

## Company vehicle policy

The Company's policy on cars/vans provides for a Company vehicle to be provided.

Company vehicles are provided to certain employees when required for their job role or when authorised by management. Set out below are some general rules on the use of Company vehicle:

- Company vehicles are to be used for company business only, the company insurance does not cover the vehicle being used for personal reasons.
- employees who are absent from work may need to make their Company vehicles available for other employees to use during their absence
- the type of Company vehicle will be chosen by the Company and the model and value etc. of the allocated vehicle is at the Company's discretion
- the costs of normal routine services to the Company vehicle will be met by the Company
- smoking in Company vehicles is not permitted at any time, by anyone. Any employee found to be in breach of this requirement may be subject to disciplinary action
- driving the Company vehicle while under the influence of alcohol or drugs (prescription or otherwise) is not permitted at any time, unless prior approval is received from the employee's line manager in the case of prescription drugs. Any employee found to be in breach of this requirement may be subject to disciplinary action
- obligations of maintaining the Company vehicle rest with the employee, in line with the manufacturer's guidance and general UK laws
- the Company may withdraw the vehicle, or the Company vehicle scheme itself at any time.

### Driving licence records

Company vehicle drivers must possess a valid full UK driving licence. Copies of the licence need to be submitted to HR, along with a licence check code. These are to be submitted each year or whenever there is a change made by the DVLA to the licence.

### Driving offences

Payment in respect of parking charges, speeding fines etc. incurred are the responsibility of the employee driving the vehicle. Fines should be paid by the employee to avoid the liability falling on the Company. If the Company is required to pay the fine or charge, the payment amount will be deducted from the employee's next salary payment.

Serious offences may cause an employee to be disqualified from driving. If the employee is required by their job role to drive for some or all of their job role, the Company may have no alternative option but to terminate employment.

### Accidents and damage

If employees are involved in an accident or other incident, they should report the issue immediately to their line manager. Any damage caused to the Company vehicle either by the employee or by third parties should also be reported to their line manager. The employee will need to submit a written report of the reasons why the damage was caused, or accident happened, to their line manager.

Where damage is caused due to an employee's negligence, the cost of repairs/replacement will fall to the employee. In these circumstances, the employee will also be liable for reimbursing the Company for any insurance excess charges levied by the insurance provider as part of the claim for repair. The costs for this will be deducted from the employee's next salary payment unless a different method has been agreed with the employee's line manager.

## Mobile telephones and driving

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.

It is our policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked, and you have turned off the engine before making or receiving any telephone calls, text messages, emails, or any other kind of voice or text based message or information.

In the event of you being unable to answer a call or urgent message because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand in the following circumstances only:

- you need to call 999 or 112 in an emergency, and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.

## Driving guidelines and safety procedures

The Company requires all its vehicles to be kept clean and have a good appearance at all times. Employees should wash their vehicles on a regular schedule to maintain a professional appearance and keep the interiors clean at all times.

Any damage to a Company vehicle may render it unsafe and employees should not drive the vehicle in such circumstances. The security of the vehicle is the responsibility of the employee. Vehicles should be locked and alarmed when not in use.

Employees should take the most direct routes when on Company business. When driving long distances, employees should take regular breaks to reduce tiredness. Any serious delays caused by traffic or roadworks should be reported to the employee's line manager if business commitments are likely to be affected. If any passengers are carried in the vehicle, their safety is the ultimate responsibility of the employee.

Employees should exercise general safety guidance when driving their vehicles on Company business, in accordance with the Highway Code and best practice.

I have read and I understand the above terms.

	<b>SIGNATURE:</b>	
		Employee
	<b>NAME:</b>	
		Print
	<b>DATE:</b>	