



## Company Vehicle Drivers Policy

Rev: 01  
Date: Jan 2017  
Review Date: Jan 2018

### Statement

This Policy sets out the company's statement in relation to the safe and effective driving of company vehicles, as well as the essential requirements in relation to the use and maintenance of such vehicles.

- The company promotes safe driving. All employees should ensure that they drive with their safety and those of other road users in mind.
- The company encourages environmentally friendly road usage. Employees should carefully plan their company vehicle use to maximize the business potential with the use of the least travel distance and inappropriate travel times.
- In promoting its general vehicle usage ethos employees should consider all fuel options when considering the acquisition of a company car where the vehicle is not actually provided by the company.
- The company, in selecting the vehicles it provides for company car use, considers all options within the specifications of the vehicle for safety and environmental factors.
- Employees are encouraged to ensure that the company vehicle or vehicle used for company purposes is maintained and serviced with safety, fuel economy and general environment protection in mind.
- Employees should always think ahead, be prepared for the unexpected whilst driving. Employees should take particular care during adverse driving conditions.
- The company encourages employees to plan for the winter.

### General

- The vehicle is provided for company use only
- All employees who drive or use company vehicles are required to produce their full driving license on an annual basis as this is an essential term of the company's insurance policy. The company may require the production of the full license at other times on giving reasonable notice. A failure to produce will result in disciplinary action and potential suspension from using the company vehicle until the company is satisfied with the explanation for non-production.
- Employees are required to notify the company immediately they incur any form of point's penalty of license endorsement. In the event that their license is rescinded they must notify the company immediately and they must cease driving forthwith.
- You should ensure that you drive in a safe manner at all times.
- You must not undertake any road maneuvers that may place others at risk.
- You should plan your journey ahead and provide adequate journey time in order that you do not speed.
- Any employee who commits a road traffic offence may be subject to disciplinary action and in serious matters may face termination of employment.
- Employees will be liable for any road traffic fines including any speed camera or similar fines.
- All employees should ensure that they take due care and attention of other road users at all times.
- No employee may drive a company vehicle where they are physically or mentally unfit to drive and employees should immediately notify the company of any condition that may affect the employee's ability to drive.
- Employees must never allow an unauthorised person to drive the vehicles unless it is an emergency situation and preferably with prior company approval.



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### Servicing and Maintenance

- The employer is responsible for ensuring that the vehicle is serviced and maintained in accordance with the required servicing schedule for the particular vehicle. Only authorised garages should be used and warranty enforceable parts only should be used for repairs to the vehicle.
- Employees should ensure that the vehicle is road worthy at all times and ensure that they undertake normal routine checks on the vehicle, in particular in relation to tyre pressure, oil levels and screen wash levels. Any defect that may affect road safety should be attended to at the earliest opportunity. Employees should ensure that they use the correctly specified items when undertaking any top up of oils, fluids etc.
- You should take care to ensure that the correct fuel and correct grade of fuel is used for the vehicle. A failure to do so may render employees liable for the remedial costs to the vehicle together with potential disciplinary action.
- Vehicles should be kept clean and tidy but there is no need to undertake excessive washing of vehicles.

### Safety Factors

- Employees must check the safety of the vehicle before commencement on any journey.
- Employees must not drive whilst they may be, in any way, under the influence of alcohol or similar nor whilst they may be subject to effects from the taking of any drug or other similar substance.
- Employees who are required to take any form of medication must notify the company of this fact in writing and they should desist from driving until they receive written confirmation that they may continue driving.
- Employees should not drive whilst over tired. It recommends in the Highway Code that a 15 minute break shall be taken every 2 hours however, in the event that you feel tired or drowsy you should stop at the earliest safe opportunity and take a break until you feel able to proceed. If the stop means that you will be delayed in making an appointment you should contact the person and the company explaining the reason for the delay.
- Always plan your journey in advance and allow time for breaks and unexpected delays.
- Always drive safely within the restrictions of the particular road conditions.
- Employees should take especial care during adverse weather conditions.
- As winter approaches employees should ensure that the vehicle is checked for use. Ensure that the vehicle has an emergency kit if not contact the company to arrange for this. Plan your journey carefully and make sure that your route is known to others. Be prepared by taking warm clothing, hot drink and emergency kit including a light. Remember, check for likely weather conditions prior to setting out on your journey if in doubt consult the company to see if the trip is essential.
- Do not be distracted whilst driving, do not eat or drink whilst driving as this may place you at enhanced risk of an accident. It is better for your health and safety to take a break.
- Whilst on journeys employees should take care of their personal safety and do not park the vehicle in areas where safety might be endangered. When lone driving employees should consider their security by internal locking of the vehicles whilst in motion or driving in areas where safety may be compromised provided this does not endanger the employee's general safety.
- An employee's health can be a major factor in relation to their driving ability. The company encourages all its employees to maintain a healthy diet and outlook on their lifestyle.



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- An employee's vision changes over a period of time, poor vision can be a major factor in driving ability. With this in mind the company recommend all vehicle drivers to have eye tests on a regular basis.

### Mobile Telephones

- Employees who do not have hands free mobile telephones should switch their telephones off and should not make or receive any calls whilst they are driving or deemed to be in control of the vehicle for the purposes of the law.
- Where employees have hands free telephones they should avoid making any telephone calls unless absolutely necessary. They should also not take any calls where the conditions would place them or other road users at any risk.
- If a call is received and the driving conditions are potentially difficult or hazardous the call should be terminated politely with an undertaking to return the call when you have been able to park safely and able to do so.
- Wherever possible avoid being distracted by the use of such items whilst driving, concentrate on the driving and ensure a safe journey.

### Smoking

- The company is aware of the risks that smoking has to health and the risk caused by passive smoking. The company has adopted a general no smoking policy.
- The company does not permit any smoking in its vehicles at any times whether in or outside company hours.
- Passengers should be reminded of this policy and asked not to smoke whilst in the vehicles, this includes E-cigarettes

### Use of In Car Electronic Equipment

- Employees should not play electronic radios, CDs, MP3 players at a volume that could endanger their health or their road concentration.
- Employees should consider not having any distractions of this nature in the vehicle when they are driving in more difficult or hazardous conditions.
- The use of satellite navigational aids in vehicles should be done in a safe way and they should not distract an employee from essential safety factors.
- The company may place vehicle tracking devices on its company vehicles. This is done for security purposes however, the company reserves the right to check logs to ensure that employees are not abusing the use of the vehicle and are providing an accurate log of visits made including distances travelled, driving times and speeds. This information may be used in any subsequent disciplinary action.



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### Accidents

- In the unfortunate situation of an accident the employee should ensure their safety and that of any other passengers where they are able to do so.
- Details of the accident should be noted together with the full details of any other vehicles or persons involved in the accident.
- Under no circumstances should any admission of liability be made.
- As soon after the accident as possible you should report the details to the company. You should complete the company accident report form and return within 48 hours of the accident wherever possible.
- Any repairs to the vehicle must have insurer approval.
- If the accident has been due to any failure or neglect on your part then disciplinary action may be taken once the full facts of the incident have been obtained.

### Vehicle Usage

- Company vehicles or those insured through the Company Insurance Policy may not be used outside of the United Kingdom without the express written consent of the company.
- Vehicles may only be driven by duly authorised company employees.
- All employees driving company vehicles must possess a valid, full driving license permitting the driving of the particular type of vehicle.
- All employees must have confirmed that they will be responsible for the payment of any fines imposed as a result of the use of the vehicle or incurred whilst the vehicle is in their care and control or being driven by them.
- Vehicles may only be used on legitimate company business or where permitted for normal social and domestic activities.

### Vehicle Return

- The employee shall return the vehicle forthwith on being requested to do so by the company for whatever reason.
- The employee shall, on termination of employment for whatever reason, return the vehicle to the appointed location on the day appointed by the company for the return of the vehicle or on the last day of employment if no other date is specified.
- The vehicle shall be returned in a sound, clean and tidy condition.
- It is an express term of the employee's Contract of Employment that the company shall have the right to retain from the employee's salary the cost of any repairs to the vehicle.
- It is an express term of the employee's Contract of Employment that any failure to return the vehicle on the day appointed, in a sound condition, shall result in the cost of its recovery being deducted from any monies due to the employee.

The company has a responsibility for ensuring that employees drive in a safe and sensible manner. This Policy is subject to review to ensure that it remains compliant with current legislation.

P. Beauchamp:  
Managing Director

Date: 11<sup>th</sup> January 2017