



Company Vehicles Policy

Policy statement

This policy sets out the requirements for authorised use of Company vehicles.

This policy does not form part of any employee's contract of employment. It does not create, nor is it intended to create, any contractual rights and liabilities. It will be kept under review and may be amended in the Company's discretion at any time. It is always the most up to date published version which will be applied.

Who is covered by the policy?

This policy covers staff at all levels and grades, including senior managers, officers, directors, employees, apprentices, trainees, homeworkers, part-time and fixed-term employees. Including agency workers or self-employed contractors. (All persons authorised to drive by the Company)

Types of vehicle use

In the course of your employment you may be:

- provided with a Company car for personal use;
- permitted to use a pool car; or
- required to drive commercial vehicles.

General rules applicable to all types of vehicle use

You are reminded that the vehicle provided to you is a costly item. In order to safeguard it and to ensure it is used correctly, you must adhere to the following at all times:

- a) A vehicle is only available if you hold a current full driving licence entitling you to drive it.
- b) As all vehicles are insured through the Company, any intended prosecution for a driving offence, conviction for a driving offence, driving endorsement and/or any fines incurred must be reported to your line manager immediately. You are personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of the vehicle.
- c) Where any journey requires you to travel through any congestion or charge zone you must ensure that the applicable charge has been paid prior to you travelling. You shall be personally liable for the payment of any charges not settled prior to travelling. If these sums remain unpaid the appropriate deductions may be made from your pay.
- d) If you are considered to be acting carelessly or recklessly in your use of the vehicle, you will be subject to action under the Disciplinary Procedure (and this may involve the withdrawal of the vehicle where appropriate).
- e) If you are prosecuted or convicted of a driving offence which results in a period of disqualification, and the ability to drive is a material requirement of your job, this may result in dismissal.
- f) You must immediately report any and every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.
- g) The consumption of alcohol or drugs prior to or during the course of driving is strictly prohibited.
- h) Only authorised personnel may drive Company vehicles.
- i) Unauthorised passengers must not be carried in vehicles, nor must vehicles be used for personal purposes without permission.



- j) The appropriate documentation must be carried at all times (e.g. insurance details) and you must ensure that the vehicle is locked with the windows and sunroof closed and all security devices are activated when the vehicle is left unattended.
- k) If a telephone is installed in your vehicle, it may only be used for business purposes or in an emergency unless prior authorisation to do so has been given (see also the Mobile Phones Policy). The mobile phone should NOT be used whilst driving and when likely to cause distraction.
- l) You and any passengers must wear seatbelts at all times when the vehicle is in motion. Fines for not wearing a seatbelt will be your responsibility.
- m) You must plan journeys sufficiently to ensure safe arrival. This means that enough time must be allocated for the journey, allowing for delays and rest breaks on long journeys. You must ensure that you are fit to drive and that you are not tired before setting off on a long journey.
- n) To make long journeys safer, you should not drive for more than two hours without a break. The use of overnight stays for long journeys may be permitted with prior management approval.
- o) You should check weather forecasts and road traffic conditions before setting out on a journey. In the event of adverse weather or road conditions you should carry out all necessary driver checks and adjust your journey times or routes or reschedule your journey if necessary.
- p) You must not smoke or allow others to smoke in the vehicle under any circumstances. The only exception will be if you are using your own vehicle on Company business and you will be the only occupant.
- q) You will need to produce your driving licence each year, or as otherwise requested, so that a copy can be kept on file for insurance purposes.
- r) Where you are responsible for any damage or loss to the vehicle deliberately or otherwise, the Company reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurance. You will be responsible for any fines incurred. If these sums remain unpaid the appropriate deductions may be made from your pay.

The Company will reimburse the cost of fuel incurred during business mileage which has been properly claimed in accordance with the Expenses Policy.

Company car for personal use

You must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that the tyre pressures, lights, oil, water etc. are up to the required standard.

You must not drive the vehicle in an unroadworthy condition. Any defects must be reported immediately to your line manager. The vehicle must not be driven without the fault being rectified or prior approval given.

You are responsible for ensuring that any service, maintenance and repair is carried out. All vehicles must be serviced in accordance with the Company's standards on vehicle servicing and/or manufacturer's recommendations. Services must be arranged on time and the service record completed and stamped by the garage. Whenever possible servicing should be booked and carried out at a time when it will cause least disruption to your working day. You must obtain prior authorisation from your line manager and/or the Company's insurers with the required quotes in the event of the vehicle requiring any repair work, and must not hire a replacement vehicle whilst repairs are being carried out without prior authorisation.

The Company shall be responsible for the payment of all reasonable standing and running costs of the car including, insurance, tax, MOT, maintenance and repair and shall reimburse you for all approved



expenses if properly claimed in accordance with the Expenses Policy.

The Company may replace the car from time to time. The policy on replacement (e.g. as to age and/or mileage) is in the discretion of the Company

If you wish to take your vehicle abroad you must obtain prior written authorisation. Additional conditions may be imposed in such circumstances. If any extra cost is involved you must pay this and it may be recovered from you by deduction from pay.

You must not have modifications made, or extras fitted to the vehicle, without prior written permission from your line manager. Where the reversal of the modification or the removal of the extra would result in the value of the vehicle being less than had this not been done or fitted, then the modification and/or extra will not be reversed/removed and will become the property of the Company or other vehicle owner.

The Company reserves the right to require you to surrender any vehicle you have been issued with, at any time, in the event of absence from work. (This does not apply to the statutory Maternity/Adoption/Paternity Leave period).

You must make your vehicle available for another employee to use on business at any time.

Under certain conditions, other persons may be allowed the use of your vehicle. If you require further details you should contact your line manager. Aside from other conditions which may then be applied, you will be responsible for payment of any fines or damage incurred by the third party.

You will be liable to pay for all fuel used in respect of private mileage.

You will keep such records of private and business mileage as the Company may from time to time require. All entries shall be made immediately and accurately.

In the event of termination of your employment, you will be entitled to retain the use of a vehicle whilst working your notice. However, the Company reserves the right to replace your vehicle with a suitable alternative at any time during your notice period.

Upon termination of employment you must return the vehicle in a clean and tidy state, with all manuals, keys, etc. If it is not returned in accordance with this requirement you may be charged, for example for a replacement key or for valeting costs. Charges may be deducted from any outstanding salary; should that be insufficient reimbursement may be required.

Use of your own vehicle on Company business

Where you are required to use your own vehicle on Company business you must ensure that you hold appropriate business insurance and a valid MOT certificate (where required). You will need to produce these, along with your driving licence, each year or as otherwise requested, so a copy can be kept on file.

Breaches of this policy

Where any breaches of this policy occur, action may be taken under the Disciplinary Procedure. Serious or persistent breach may result in summary dismissal – that is immediate dismissal without notice or pay in lieu of notice.