

## Policy: Company Vehicle Policy

### 1. SUMMARY

- 1.1. This policy defines WINNS Services Company Vehicle Policy to ensure it meets requirements.
- 1.2. The General Manager is responsible for implementation and management of the Company Vehicle Policy

| Rev. | Date                         | Nature of Changes | Approved By |
|------|------------------------------|-------------------|-------------|
| 1    | 3 <sup>rd</sup> January 2018 | Original issue.   | C Stebbing  |
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### 2. POLICY: Company Vehicle Policy

#### 3. Scope

This policy applies to all drivers of vehicles owned by WINNS Services ('the Company') and to employees in receipt of car allowance benefit.

#### 4. Purpose

The primary aim of this procedure is to define the responsibilities, rules and procedures to be followed by drivers of Company vehicles and those who use personal vehicles (Non-Company owned vehicles) for business purposes.

SECTION 1 – relays the responsibilities, rules and procedures applicable to drivers of Company owned vehicles

SECTION 2 - relays the responsibilities, rules and procedures applicable to drivers of Non-Company owned vehicles

SECTION 3 – relays the accident reporting procedures applicable to drivers of both Company owned and Non-Company owned vehicles.

NB: Company Fleet Administration is currently the responsibility of the Company General Manager.

### SECTION 1: DRIVERS OF COMPANY OWNED VEHICLES

The provision of your company vehicle is on the condition it is looked after and treated in a responsible manner at all times. Any vehicles provided to an employee will remain the property of WINNS Services. The company reserves the right to amend its procedures and regulations relating to company vehicles at any time.

Company vehicles are primarily intended to facilitate Company business as necessary transportation; to ensure the timely presence of designated drivers at targeted locations; to

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maintain contact with clients and client related businesses as business demands. Due to insurance terms, ONLY DRIVERS AGED 21+ WILL BE PERMITTED TO DRIVE COMPANY OWNED VEHICLES.

Drivers of Company vehicles must drive responsibly and in adherence with the current legislation governing the highways. Any employee who has been issued with a Company vehicle must adhere to the above and the regulations detailed in the Company Vehicle Policy.

#### 4.1. Conditions of Use

##### 4.1.1. Responsibilities Overview

The Company shall be responsible for payment of all reasonable standing and running costs of the vehicle including insurance, tax, MOT, maintenance and repair and shall bear the cost of fuel incurred during business mileage OR shall reimburse the Employee for the cost of fuel properly incurred during business mileage at an agreed rate OR at a rate specified in the Company's Vehicle Policy from time to time.

When an employee uses a company vehicle, fuel costs will be reimbursed in accordance with HMRC guidance also. This will be a lesser rate to reflect the fact that vehicle wear and tear will already be covered by the Company in providing the vehicle.

#### **The employee shall:**

- 4.1.2. take good care of the vehicles and ensure that the provisions of the Company's Vehicle Policy as amended from time to time and any policy of insurance relating to the vehicle are observed;
- 4.1.3. ensure that any business mileage costs are reclaimed using the appropriate company documentation – fuel receipts alone will not be reimbursed as they do not clearly indicate split between business and private mileage;
- 4.1.4. be responsible for payment of all fines incurred for traffic offences and parking fines;
- 4.1.5. notify the Company of any accidents involving the vehicle (whether or not these take place while the employee is on business);
- 4.1.6. immediately inform the Company if he/she is convicted of a driving offence or disqualified from driving; and
- 4.1.7. return the vehicle, its keys and all documents relating to it to the General Manager at the head office or such other place as the Company may reasonably stipulate immediately upon the termination of the appointment arising or upon the employee becoming no longer legally entitled to drive.

#### 4.2. Key Principles

The Company reserves the right to ask an employee to attend a medical examination prior to issue of a Company vehicle. The cost of a medical examination will be met by the Company.

- 4.2.1. A company vehicle can only be allocated to you if you possess a full UK drivers licence. It is the responsibility of the driver to update the Fleet Administrator of any changes to their licence or to the licenses of anyone registered to drive the vehicle in their care. All drivers must co-operate fully when asked to produce their licence – license checks will be completed on an annual basis for other company drivers and authorised spouses/partners.
- 4.2.2. The Company has the right to terminate the appointment without prior notice or payment in lieu of notice if the Employee is convicted of a driving offence or is disqualified from driving.

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- 4.2.3. Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness. Please refer to the Company Alcohol and Drug policy for further guidance.
- 4.2.4. You may occasionally be required to allow the company vehicle to be used by other employees in the company who hold a full licence. All such drivers are covered by the company's motor insurance policy. However where such use of a company vehicle becomes a regular occurrence, the details of the driver must be forwarded to the office.

**Spouses/partners who reside at the same address as a company employee may be permitted to use the vehicle on a strictly occasional basis only AFTER:**

- provision of a copy of a current, valid driving license to the Fleet Administrator;
- which confirms that the partner/spouse of the relevant employee resides at the same address as the employee
- Only authorised company employee drivers will be permitted to drive company commercial vehicles.
- The employee to whom the vehicle has been issued will remain ultimately responsible for that vehicle.

## **5. General Vehicle Maintenance and Upkeep**

It is the responsibility of the individual driver to liaise with Head Office and the Fleet Administrator to ensure the vehicle is regularly maintained and serviced in accordance with the manufactures recommendation schedule.

The company vehicle should be maintained in a road worthy condition and in good order so that it will bring the maximum resale price on replacement. As such, it is the driver's responsibility to liaise with Head Office and the Fleet Administrator prior to your vehicle MOT date.

### Weekly Visual checks

On a weekly basis the driver of the Company vehicle must check:

- Tyre pressure -of all tyres as per manufactures instructions as documented in the vehicle manual. Adjust pressure accordingly.
- Oil levels-using dip stick marked parameters, add oil if necessary to keep level between the parameters.
- Water-check water receptacles are full and de-icer is added to windscreen washer.

### 5.1. Monthly Recorded checks

On a monthly basis the driver of the Company vehicle must check and record using the Vehicle Inspection Checklist:

- Tyre pressure -of all tyres including spare as per manufactures instructions as documented in the handbook. Adjust pressure accordingly.
- Oil levels-using dip stick marked parameters, add oil if necessary to keep level between the parameters.
- Water-check water receptacles are full and de-icer is added to windscreen washer.
- Damage – check for damage, scratches, stains etc to any part of the vehicle internally and externally

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All defects to the Company vehicle that may render it un-roadworthy must be reported to the office as soon as detected.

In addition to this, should any warning light appear, please report this immediately. Failure to do so may result in further damage to the vehicle and may be treated as negligent behaviour.

It is the responsibility of the driver to maintain the vehicle in a high standard of cleanliness both externally and internally at all times.

## **6. Driver Conduct Standards**

Whilst not all vehicles display the Company logo, all drivers act as ambassadors for the Company. Therefore they must be conscious that their conduct may be the first impression to potential customers of WINNS Services. Professional conduct is paramount whilst in charge of a company vehicle, as per company minimum standards. Drivers are obliged to demonstrate due care and attention at all times. Any inappropriate behaviour while using a company vehicle will result in disciplinary action and may result in the use of the company vehicle being withdrawn from that employee.

### **6.1. Driving Speeds**

Drivers must adhere to speed limit restrictions on the respective roads they travel on. The Company will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any money due as a result of a speeding offence will be the liability of the individual driver.

### **6.2. Use of Mobile Phones**

Mobile phones may not be used whilst driving a vehicle, unless using an approved hands free attachment. This is for the safety of all road users/pedestrians and to ensure Company drivers are demonstrating legal compliance with the current driving legislation.

### **6.3. Non Smoking Policy**

Smoking is not permitted at any time in Company vehicles in line with current legislation.

### **6.4. Parking Penalties**

Vehicles should comply with any parking restrictions in place at all times. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt direct payment; however the Company reserves the right to deduct monies to the amount of any unpaid fine directly from the employee's wages where it becomes liable for the same. You will be advised in writing of any deductions due, prior to such deduction.

### **6.5. Liability for Damage**

The Company accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vehicles. This should not encourage negligent behaviour from our drivers.

You are liable to pay the Company for the costs of repairing damage caused by or to a vehicle which is in your care, custody, control or being driven by you or your spouse/partner and/ or for any loss or damages sustained by the Company of attributed to be paid or awarded against the Company involving such vehicle including any costs arising as a result of any occurrence involving the vehicle in such circumstances.

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Payment of the aforementioned amount will be capped at £250. The Company reserves the right to make such deductions from your wages. You will be advised in writing of any deductions due, prior to such deduction.

#### 6.6. Personal Use of Commercial Company Vehicles (Vans)

Where an employee has been permitted to use a commercial company vehicle for travel to and from their home, the vehicle must not be used for private purposes and the route taken to and from home must normally be the shortest practical one.

The Company reserves the right to investigate usage of the vehicle for related and unrelated company business by monitoring mileage per vehicle, fuel consumption cost reports, and through discussion with the individual user. The Company acknowledges there will be occasions when the vehicle will be utilised for very occasional personal use, such as commuting, but reiterates that it is the responsibility of the user to minimise costs.

#### 6.7. Vehicle Tracking

There are two groups of Company vehicles within WINNS Services: Company Vans and Company Cars.

A vehicle tracking system could be installed in WINNS Services fleet, primarily for the purposes of improving safety, security and efficiency as set out as follows:

- Safety

(a) The system provides peace of mind that drivers are adhering to speed limits and driving time restrictions as well as general safety on the roads.

(b) The system can be used to provide information as a defence for staff and the Company in contentious situations such as third party claims or disputable vehicle incidents.

- Security

The system permits 24-hour visibility of the fleet and could be used to track vehicles which due to unexpected movement, would be under suspicion of being stolen.

- Efficiency

6.7.1. Visibility of moving time and downtime of each vehicle.

6.7.2. 24-hour visibility increases efficiency and responses to customer requirements.

6.7.3. Visibility of fuel consumption and efficiency through route monitoring.

6.7.4. Visibility of customer details and programmed stops.

There will be no direct use of the vehicle tracking information for disciplinary purposes, except as laid out below:

#### Stage 1

Where concerns about the use of the vehicle or employees' conduct arise (for example: speeding, unauthorised use of vehicles e.g. for private purposes where not permitted), there will be an informal conversation with the employee to raise these concerns. Coaching, counselling and relevant training will be given to employees, where appropriate, to support behavioural or performance change, within an agreed timescale. The Company would expect employees to positively respond to this.

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## Stage 2

The Company Disciplinary procedure may be invoked where employees fail to respond positively in the first instance. It should be noted however that any tampering or misuse of the Vehicle Tracking system or procedures will automatically result in the Company moving to Stage 2.

### 6.8. Leaving Employment

Should you leave the company, you must liaise with the office regarding the return of your vehicle to company premises.

Vehicles should be returned in a high standard of cleanliness. Unless otherwise agreed in writing you must return your vehicle at an agreed time and deliver the keys to the office.

## SECTION 2: DRIVERS OF PERSONAL VEHICLES FOR BUSINESS PURPOSES

This section of the Policy refers to:

- Those employees in receipt of a car allowance, as opposed to being provided with a company vehicle;
- Those employees who claim mileage for business purposes when using their own vehicles; and
- Those employees who may use their own personal vehicles for business purposes other than general commuting to work – e.g. attendance at meetings offsite; delivery of documents/post; collection of catering provision for management meetings and so on.

### 6.9. Conditions of Use

#### Responsibilities Overview

- 6.9.1. Mileage allowance payments will be made in accordance with approved HMRC rates where an employee uses their own, private vehicle for business journeys. This rate will be higher than that paid to drivers of Company owned vehicles to reflect personal vehicle wear and tear.

#### The employee shall:

- 6.9.2. If provided with a car allowance, ensure that this allowance is used to provide access to a suitable vehicle which reflects the individual's position and the desired company image;
- 6.9.3. provide a copy of their current driving license; proof of MOT and insurance to the Fleet Administrator;
- 6.9.4. take good care of their vehicle to ensure that it is roadworthy;
- 6.9.5. guarantee that their vehicle insurance includes business use prior to undertaking any business journeys – if this is not the case, the employee should request to borrow a Company owned vehicle for the purposes of the journey via discussion with their line manager;
- 6.9.6. ensure that the provisions of the Company's Vehicle Policy are observed;
- 6.9.7. ensure that any business mileage costs are reclaimed using the appropriate company documentation – fuel receipts alone will not be reimbursed as they do not clearly indicate split between business and private mileage;
- 6.9.8. be responsible for payment of all fines incurred for traffic offences and parking fines;

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6.9.9. notify the Company of any accidents involving the vehicle (if these occur while the employee is on a business journey);

6.9.10. Immediately inform the Company if he/she is convicted of a driving offence or disqualified from driving.

#### 6.10. Key Principles

The Company reserves the right to ask an employee to attend a medical examination if the employee's role involves a driving element. The cost of a medical examination will be met by the Company.

- A company car allowance can only be allocated to you if you possess a full UK drivers licence. It is the responsibility of the driver to inform the HR department if they are in receipt of a car allowance and subsequently are disqualified from driving.
- The Company has the right to terminate the appointment without prior notice or payment in lieu of notice if the Employee is convicted of a driving offence or is disqualified from driving and their role involves a driving element.
- Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness. Please refer to the Company Alcohol and Drug policy for further guidance.

#### 6.11. General Vehicle Maintenance and Upkeep

Any personal vehicle used for business purposes should be maintained in a road worthy condition and in good order.

#### 6.12. Recommended Weekly checks

On a weekly basis the driver should check:

- Tyre pressure -of all tyres including spare as per manufactures instructions as documented in the vehicle manual. Adjust pressure accordingly.
- Oil levels-using dip stick marked parameters, add oil if necessary to keep level between the parameters.
- Water-check water receptacles are full and de-icer is added to windscreen washer.
- Damage – check for damage, scratches, stains etc to any part of the vehicle internally and externally

All defects to the vehicle that may render it un-roadworthy must be addressed before it is used for business purposes.

It is the responsibility of the driver to maintain the vehicle in a high standard of cleanliness both externally and internally at all times.

#### 6.13. Driver Conduct Standards

When travelling for business purposes, all drivers act as ambassadors for the Company. Therefore they must be conscious that their conduct may be the first impression to potential customers of WINNS Services. Professional conduct is paramount whilst in charge of a company vehicle, as per company minimum standards. Drivers are obliged to demonstrate due care and attention at all times. Any inappropriate behaviour while travelling for business purposes will result in disciplinary action and may also result in withdrawal of car allowance benefit, if applicable, from that employee.

#### 6.14. Driving Speeds

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Drivers must adhere to speed limit restrictions on the respective roads they travel on. The Company will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any money due as a result of a speeding offence will be the liability of the individual driver.

#### 6.15. Use of Mobile Phones

Mobile phones may not be used whilst driving a vehicle, unless using an approved hands free attachment. This is for the safety of all road users/pedestrians and to ensure Company drivers are demonstrating legal compliance with the current driving legislation. Please note that, whilst you can use hands-free phones, sat navs and 2-way radios when you're driving or riding, if the police believe that you are distracted and not in control of your vehicle you may still be stopped and penalised.

#### 6.16. Non Smoking Policy

Smoking is not permitted at any time in vehicles used whilst travelling for business purposes in line with current legislation.

### **SECTION 3: REPORTING OF VEHICLE ACCIDENTS**

NB: the following section applies to all drivers of Company owned and Non-Company owned vehicles that are involved in accidents in the course of business travel.

Should a driver be engaged in any road traffic accident, they must do the following:

#### 6.17. Immediately Following the Accident

Call the police only if there are injuries or the road is blocked, call 999. If the accident is minor, police may not attend but you should report the accident by calling 101 the police non-emergency.

However minor you think a car accident is, YOU MUST STOP. In fact, failing to do so is an offence under the Road Traffic Act.

You should make sure your car's engine is switched off and then turn your hazard lights on to alert other road users to your presence.

Take a look around and if anyone has been injured in the car accident, you should call the police (and an ambulance, if necessary) as soon as possible.

#### 6.18. Giving and Requesting Details

When you're involved in a car accident, you're obliged to give your name and address to anyone else involved.

However, you should avoid saying sorry or accepting blame for the accident until you know precisely what happened, as it could count against you later on.

You should stop and give your details if you crash into something on or near the road, even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

Car accidents should be reported to the police within 24 hours. Failure to do so could result in a fine, penalty points or even disqualification.

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After a car accident, collect as many details as possible. If possible, you should collect the following information from any drivers, passengers and witnesses:

- Names
- Addresses
- Contact numbers

Ask the other drivers involved for their car insurance details, and try to establish whether they are the registered keeper of their vehicle. If they aren't, find out who is and make a note of their name and address.

Call police straight away if someone leaves the scene of the car accident without giving their details.

Other Information to Collect:

Here are some other important details you should try to collect at the scene of the car accident:

- 6.18.1. The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model
- 6.18.2. The time and date of the crash
- 6.18.3. A sketch showing the positions of vehicles involved
- 6.18.4. A description of the weather conditions, plus anything unusual you notice about the road quality or lighting
- 6.18.5. The names of any witnesses or police officers at the scene
- 6.18.6. A list of damage to vehicles, and a description of any injuries sustained by pedestrians, drivers and passengers.

If possible, take some pictures of the car accident for use as evidence. Use your mobile phone or your tablet computer to take photos of the accident.

#### 6.19. Accident Reporting

Once you have gathered all information you then must contact your manager to report the accident and the insurer details provides to you as soon as possible to log the incident. If you do not have the insurer details, please contact the Compliance and Risk department who will supply the details. Please note that failure to report or to provide adequate details of the incident may result in Disciplinary procedure.

For drivers of Company owned vehicles - If your car was damaged and cannot be driven, you must use the contact details given to you by our Corporate Fleet provider to arrange for the car to be taken to the repair centre and you must also ask for a courtesy car at this point too otherwise it will not be given to you.

### 7. Acceptance of Company Vehicle Policy

I have read fully and understand my responsibilities and the company standards which are detailed in this Company Vehicle Policy.

Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_