



## **CAR POLICY**

### **Provision of company car**

The company does not provide company cars.

### **Use of your vehicle for work**

#### **Driving licence**

You are required to be in possession of a full and valid UK driving licence. You are required to provide a copy of your driving licence upon request by your line manager on commencing employment and on an annual basis thereafter. You should also provide a copy in the event of a change to the details on the licence.

#### **Roadworthiness and tax and insurance**

The Company will retain all documents relating to the registration of the car.

You are responsible for ensuring your vehicle meets all legal requirements including having an MOT certificate (where required) , road tax cover and insurance. You are also responsible for ensuring the car is properly maintained and serviced.

You must also take reasonable steps to ensure that the car is in a clean and presentable condition (both externally and internally) when used for business travel on the basis that it represents the Company to its clients, customers, suppliers and others.

#### **Fines and penalties**

You are responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving on company business.

#### **Reporting requirements**

You must report to the Company forthwith:

- Vehicle defects or damage to the car.
- Any theft or loss from the car.
- Any road traffic accident in which you may be involved whilst driving the car, whether or not that occurred on the Company's business and regardless of fault.
- Any fixed penalty notice or any order of any court to endorse your driving licence or to disqualify you from holding a driving licence (including disqualification under the 'totting up' provisions), whether or not that consequence occurred whilst driving on the Company's business.
- Any other event which results in your being ineligible to drive the car.

You must also immediately report any theft or loss of the car or reportable road traffic accident involving the car to the police.

Where a road traffic accident also involves a third party's vehicle, you are responsible for obtaining the registration number of that vehicle and the particulars of any persons involved in the accident (including their insurance details), as well as the names and addresses of any witnesses to the accident.

#### **Carrying of passengers**



You are prohibited from carrying personal passengers in the car when using it for business travel. However, you are permitted to carry business-related passengers in the car (such as fellow employees or clients/customers) when using it on Company-related business as the circumstances of the case dictate.

### **Mobile phones and driving**

All employees are reminded that it is against Company policy, as well as being illegal, to use a mobile phone to make or receive telephone calls, send or read text or image/picture messages, send or receive facsimiles or to access the internet or e-mail whilst driving in the course of their employment with the Company and any breach of this instruction will result in disciplinary action (up to and including summary dismissal).

If you do wish to use a mobile phone whilst driving in these circumstances (whether your own personal mobile phone or a company mobile phone), you must pull over and stop the car in a safe place and completely turn off the car's engine before using the mobile phone.

Whilst driving in the course of your employment with the Company, you should make use of any voicemail or call divert facility available on your mobile phone.

### **Safe standards of driving**

When driving, you must drive within the law and abide by all requirements of road traffic law and the Highway Code, including ensuring that:

- Traffic signs and statutory speed limits are observed.
- The vehicle is properly parked and not in breach of any road traffic regulations.

You are responsible for your own safety, for any passengers or loads carried in the car and for ensuring that the car is safe to use. When carrying passengers, ensure you comply with the vehicle manufacturer's design specification. There should be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.

You are prohibited from driving the whilst under the influence of any intoxicating substances such as alcohol or drugs. If you are taking any prescription drugs or other medication which may cause drowsiness, you should inform your line manager prior to driving on Company-related business as this may affect your ability to drive.

While driving on Company-related business, it is important that you take regular breaks because driving when tired can result in accidents.

### **Payment**

For infrequent usage, as long as agreed with your line manager in advance, the company will pay the fuel bill on presentation of a receipt. Where use of your vehicle become more regular the company will agree a mileage rate with you.