vehicles e.g. for private purposes where not permitted), there will be an informal conversation with the employee to raise these concerns. Coaching,

counselling and relevant training will be given to employees, where appropriate, to support behavioural or performance change, within an agreed timescale. The Company would expect employees to positively respond to this.

## Stage 2

The Company Disciplinary procedure may be invoked where employees fail to respond positively in the first instance. It should be noted however that any tampering or misuse of the Vehicle Tracking system or procedures will automatically result in the Company moving to Stage 2.

## Vehicle Details

COMPANY VEHICLE USER\_\_\_\_\_

MAKE/MODEL OF VEHICLE\_\_\_\_\_

VEHICLE REGISTRATION NUMBER\_\_\_\_\_

DVLNI DRIVER NUMBER\_\_\_\_\_

COMPANY VEHICLE DATE OF ISSUE\_\_\_\_\_

I have read fully and understand my responsibilities and the company standards which are detailed in this Company Vehicle Policy.

Signature of Driver\_\_\_\_\_ Date\_\_\_\_\_

Signature of Manager \_\_\_\_\_ Date\_\_\_\_\_