



Policy No: SJD/ORG/01	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12th April 2021		Date of Next Review: 1 st November 2024
VEHICLES		

General

The use of Company vehicles requires express approval from Management and the private use of commercial vehicles requires further authorisation. Unauthorised passengers must not be carried in commercial vehicles, nor may any vehicle be used for personal gain.

Once the use of a vehicle has been approved you must ensure that the vehicle is kept clean and tidy, in a roadworthy condition and that all normal engine and vehicle inspections are carried out at the designated intervals.

If you have an incident involving a vehicle, whether or not personal injury or vehicle damage occurs, you must make a full written report of the incident. All driving accidents will be investigated and if an investigation shows you to be at fault, you will be subject to disciplinary action. The Company also reserves the right to recover the insurance excess from you.

You must produce your driving licence before permission to use a vehicle is first given and it must be produced at regular intervals, thereafter, as notified by us. Any type of driving conviction or summons must be reported immediately to Management and you agree to allow us to access your online driving licence information.

You must comply with all statutory regulations and/or Company regulations regarding the recording of daily mileage, journeys undertaken and driving hours.

Whilst you may find it necessary to use a mobile phone during the course of your work, the Company prohibits the use of handheld mobile phones whilst driving and will not be liable for any fines or penalties incurred by you using a Company mobile phone unlawfully.

On termination of your employment, you must return the vehicle to our premises. It is an express term of your contract of employment that failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you.

Fines

Any fines or prosecutions arising from any motoring offence either moving or static will be your responsibility. Notices relating to such fines received by the Company will be passed to you for payment. Fines not paid will be settled by the Company on receipt of the first reminder and deducted from any monies, including salary and expenses, due to you. In this event the Company will also charge you 50% of such fines (a minimum of £5.00) as an administration fee.

The Company does not provide any car parking facilities and does not accept liability for any damage, or fines imposed on employee vehicles.

Use of Private Vehicles on Company Business

The use of your own vehicle for Company business requires authorisation. Once authorised, you may claim a mileage allowance providing the Company has agreed the travel in advance.

You must have a valid licence to drive the vehicle and you are responsible for ensuring that your vehicle is in a roadworthy condition, with a valid MOT certificate (if applicable) and current vehicle tax, and that you have adequate insurance cover in place before undertaking any business travel. The company will not accept any liability in the event of an accident, prosecution or fine.

Car Allowance

If you are using your own personal vehicle for business use, you may be entitled to receive an allowance. Car allowances and mileage rates may vary from time to time and details are available from the accounts department.

