

## VEHICLE & DRIVING AT WORK POLICY

### **Private Use**

The company determines who is allocated a company vehicle/van based on several factors, projects etc. and employees must appreciate that they may not always have a company vehicle/van at their disposal. The company emphasises that on no account, where a company van has been allocated to them, should be used for private use, other than for insignificant use. Insignificant private use is described by HM Revenue & Customs as: it is very much the exception to the normal use, it is intermittent and irregular, and it lasts only for short periods of time on odd occasions during the year. Examples of insignificant use include an employee who: takes an old mattress or other rubbish to the tip once or twice a year, regularly makes a slight detour to stop at a newsagent on the way to work, calls at the dentist on the way home from work. Employees are reminded that vans are not insured for private purposes and that any such use, other than above (insignificant use) would be classed as a serious breach of contract which would result in summary dismissal.

Company vehicles may only be driven by Authorised Drivers who must hold and can prove they possess a full driving licence. The vehicle may not be driven by members of your family without authorisation.

### **General**

If you are an Authorised Driver, driving either a company vehicle or your own vehicle for business use, you must produce your driving licence for inspection on request. The licence must be provided within 2 working days of the request being made other than in exceptional circumstances. A copy of your driving licence, photocard or paper license will be held in SHE Office. When asked by the SHE officer, you must provide a code so your licence can be checked for points.

If you drive your own vehicle for business use you are advised to check your insurance includes for this.

The driver of the vehicle concerned is responsible for the payment of any fines incurred as a result of a motoring offence, including parking fines.

The company must be informed in writing immediately if you are an authorised driver and prosecuted for any road traffic offences, or if your driving licence is endorsed, or you are disqualified from driving.

You are encouraged to report all work-related road incidents or near misses.

If a company vehicle has been allocated to you, you are responsible for that vehicle whilst it is in your care. The vehicle must be kept clean and tidy, and in roadworthy condition at all times. Any defects should be reported immediately.

You are responsible for daily maintenance, such as checking oil and water levels, battery and brake fluid, and tyre pressure, and checking that the tread of all tyres conforms to the minimum legal requirements.

You must ensure that weekly maintenance checks are carried out in line with manufacturers recommendations and SHE Management System, and you are required to present the vehicle for servicing at a recognised dealer when the regular service falls due. The Employer will reimburse all costs incurred relating to proper vehicle maintenance.

The vehicle must be driven in accordance with the Road Traffic Acts/Regulations. You are required to adhere to all relevant road speed limits and drive in a safe, courteous manner at all times. If you are

considered to be driving carelessly or recklessly in your use of the vehicle, which may include exceeding speed limits, this may result in the withdrawal of authorisation to drive a company vehicle without compensation, or you may be subject to disciplinary action which could result in your dismissal without notice for gross misconduct.

If the vehicle is left unattended, it should be left in a secure place and locked. When there is no authorised driver in the driving seat, the ignition keys should be removed from the ignition and kept safely by the person responsible for the vehicle. Serious negligence which causes unacceptable loss will lead of disciplinary action and may result in your dismissal without notice for gross misconduct.

No fixtures, such as aerials, roof racks, towing apparatus or stickers may be attached to any of our vehicles without prior written permission. No change may be made to the manufacturers mechanical or structural specification of the vehicle.

Personal items are carried within company vehicles at your own risk.

If you are disqualified from driving, and driving is an essential part of your job, the company cannot guarantee to find you alternative employment and you may be dismissed.

You are not permitted to smoke cigarettes or e cigarettes in our company vehicles.

You should not drive company vehicles while taking medicine that might impair your judgement, if in doubt ask your GP.

You are reminded of how dangerous tiredness can be and should you feel tired you should pull over at the next convenience and take a break from driving. The Highway Code recommends that drivers should take a 15-minute break every 2 hours.

#### **Use of Mobile Telephones**

It is a criminal offence to drive whilst using a mobile telephone which is not attached to a hands-free set. 'Driving' includes being in charge of the vehicle even if it is stationary with the engine off. 'Using a mobile telephone' includes making and receiving calls, and sending and reading text messages. Hand held mobile telephones should only be used when parked up with the engine off and the key removed from the ignition. The company takes this matter very seriously and using a hand held mobile telephone whilst driving (see above definition) in a company vehicle may result in disciplinary action. Using a hands-free telephone is distracting, and hands-free should only be used to make or receive calls when it is safe to do so. If you are using a mobile phone, even if it is hands-free, and your ability to control the vehicle and drive in a safe manner is compromised, you may be prosecuted. You must not write, send or read text messages whilst driving. You are required to drive safely and with due care and attention on any company journeys.

.....  ..... Managing Director .....  ..... Finance Director

Date ..... 20/03/19 ..... Date ..... 20/03/19 .....