

Personal Car Use for Company Business Policy

Policy aim

This policy sets out the Company's stance on employees using their own vehicle for driving on Company business. It sets out the continuing requirements on an employee who uses their own car instead of a company car. This policy applies to all employees who use their own vehicle for driving on Company business whether on an ad hoc basis or on a regular basis.

Requirements

In order for an employee to drive their own car on Company business, the following conditions must be met:

- The employee must have the following valid documents, which must be copied to the HR department annually, and otherwise available for inspection subject to a reasonable period of notice:
 - full driving licence, valid in the UK for the type of vehicle used
 - MoT certificate (where applicable)
 - vehicle registration document.
- The car must be covered by a comprehensive policy of insurance, extended to specifically include full cover for business use
- The car must be available for the employee to use to undertake business mileage as required
- The vehicle must not be a commercial vehicle
- The employee must inform the HR department immediately if they are no longer in possession of a valid driving licence
- The employee must inform the HR department immediately if placed on any medication which may impair the safe driving of the vehicle. This information will be held in confidence in accordance with our data protection policy
- All accidents or incidents occurring whilst driving on Company business must be reported as soon as is safely practicable to the HR department

Endorsement on licence

If at any time your licence is endorsed, or you are disqualified from driving, you must immediately inform the HR department.

If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

Insurance

You must be able to prove, at any time the Company requests, that a comprehensive insurance policy, with extension to cover business use, is in place. A copy of the certificate of insurance should be lodged with the HR department. If the policy is cancelled or suspended at any time, you must report this to the HR department with the reason and must not use the vehicle for business travel.

Condition of the vehicle

You must be able to prove, at any time the Company requests, that, during the period the vehicle has been used on Company business, it has been regularly serviced and in all aspects, complies with all legal requirements.

In the event of the vehicle concerned being under repair the employee will be expected to make their own arrangements as appropriate to fulfil their business travel.

Company property

Any Company owned property carried in your vehicle is insured by the Company. You are responsible for its safe storage during transportation. You are advised to cover your own personal items under your own insurance.

You are responsible for all expenses associated with your vehicle excluding business mileage which will be reimbursed via the expenses process at the relevant rate. The Company will not, under any circumstances, be responsible for any parking tickets or other fines incurred in the use of the vehicle. These will always remain the responsibility of yourself.

Safety

You will not be expected to drive during adverse weather conditions unless absolutely essential. If it is not possible to make or complete a journey, you should contact the customer with whom arrangements had been made and make alternative arrangements to carry out the appointment.

Use of mobile phones, sat navs, and other devices whilst 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.

Fuel

- 1) In addition to keeping the vehicle regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel used on our business. Claims must be submitted in line with the expenses policy.

Safe driving

- 1) It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.

- 2) Use seat belts at all times and comply with local traffic conditions.
- 3) Always drive within the speed limit and reduce speed where weather conditions require you to.
- 4) Do not drive if tired.
- 5) Always take regular breaks from the vehicle.

Your data

Data collected about driving licences, insurance, health conditions and any other information provided in relation to this policy will be processed in line with the Data Protection Act.

I have read and I understand the above terms.

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