

Company Vehicle Policy

Applicability

This policy applies to all employees who are eligible to drive a company vehicle.

Introduction

It is the organisation's policy to provide company vehicles to relevant employees. Any vehicle provided to you will remain the organisation's exclusive property and may be used by only you subject to the organisation's policy.

At the discretion of the organisation, the employee may be given the choice of receiving an allowance per calendar month in lieu of the allocation of a company vehicle. Where this is authorised, the allowance will be paid along with the employee's monthly salary, after deduction of income tax. However, if the employee loses his/her driving licence as a result of a motoring offence, no monetary allowance will be paid in lieu of the provision of a company vehicle.

The organisation reserves the right to determine the value, make and model of the vehicle to be provided to the employee and to change, vary or withdraw the employee's allocated vehicle at any time for any reason. In practice, however, the organisation will endeavour to consult each employee with a view to offering a reasonable choice as to the make, model and colour of the vehicle to be allocated. Replacements for company vehicles will be entirely at the organisation's discretion, but will normally be every **4** years or after **100,000** miles.

If, for any reason, the employee is suspended from work, is placed on garden leave or is working out a period of notice, the organisation reserves the right to withdraw the employee's company vehicle.

Conditions of entitlement

The provision of a company vehicle is subject to the employee holding and continuing to hold a current, full driving licence. Before being allocated a company vehicle, the employee must sign a declaration mandate and complete an online validation with company online provider to show proof that he/she holds a valid driving licence.

It is also a condition of being allocated a company vehicle that the employee declares to the organisation any current driving convictions or penalty points received. The employee is also required to notify the organisation in writing of any motoring offences (including parking tickets) with which he/she or any family member who is authorised to drive the vehicle has been charged or convicted.

Employees must comply with all relevant traffic laws and highway code. Where an employee incurs driving fines, including parking tickets, the responsibility for paying these rests with the employee. Disciplinary action will be taken against any employee who incurs fines or penalties that are either not declared or not paid.

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Any loss of driving licence will entitle the Company to at its absolute discretion immediately or at any time, withdraw the vehicle or allowance.

Driving Licences

All authorised persons driving a company vehicle must hold a current full driving licence which permits them to drive the vehicle. Employees who are not in possession of a valid driver's licence are not entitled to drive a company vehicle.

Each company vehicle driver must complete an online validation check of their driving licence and must sign and download a DVLA Declaration form.

All driving licences will be checked annually for its validity by AA Drive Tech.

Employees are further required to notify their Line Manager of any endorsements to their driver's licence within 24 hours of such endorsement being recorded on their driver's licence

Authorised Drivers

The company vehicle may only be driven by the following Authorised Drivers:

- The employee to whom the vehicle is allocated
- Any other authorised Company employee. *Authorisation to be sought by Line Manager prior to company vehicle being used.*
- In an emergency – any other licenced driver.
An emergency is defined as any situation in which an authorised driver is unfit to drive and a vehicle journey needs to be completed or is unavoidable. Whether a particular situation can be regarded an emergency is at the discretion of the Company.

Use of the company vehicle

The organisation permits employees who are allocated a company vehicle to use it for personal purposes as well as on organisation business. The employee can use it for personal use for up to 25 miles per week, after that the employee will be charged 25p per mile and may have the company vehicle taken away from them.

Before driving a motor vehicle, the driver must be satisfied that the motor vehicle is in safe operating condition. Vehicle check sheets are provided and must be submitted by all drivers weekly. Company Pool vehicle users must ensure they complete all relevant paperwork.

No person under the age of 25 will normally be permitted to drive a company vehicle (except where the organisation has expressly authorised an employee under 25 to drive organisation vehicles).

The only exception to the above principles will be in a genuine emergency, in which case any licenced driver may drive the company vehicle.

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Company vehicles may not under any circumstances be used for any of the following purposes:

- racing or rally driving;
- hire or reward; and
- driving tuition of any kind, including tuition of family members.

Overseas use

If the employee wishes to take their company vehicle overseas for either business or personal use, prior written authorisation must be obtained from the organisation. The employee is required to give at least one month's notice of any request to take the vehicle overseas.

Alcohol, Drugs and Driving

Any use by an employee of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where that alcohol or drug use has any potential effect on the employee's fitness to drive, will result in disciplinary proceedings.

Smoking

The organisation does not permit employees to smoke in any company vehicle, under any circumstance, either as a driver or passenger. If such an allegation is determined this will result in disciplinary proceedings.

Use of Mobile Phones

It is a criminal offence to drive a motor vehicle while using a "hand-held" mobile phone. For the purposes of the legislation, driving includes sitting in a stationary vehicle with the engine running. If such an allegation is determined this will result in disciplinary proceedings.

Maintenance of the company vehicle

The expense of taxing, insuring, MOT testing, repairing, maintaining and in so far as attributable to the use of the vehicle for the purposes of the organisation's business running the vehicle will be borne by the organisation. Fuel should be purchased using relevant Fuel Card provided by the Company or by the employee and reclaimed on organisation expenses in respect of authorised business use only. Such expenses should be claimed same day with photo evidence of receipt and reason why Fuel Card was not used.

It is a condition of the provision of a company vehicle that the employee ensures that the vehicle is in accordance to the manufacturers guidance and handbook in a safe and roadworthy condition at all times, complying with all existing legal requirements. The employee is therefore responsible for:

- checking all lubricants on a regular basis;
- checking tyre pressure and treads regularly (please refer to the manufacturers handbook for this information)
- checking all lights regularly;

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- cleaning the vehicle internally and externally on a regular basis (see Vehicle Weekly Checklist);
- submitting the vehicle for service at least every 12 months or recommended mileage by the manufacturer of the vehicle.

Accidents

If employee is involved in a collision they are to not – under any circumstances admit liability or blame at the scene.

The driver must report the crash to the Directors of the Company immediately and the Police within 24hours.

The driver must not attempt to drive the company vehicle if there is any doubt as to roadworthiness or safety of the vehicle.

You are advised to keep the Driver Safety Handbook for vehicles and vans when travelling on business to be used as a reference.

Vehicle Repairs

Vehicles are only to be repaired upon authorisation of our accident management / insurers and at authorised repairers.

Employees are required to contact the relevant Accident Management Company, details of which can be located in the company vehicle to identify further details and necessary arrangements.

Security and Personal Effects

The vehicle should always be treated as driver's own and the necessary security precautions taken when parking the vehicle.

The company insurance for loss of personal effects is limited. Therefore, it is in employees own interest to ensure due diligence when leaving your vehicle unattended, i.e. all windows are closed, personal effects as well as company property are not left in full view and vehicle is secure.

The theft of personal effects is **not** covered in the event of loss from a vehicle which is parked in the open, in the vicinity of the employee's house, nor if the vehicle is left unlocked whilst unattended.

The company disclaims any responsibility for loss or damage to any personal effects not covered by its insurance policy, Employees are encouraged to affect their own insurance arrangements on personal effects in the vehicle

All company vehicles will have trackers and cameras installed for safety and insurance purposes

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Private Vehicle Use for Business Purposes

Any employee using their personal vehicle to conduct business travel must self-declare online details about their driving licence and their vehicle, before they are permitted to use their own vehicle for business travel. Information required includes:

- Vehicle information including make, model, age and published CO2 emissions
- A valid MOT
- Insurance details including confirmation of business use cover (This will be validated by our service provider)
- Service information when last service was completed.
- Road tax expiry

Temporary Vehicles

If the Company vehicle is off the road (a situation that should only arise as a result of an accident or major breakdown) the Company may at its own option arrange for the provision of a replacement vehicle which may be a hired vehicle, currently leased vehicle or a pool vehicle. The choice value and model of any hire vehicle is at the absolute discretion of the Company. In the event of an accident a hired vehicle may at the Company's discretion be provided free of charge through our insurance arrangements.

Variation of Conditions

The company reserves the right at any time to request the return of the vehicle, vary these conditions, or to withdraw or change the choice of vehicle

Data protection

The organisation processes personal data collected in the course of the operation of the company vehicle policy in accordance with its data protection policy. In particular, data collected as part of the operation of the company vehicle policy is held securely and accessed by, and disclosed to, individuals only for the purposes of checking that employees satisfy, and continue to satisfy, the requirements for the provision of a company vehicle. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

Confirm that I have read and understand the above policy:

Employee Signature: _____

Date: _____

Employee Name Printed: _____

Copy to be made and given to company vehicle driver and the signed copy to be filed into personnel file.

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Policy Issue Date	Director Signature
17 th April 2025	