

Company Vehicle

1. Introduction

This document details the options actions and conditions required for the use of cars and vans on company business.

Company car drivers who are permitted to use vehicles for both private motoring as well as company business, will need to have the vehicle recorded on a P11d and they will be taxed as a benefit in kind. Should you also receive a fuel card which again can be used for both business and private use, this too needs to be included on a P11d and taxed accordingly.

Drivers who reimburse private mileage must declare their private mileage and pay for it at the agreed rate which may fluctuate from time to time, for business, economic and HMRC reasons. Private vehicle usage must be restricted to social, domestic and pleasure purposes only and excludes rallies, motor sports, driving tuition, and use for any other business, plying for hire or transportation of goods or persons for payment. Private fuel usage must be restricted to social, domestic and pleasure purposes only, and excludes long distance holidays in the UK or Holidays abroad.

The company reserves the right to remove the Fuel card at any time should it be established that abuse is occurring.

Company van drivers are only allowed to use their vehicle for business use. Under certain circumstances private use in an emergency situation may be approved by a Director.

2. Tax Liability

The taxable benefit of your car and fuel card will be based on HMRC guidelines, which currently are aligned to the emissions rating of the employee's car combined with the P11d list price value of the car when new.

3. Driving a Company Vehicle

Prior to a handover, company car drivers should:

Ensure that they possess a current and valid driving licence for the relevant type of vehicle, a copy of which must be provided to the Fleet department. The Fleet department will carry out 6 monthly and random checks on all company car drivers' licenses. You will be required to log into your online record and allow the company to view and copy the license summary.

4. New Starters

New starters may be allocated a car from the current fleet if available, until such time as any probationary period has been successfully completed. If there is no fleet vehicle available the company may provide a suitable hire vehicle for the drivers' probationary period. Upon successful completion of the employee's probationary period the fleet department will contact the driver to arrange for a new vehicle to be ordered in line with their grade and entitlement. However, the company may insist on the driver taking an existing vehicle from the fleet.

5. Leaving the Business

Upon leaving the business the company vehicle must be returned to the company on the specified date i.e. on or before the end of any notice period or on the last day of employment or as agreed in writing by the line manager.

Vehicles should be returned clean, tidy and free of mechanical defects.

Any damage to body panels/mouldings/glass etc. will be repaired at the user's expense.

It is the responsibility of the driver to return any tool kit, spare wheels, spare keys, accessories and duly stamped service book with the car. If any of the above items are missing when the vehicle is returned the driver will be liable for a charge. All expenses incurred to repair/clean the car after it has been returned will be directed towards the employee.

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6. Accident Management

In the event of an accident, company vehicle drivers should only discuss the circumstances with the police or another authorised body. On no account should any admission of liability be made.

The following procedure should always be followed and the driver should:

- Provide the company name and his/her business address and insurance details.
- Obtain the name, address and insurance details of the third party.
- Obtain the name and addresses of any witnesses and the rank, number and station details of any police officer present.
- Take photos to assist investigation showing the vehicles involved, any damage and general situation, e.g. road or weather conditions.

The accident should then be reported to the company's insurance provider using the details on the contact card provided and make a full written report to the fleet department who will advise on next steps.

7. Insurance

If a Company vehicle for which you are responsible is damaged, in all cases you must complete and return an accident report returning it to the fleet department within seven days of the incident. Where damage has been incurred due to your negligence, recklessness or other intentional act, you agree that the company **may** deduct from your salary the cost of repairs or losses that the company is unable to recover from its insurers or other third parties.

After several instances of damage the depending on severity and frequency, the company reserves the right to ban you from driving company vehicles. If in the company's opinion this prevents you from properly performing your duties your employment may be terminated without notice, subject to the disciplinary process.

8. Service & Repairs

Employees are expected to take good care of their company cars and keep them clean and tidy. If an employee finds a fault with their car they should report this to the fleet manager as soon as possible on 02088106767. If any fault or damage to the car is considered to be due to negligence or misuse on the part of the employee concerned, the company will seek to recover the full cost of the necessary repair from that employee

9. Motor Offences

As the user of the vehicle, you also agree that you will be personally responsible for the payments of all fines or penalties incurred for traffic and parking offences. These amounts may not be reclaimed as expenses and any sums the company has to pay for these offences committed by you, including any administration costs will be deducted from your next salary payment.

If an employee who drives a company vehicle receives penalty points on or endorsements to his/her licence then he/she must show the amended licence to their line manager as soon as the points have been incurred

The company reserves the right to withdraw the company vehicle benefit from any employee convicted of the following motor offences:

- Careless driving
- Dangerous Driving
- Driving whilst under the influence of drink or drugs
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You agree that if you are disqualified from driving or cease for any reasons to hold a valid driving licence and in the company's opinion this prevents you from properly performing your duties then the company may terminate your employment without notice.

10. Breakdown & Emergencies

When a breakdown or emergency occurs the driver's first concern should be to, where possible secure their safety, secure the safety of others and provide whatever assistance they can to others. They should then make sure that their vehicle is in a safe position with hazard lights on to avoid danger to other road users.

All company vehicle drivers should have high visibility vests in their vehicle at all times.

Be prepared for such a situation by having the breakdown recovery contact card readily available.

If a breakdown occurs on a motorway employees may use a mobile phone instead of the roadside emergency phones, but will need to give full details of their position.

Following a breakdown be aware of the dangers of accidents, particularly on motorways. Although less likely you must also be alert to the dangers from personal attack.

If the vehicle has caught fire move away from the car (at least 20 metres), do not attempt to retrieve personal items. Have regard to the other traffic that may still be moving, and avoid moving into an area that might have restricted escape routes.

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POL0016 (V1)	Richard Bent	June 2015

11. Car Care, Maintenance & Driver Responsibilities

The interior and exterior of the car must be kept clean and free of marks, subject to fair wear and tear.

Employees must read the drivers manual to familiarise themselves with the car.

Any maintenance costs incurred, as a direct result of drivers misuse will be recharged to the individual concerned.

Employees should also refer to their cars handbook for additional maintenance and safety information.

12. Driving Safety

Before commencing the journey employees should:

- Plan the journey and ensure that sufficient time is available.
- Plan to have sufficient breaks.
- Where possible avoid long journeys after a full day at work.
- Be aware that if they are running late for a meeting or an appointment it is not a reason to drive in a way that would increase the risk to themselves or other road users.
- Where practical car share
- Where applicable consider an overnight stay. The company will pay any reasonable costs in line with published guidelines.
- Not drink alcohol and drive and be aware that alcohol (and its effects) takes time to clear from the body. After drinking late into the evening or after heavy consumption, employees may still be affected or even be over the legal limit several hours later.
- Not take drugs, including some prescription drugs, and drive. Certain medical conditions may restrict employee's ability to drive; if employees are in any doubt they should check with their doctor and inform the company as soon as possible.
- Ensure that they meet the standard eyesight level required for driving a car in the UK, as it is the employee's responsibility for ensuring their eyesight meets this level.
- If they feel sleepy or drowsy whilst driving, take a break. Pull off the road to a safe place, open the windows, take a stroll, have a drink of tea or coffee. They should not resume the journey until they feel fully alert.

13. Policy review

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed: 
Richard Bent
Managing Director

Date: January 2019

Next review date: January 2020

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Company Vehicle User Agreement – Re. Private and Business usage

Acceptance Return

Driver Full Name: _____

Driver Staff Number _____

Company Vehicle Registration _____

Driving Licence – Copy attached

Yes/No

The terms and conditions of this Company Vehicle User Agreement are fully understood and accepted by me

PRINT NAME _____

Signature: _____

Date _____

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