

## Company Vehicles Policy

Company vehicles are only to be used by drivers who hold a current and valid driving licence. Any conviction for driving offences, any driving endorsements and any fines incurred must be reported immediately. You are personally responsible for the payment of any fine or fixed penalty incurred whilst driving the vehicle.

If you are considered to be acting carelessly or recklessly in your use of the vehicle, you will be subject to action under the Disciplinary Procedure (and this may include withdrawal of the vehicle where appropriate). If you are prosecuted or convicted of a driving offence, which results in a period of disqualification and the holding of a licence this will result in your dismissal.

You must immediately report any and every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

The consumption of alcohol or drugs prior to or during the course of driving is strictly prohibited and infringement of this rule will result in your summary dismissal.

Only authorised personnel may drive the Company's vehicles. Unauthorised passengers must not be carried in vehicles, nor must vehicles be used for personal purposes without permission.

You must ensure that all security devices are operable when the vehicle is left unattended.

If a telephone is installed in your vehicle, it may only be used for business purposes or in an emergency unless prior permission has been given, and in accordance with the law. No mobiles must be used unless they are correctly installed hands free kit and then may only be used for essential communications.

You must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that tyre pressures, lights, oil, water etc. are up to the required standard. You must not drive the vehicle in an un-roadworthy condition. Any defects must be reported immediately to management using the weekly vehicle checklist.

Where you are responsible for any damage or loss to the vehicle the Company reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

There is a strictly no smoking in company vehicles policy.

**Approved By :** Gary Carling Managing Partner

**Date:** 8<sup>th</sup> August 2019