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**COMPANY VEHICLES**

**Duty of Care**

As part of this company vehicle policy the company recognises that under the Health and Safety at Work Act 1974 it has the responsibility to ensure, so far as is reasonably practicable, the health and safety of all Employees / Contractors or Workers whilst at work, and to ensure that others are not put at risk by the company’s work-related driving activities.

**Policy Summary**

Vehicles must always be properly driven with due care and attention and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence and that are covered by the current insurance policy can drive the vehicles. Driving licences must be checked by the relevant Project Manager prior to commencement of the use of a vehicle. A driving licence/MOT/insurance check sheet is maintained by the Health and Safety Manager.

**Fitness to drive**

Only persons with a current full driving licence can drive the company vehicles, driving licences must be checked by the relevant Project Manager prior to commencement of the use of a vehicle. A driving licence/MOT/insurance check sheet is maintained by the Health and Safety Manager. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Vehicle Maintenance**

All drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner.

Any dash lights or errors to be must be reported as soon as possible to the company office to be booked in with suitable garage. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Damage and Negligence**

Any damage caused by employee’s or contractor negligence may be deducted from any salary or payments due. Any damage noticed to company vehicles needs to be reported immediately. You can do this by taking a photograph and sending it to your line manager as soon as possible, with a description of how it happened. Line managers have a duty to log these incidents. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Accident Reporting**

If despite everything a driver in involved in a road traffic accident which is work related, he/she must report the accident, however slight, immediately. j) Accident reporting can be done by emailing your line manager or d.carroll@tecinstallations.co.uk who will complete the accident report form 8.2.1. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

In the event of an incident that arises the need for an insurance claim to take place. The company holds the right to deduct financial losses incurred in the form of insurance excesses and the like, from the driver in question. This is to be assessed on a case by case basis, the cause of liability is to be assed by a third party i.e. The insurer.

**Personal Use**

Employees and contractors are not permitted to use the company vehicles for personal use what so ever, the company’s insurance does not cover personal use. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Smoking**

It is the company’s position to comply with the UK Health Act 2006 regarding smoke free premises and vehicles, which came into force in England on 1st July 2007.

Furthermore, to avoid confusion, the company’s smoking policy is to ban smoking completely from all company cars and vehicles. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Rubbish and Cleaning of vehicles**

The vehicles must be cleared after each use, if the company vehicle needs to be cleaned then valets can be used when necessary. Claiming back for valets of the company cars can be expensed, but please grant permission from one either of the directors or your line manager. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Personal Items and PPE**

Please do not leave your personal equipment in the company vehicles, it can lead to the loss of your personal belongings and PPE which the company are not liable for. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Speeding**

There is no situation whatsoever where any driver on company business needs to break any speed limits. The company will not pay any fines where employees break the law, each company vehicle is tracked for its location and speed limits.

All drivers are reminded it is their responsibility to inform the company of any driving offences, whether on company business or private use. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

Please keep up to date with the UK’s legal speed limits <https://www.gov.uk/speed-limits>

**Penalties, Fines & Charges**

As the driver of a company vehicle you shall be liable (where applicable as “owner”) for any charges, penalties, offices or fines incurred during the period in which you were responsible for the vehicle due to your acts or omissions, under any applicable laws or regulations including those in relation to any driving, parking, lighting, loading or unloading offence and including fixed penalty charge notices, parking fines, bus lane fines, fines relating to toll charges and charges under congestion charge law.

Under the company’s agreement with the lease hire company, it is stipulated that if any notice is received of any penalty charges from the relevant issuing authority (including private parking companies) will automatically be paid without question upon notification. Any penalty charges received with not be queried nor will we be notified prior to payment. Should the lease company have to carry out the above process, a £35.00 + VAT admin charge will be made to the company along with the fine amount. Subsequently these charges will be passed onto the driver responsible at the time.

To avoid admin charges, please ensure all congestion charges are paid in full when due, and all fines are paid or passed onto the office for further assessment.

Should you receive a penalty charge relating to a road traffic offence, a handling charge of £35.00 + VAT is also applicable.

**Record Keeping**

It is the responsibility of the driver to ensure an accurate mileage record is kept, detailing start location, end location, miles accrued. The details of who was driving and at what times will also need to be logged. A signature will be required for each person driving for that day.

Mileage logs will need uploading to the nominated Dropbox folder, on a minimum of a weekly basis. Each scan will need to be named in the following format – (REG – dd/mm/yy)

**Mobile Phone Usage While Driving**

The Company’s position is clear and unequivocal. Under no circumstances are driver’s using company vehicles or any driver on company business using their own vehicle, to make or receive any phone calls whilst driving. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Drink and Drugs**

The company exercises zero tolerance on the use of alcohol or drugs at work whether driving on company

business or not. Our factsheet ‘Drink and Drugs’ provides information on the effect of both on driving. Please report to your line manager if you need to report or discuss anything regarding this and if you need some further information.

**Training**

The company recognises not all drivers will necessarily need any form of training. However, to reduce road

safety risks the company will monitor driver’s accident reports and any road traffic offences to ascertain whether training might be required for an individual driver in a specific area. Please report to your line manager if you need to report anything regarding this and if you need some further information.

**Driving style**

Company expects all drivers to drive sensibly and economically. Please report to your line manager if you need to report and discuss anything regarding this and if you need some further information.

**Driver Fatigue**

The company promotes journey planning as a means of reducing risk of poor driving. The operations team work hard on managing journey times. Please report to your line manager if you need to discuss and report anything regarding this and if you need some further information.

**Driver Stress**

The company is aware that there are many areas of stress in our lives. It is not in anyone’s interest for a driver to be either stressed when he/she gets into a vehicle or become agitated because of the journey. Please report to your line manager if you need to discuss report anything regarding this and if you need some further information.

**Contractors / Workers**

Where third parties are to utilise their own vehicles, they agree that on request they are to submit proof of insurance, MOT & VED. Along with records of appropriate vehicle checks.

**Expenses**

If when driving for the company and you are in a situation where you need to pay for the fuel, oil or valet for the vehicle yourself. You are entitled to expense, but you must gain permission from your manager before paying for the item.

Respect and general use

* Vehicles not to be returned on an empty tank, please use the fuel cards provided.
* Vehicles to be returned to the office if they are needed out the following day, if not viable with return times, plans to be arranged to meet the following morning with your line manager.
* SAT NAVS to be left in each work vehicle, and kept appropriately out of site in the dash board.
* Respect the company vehicles, as you would treat your own vehicles in a professional and careful manner.
* Company cars are not to be used for driving tuition.
* Under no circumstances can the car be used as a taxi, for rental or for other arrangements involving payment for its use. Under no circumstances may the car be used for any form of competition, rally or motor sports.
* Drivers shall not part with the vehicle nor hold themselves as the owner of the vehicle nor sell, assign, charge, pledge, underlet, hire out or loan or otherwise dispose or purport to dispose of the vehicle.
* Routine safety checks, such as those on lights, tyres and wheel fixings, faults must be reported to the office. Please use the vehicle checklist to carry out these tests.
* Check that you can use the safety equipment in the vehicles before use, for example how to adjust the head rest or seat belts.
* Make sure you are aware of the vehicle height and weight before and after loading.

If you have any further question or require some further training on any aspect of this policy, please inform your line manager as soon as possible. If you want to know some more information about any of the points/areas addressed, please email d.carroll@tecinstallations.co.uk for a fact sheet for the area specified.