

This document is a sample of a typical company vehicle policy. Its intended use is to give guidance for organisations to develop a company specific vehicle policy; you are advised to adapt this sample document according to your actual working practices and company policies. UK Global Road Safety has made every attempt to include all aspects of driving for work and cannot be held responsible for any omissions or errors.

ABC COMPANY VEHICLE POLICY

POLICY STATEMENT

Policy statement regarding the provision of a vehicle to carry out work-related business

The Health and Safety Executive now regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is now essential therefore that the company has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. The company takes very seriously its duty of care to ensure that all drivers using company vehicles or driving any vehicle on company business in any circumstances do so in a manner that minimises the risk, both to the employee and the company.

The company has identified that motor vehicles are a necessary requirement for the fulfilment of its business. This Driver Vehicle Handbook, agreed by the directors, sets out all the rules, processes and regulations that the company and all drivers will follow.

Within the handbook, specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so will result in the company treating the matter as a disciplinary issue.

There should be no misunderstanding with regard to the company's policy relating to the provision and use of vehicles.

Please study the handbook, comply with its requirements and share in the significant benefits for everyone as a result of safer driving.

THE COMPANY'S AND DRIVER'S RESPONSIBILITIES (under the management of health and safety at work regulations)

The provision and use of road vehicles is absolutely necessary for the survival and success of the company's business. These vehicles are 'tools of the trade' and must be managed, maintained and used so that the company complies with all health and safety laws. These laws apply to 'on the road' work activities as much as they do to all other work activities.

Serious or fatal consequences can be caused to members of the public, the employee or the company due to human error or misuse of a company vehicle. In so far as its own vehicles and drivers are concerned, it is the company's intention to actively manage and control the risk (occupational road risk or ORR) which arises from this use.

The results of improper or careless vehicle use include increased costs and inefficiency, imprisonment or serious or fatal injury. By carefully managing the vehicles and the users of them, it is possible to increase safety, avoid injury or fatality, increase efficiency and also profitability. The company therefore places heavy emphasis on the proactive and constructive management of its vehicles, the employees who use them and its management of ORR.

The intention of this document is to supply the basic rules and guidance for the use of vehicles being used on the company's business. This forms an important part of the company's management of ORR.

It is essential that all authorised drivers familiarize themselves with the contents of this document, as there may be financial penalties arising if certain requirements are ignored. The company may not accept liability for

any expenditure as a result of failure on the part of any driver to comply with these documented requirements in relation to driving, operating or maintaining a company vehicle.

Employees who drive whilst working for the company are required to co-operate fully with the management of ORR. In return, the employee, the company and the public at large can only benefit from the successful management of this important part of our business.

The company reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

AUTHORISED DRIVERS

Cars

Any person authorised by [] who has held a current clean driving licence for two years and is over 21 years of age may drive a [] car.

Minibuses and vans

To drive a [] minibus or van, the driver must be at least 25 years of age with a full clean licence held for a minimum of two years. Driving licences must show vehicle category "D1" (minibus of between 9-16 passenger seats).

Corporate Support Services FRD may, in exceptional circumstances, authorise slightly different criteria for drivers of cars and/or minibuses/vans. Any such request must be accompanied by a written brief explaining why the request is being made, and this will be forwarded to our insurers for their comments/agreement. However, holders of provisional licences will not be authorised to drive [] vehicles.

Driver Registration

All drivers of all [] vehicles (this includes allocated car drivers, their partners, and members of staff wishing to drive) are to complete a Driver Declaration. The form is to be submitted with a copy of their driving licence through local management to Corporate Support Services FRD for approval – local management should satisfy themselves that the individual is suitable for driving their vehicle(s). These forms will be subject to annual renewal, and establishments should introduce local procedures to implement this.

Should an individual driver's circumstances change following registration (penalty points on licence, health etc.), then drivers are required to submit a new Driver Declaration with another copy of their driving licence. (NB holders of the newer style photo-card licences must also produce the original of the counterpart - A4 paper) which lists additional details including any endorsements/ penalty points.

Change of authorised user.

When a vehicle is transferred from one driver to another, a vehicle transfer inspection will be carried out. The recipient of the inspected vehicle will receive a detailed hand-over and will be required to sign a satisfaction form to that effect.

If vehicles are transferred, without the appropriate authority from [], they will not be able to provide correct information to the Police, DVLA or other authority that may need to know driver details.

HEALTH & SAFETY (driving at work)

Policy

The policy statement issued by the company underlines the absolute commitment to create and maintain a safe working environment. When adhered to it will, so far as is reasonably practicable, help to safeguard the interests of the company and the health and safety of its employees who drive in the course of their employment.

There is a legal duty for employees to follow company guidance; taking reasonable care for themselves and for the safety of others whilst at work and this includes driving during the course of their employment.

Driving fatigue and tiredness

Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular breaks before fatigue sets in. It is recommended that you do not drive for more than two hours without taking a break of at least 20 minutes duration. Drivers should not exceed 300 miles per working day and if they need to break the journey should arrange overnight accommodation at an appropriate medium price hotel.

Fitness and health

You must inform the company of any health conditions that may affect your ability to drive safely. Company rules preclude unsuitable persons from driving.

Driving whilst under the influence of drugs or alcohol is strictly prohibited and subject to disciplinary action, including possible termination of employment. Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking.

Ensure your eyesight is tested at least every two years if you already have defective eyesight. If glasses or other corrective devices are necessary for driving, these must be worn. The company will reimburse the cost of an annual eye test in accordance with company policy.

Driving position

Ensure the vehicle seat height, lumbar and head restraint, etc., are correctly adjusted, along with the steering wheel and mirrors so that you are in a comfortable position whilst driving. You should be able to touch the top of the steering wheel with your wrist without stretching your arm unduly. Posture is important in avoiding injuries such as back and neck strains.

Take particular care when handling or lifting goods into the boot of the vehicle as this involves bending and stretching. Get help if the load is too heavy to move on your own.

General guidelines

- No vehicle is to be driven in an illegal or un-roadworthy condition. If a vehicle becomes un-roadworthy it must be taken off the road IMMEDIATELY. [] must be notified and given the opportunity to rectify the faults reported as soon as possible.
- In adverse weather conditions, such as fog or icy roads, it is recommended that you either delay your journey or make alternative travel arrangements.
- Safety belts must be worn in both front and rear seats and it is the driver's responsibility (and your own if you are a passenger) to ensure they are used at all times.
- You should be fully conversant with the Highway Code.
- Attention must be paid regularly, preferably weekly, to check oil, lights, tyre condition and tyre pressures, steering, brakes, windscreen washers and wipers, and the condition of the vehicle generally.
- If any damage is caused to a company-provided vehicle due to neglect, the company reserves the right to take disciplinary action against the employee.
- You must be conversant with 'hours of darkness' regulations requiring the vehicle to be lit by front and rear lights. In conditions of poor visibility such as fog, heavy rain, snow and smoke you are required by law to drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights. All lights must be kept clean and in full working order at all times.
- Neither you nor anyone driving the company vehicle is permitted to give lifts to strangers.
- Stow loose luggage in the boot or on the floor at the back of the vehicle. In the event of a collision, unsecured items can cause injury if projected forward.
- No child seat must be fitted with its back facing an airbag.

Theft and vandalism guidance

- The ignition key must always be removed and the vehicle locked according to the manufacturers recommendations whenever and wherever the vehicle is left unattended.
- Checks that the doors, windows, sunroof, bonnet, boot lid and petrol cap are securely locked when the vehicle is left unattended.
- Wherever possible, park in well-lit areas. If in a public car park, always take the ticket with you, unless it is 'pay and display'.
- Never leave valuable items inside the cabin of the vehicle. Lock them in the boot or preferably, take items out of the vehicle completely.

Driving safety and security

Drive within legal speed limits and follow Highway Code guidance at all times. Remember, you are representing the company whilst driving at work. Show consideration and avoid the temptation to respond aggressively towards discourteous road users, so as to minimise possible 'road rage'.

Do not eat or drink whilst driving and use 'voicemail' or 'divert' to avoid the use of mobile telephones, as use with hands-free devices still increases risk. Avoid other distractions such as loud music or smoking.

Park in well-lit roads or preferably manned car parks and, if possible, park in an open area near the entrance. Do not 'hang about' once out of the vehicle. Whenever practical to do so reverse park and position the vehicle so as to allow the open door to protect you from potential attack. When returning always have the keys easily available, preferably in your hand, ready for use.

Refresher training

Employees of [] who drive for work purposes will be required to complete regular [] Incident Avoidance Training in order to retain their Permit to Drive, as well as complete periodic Individual Driver Risk Assessments online. You will be given adequate notice of this and will be expected to complete these within the timescale stipulated.

Emergencies

If you break down, use hazard lights. After calling the breakdown services remember to take the vehicle keys with you and stand behind motorway crash barriers or on the nearside verge of other roads whilst waiting for their arrival. Do not sit in the vehicle. Only get back into the vehicle if you feel at risk from attack, then return via the passenger side and keep the doors locked.

Summary checklist for your benefit

Your journey

- Consider if it is necessary.
- Allow sufficient time for traffic delays, breaks and re-routing, etc.
- Choose the safest route, taking into account the weather conditions, etc.
- Prepare emergency arrangements for an unplanned overnight stay should there be adverse conditions.
- Ensure you have sufficient fuel for the journey to avoid the possibility of breakdown or stopping in unsafe areas.

Yourself and the vehicle

- Avoid heavy drinking the night before your journey. Ensure you are not fatigued or under stress immediately before your journey.

- Seek medical advice if in doubt whilst taking prescribed medicines.
- Remember to wear clean spectacles or contact lenses if you need them for driving.
- Top up screen wash and check lights, coolant levels and tyre pressures etc.
- Familiarise yourself with the vehicle and its controls before your journey.
- Make driver comfort adjustments before the journey.
- Ensure goods are secure and locked away before setting off.
- Carry a torch, cloth, ice scraper, de-icer spray, coins, and maps etc.
- Have your route pre-planned and any notes you need clearly positioned within your sightline on a proper holder. Never attempt to consult a road atlas or map whilst driving.
- Check for traffic hold ups by listening to radio traffic reports or mobile phone services when safe to do so.
- Be familiar with the company accident/breakdown procedure and contact numbers.
- Switch mobile telephones to off in a high risk or urban environment. Mobile phones may only be used when driving in a low risk environment and only then if an approved hands-free kit is fitted in the vehicle.

THE LAW AND YOUR VEHICLE

It is your responsibility to comply with all laws relating to your company vehicle.

Seatbelts

Seat belts must be worn at all times in both the front and rear of the vehicle. They must be maintained in proper working order.

Tyres

Although the UK law stipulates that tyre tread must be at least 1.6mm across the central width throughout the entire circumference with the remaining tread pattern still visible, [] requires tyres to be changed when tread depth reaches 2.0mm. Tyre pressure must be maintained to the correct pressure (see vehicle handbook for details) and checked weekly.

Lights

Drivers must ensure that all lights are clean and in working order. This includes rear fog lamps, hazard warning lamps, number plate lights, indicator lights, brake lights, front and rear lights. It is also the driver's responsibility to ensure that headlights are adjusted properly. Even in daylight hours the lights must be in full working order. Only use rear fog lamps in foggy conditions.

Windscreen

If there are any cracks in the windscreen please contact [], who will be able to confirm if a replacement is needed.

Horn and speedometer

The law requires that all cars have a functional horn and speedometer at all times.

Production of documents

If requested, the driver must produce one/some of the following documentation at a driver nominated police station within five days:

- Insurance certificate
- V5 registration document - copy available from or via []
- MOT certificate – available from or via []
- Original driving licence

Prosecution

While the company's insurers may provide legal advice or representation, in this circumstance the employee will be responsible for meeting the cost of any fine or other penalty the court may impose.

Where the insurance company provides legal assistance, it is imperative that their solicitors have the maximum time in which to prepare for the hearing. Therefore, any notice of intended prosecution, summons or communications relating to an accident or motoring offence of any kind must be forwarded immediately to [] who will advise on the action to be taken.

Should you lose your driving licence as a result of successful Police prosecution, the company has the right to withdraw the facility of the company vehicle for the length of the disqualification.

The company accepts no liability for fines incurred following offences involving your company vehicle and the responsibility for such offences, e.g., speeding, careless driving, drinking and driving, etc., is firmly placed with the driver.

It is an offence to drive a vehicle on a public highway without a valid driving licence. The company places upon YOU the responsibility to notify [] of any endorsement or disqualification imposed. Under no circumstances may a vehicle be driven after you have been disqualified or deemed to be unfit to do so by a doctor. You must also notify [] of any endorsement or disqualification imposed on any other person approved to drive your company vehicle.

Drugs, Drinking and Driving

It is a very serious matter to be convicted of a driving offence, e.g., driving while under the influence of drugs or alcohol. In the event of a conviction, your status in relation to the use of a company vehicle will be re-assessed.

Parking fines

Should you at any time incur a fixed penalty parking fine, you must settle this yourself within the time specified. THIS IS NOT RECLAIMABLE FROM THE COMPANY. If you do not settle a fine, it will be redirected to [], who will pay the fine direct and recover the cost, plus an administration fee, from the registered driver of the vehicle.

Persistent non-payment of parking fines is a serious offence and will lead to disciplinary action. If you have a dispute regarding a fine, please ensure that [] is made aware of all details.

Cameras

Now that cameras capture many offences, it is important that you record who is driving your vehicle at all times. You will be held liable for any offence that takes place in your vehicle if you are unable to identify who was driving at the time of the offence.

Mobile phones

It is an offence for the driver to use a mobile phone whilst a vehicle is being driven or is in a stationary position in traffic, unless it is being used with a hands-free kit. Even with a legal hands free kit [] still believes the use of a mobile phone increases risk dramatically and employees are expected to use sensible judgement to restrict calls on the move to situations where there is little or no risk.

A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.

Any member of staff who makes a call to a driver's mobile phone must ask the driver if they are using a hands-free kit. If they are not the call must be aborted. It is possible for the caller, the driver and the company to be prosecuted in the event of an incident that happens when a driver is using a mobile.

Mobile Phone Law Fact File

Since 1st December 2003, it has been an offence to use a hand-held phone when driving.

- The penalty is a £60 fixed penalty + 3 points or up to £1000 on conviction (£2500 for drivers of goods vehicles, buses or coaches).
- Drivers still risk prosecution, for failure to have proper control, if they use hands-free phones when driving.
- A hand-held device is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'.
- Provided that a phone can be operated without holding it, then hands-free equipment is not prohibited by the new legislation.
- Pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike, for example, is not covered by the new offence, provided the phone is not held. However, drivers still face prosecution for failing to have proper control of a vehicle if the hands-free phone is deemed to be a distraction.
- If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving.

(Source: Department for Transport)

Checklist to avoid possible prosecution

You are breaking the law if you drive a vehicle that has:

- defective seat belts
- defective exhaust
- defective brakes
- defective steering
- defective tyres (minimum tread depth = 1.6mm)
- defective speedometer
- defective lights, including indicators, brakes lights etc
- defective horn
- windscreen that is not completely transparent
- no valid tax disc on display
- damaged bodywork that could be dangerous to others
- no number plates, or number plates which are not visible
- no current MOT, if applicable

You, as driver, can be prosecuted in all the above instances, even if the defect is due to bad workmanship by a garage. If you suspect a fault in any of the listed items, make sure [] is informed immediately.

Remember - if you lose your licence, you may also lose your job.

USE OF A COMPANY VEHICLE

Whenever you receive a new or reallocated vehicle you will be notified of a vehicle hand-over date. This hand-over will include a vehicle familiarisation and a check to ensure that the Driver Handbook has been read and understood.

Permitted use

The vehicle is to be used only for business or authorised personal use. This excludes competitions, rallies, trials, pace making, speed testing and the carriage of passengers for hire or reward. Goods must not be carried if the vehicle is unsuitable and overloading or overworking must be avoided.

Towing

A tow bar may be fitted to company funded vehicles, at the driver's expense, provided that prior authorisation is obtained from []. Tow bars are not permitted on manufacturer demonstrator vehicles.

Your caravan/trailer will be insured for third party cover only whilst the caravan/trailer is attached to the company vehicle and not at all when it is detached from the vehicle. Therefore you should ensure that you have your own insurance in place.

The maximum weight of the caravan/trailer must not exceed the kerb weight of the company vehicle.

Please ensure that you are fully familiar with the Highway Code regulations on towing.

Fuel reimbursement

Fuel reimbursement is dependent upon individual terms of employment. Please consult the HR department for guidance.

Leavers

To comply with the terms of the company vehicle insurance your vehicle must be returned by the final day of employment. The vehicle will be subjected to a comprehensive vehicle inspection. A copy of this inspection will be provided for your own records if requested.

[] must be contacted at least one week before your leaving date in order that inspection arrangements can be made. A convenient date for the collection of the vehicle will also be discussed.

If, for whatever reason, the vehicle is not collected until after your final leaving date you must not drive it. The company insurance will only provide cover while the vehicle is parked awaiting collection.

Condition/cleaning of vehicle

The company vehicle allocated to you represents a substantial investment in you and your job. You have the responsibility to drive the vehicle safely and to comply with all vehicle-operating requirements as stated in law, this policy and the manufacturer's handbook.

You are expected to keep the vehicle in a clean and tidy condition at all times. Kept in good order, the vehicle will reflect a good image of both you and the company. If you allow the vehicle condition to deteriorate through neglect it could be dangerous and cause serious injury. If animals are carried in the vehicle, a guard must be fitted to keep pets in the rear or luggage area and a suitable floor covering provided to protect the carpet.

Smoking is not permitted in company provided vehicles at any time.

You will have acknowledged that the vehicle was received by you in a clean, tidy and roadworthy condition and will have agreed to return the vehicle in the same condition, fair wear and tear excepted. Any costs incurred by the company to return the vehicle to this condition will be charged to you. The comprehensive vehicle inspection report will be used to calculate any charges.

Vehicle inspections

Random inspections of all vehicles used on company business may be carried out from time to time without prior notice.

Care and maintenance

Care and maintenance of the vehicle is your responsibility. Please ensure that you note the following:

Routine checks

The checks set out in the vehicle handbook are essential. It is your responsibility to check:

- engine oil at least weekly

- brake fluid at least monthly
- battery levels at least monthly
- windscreen washers at least weekly
- radiator level at least weekly
- tyre pressures and tread condition at least weekly
- lights, including indicators at least weekly

Windscreen/glass replacement

In the case of company owned vehicles, drivers should contact [] for advice on repair or replacement.

Irrespective of the source of the vehicle it is illegal to have a crack in the windscreen within the driver's sightline and these should be repaired at the earliest opportunity.

BREAKDOWN ASSISTANCE

In the case of short term demonstrators or company-supplied vehicles, please refer either to the Fleet Manager or the documentation that came with the vehicle when it was delivered.

VEHICLE HIRE

Hiring a replacement vehicle should be kept to a minimum. Whenever your vehicle is off the road for repairs the work should be done whilst you are working from home or office if possible.

If a hire vehicle is required contact [] who will arrange a hire vehicle for you.

When you receive the hire vehicle, check its condition and ensure any damage is recorded. You should also check that the fuel level stated on the Rental Agreement matches the actual level. If possible, sign a collection note confirming the condition.

Should you need to extend the hire or return the vehicle before the stated hire period, inform [] immediately. There is a charge for an abortive collection if the vehicle is not released at the time agreed.

When you no longer require the hire vehicle, you are responsible for contacting [] who will arrange to terminate the hire. The hire vehicle should be returned in the condition in which it was collected and with the same amount of fuel as supplied on delivery. If possible, obtain a signed collection note confirming the condition.

The vehicle is your responsibility for up to six working hours after termination if the supplier has not collected the vehicle from you. This means you are liable for any parking fines / damage incurred during this time.

Any accident in a hire vehicle must be reported to [].

IMPORTANT: You should ensure that you have refuelled any hire vehicle prior to return, as hire companies charge approximately double pump prices for any fuel required.

YOU SHOULD NEVER HIRE A VEHICLE WITHOUT THE AUTHORITY OF [].

ACCIDENT PROCEDURE

In the event of an accident, theft or incident, you must inform the Fleet Manager. You should then request and complete an insurance claim form.

Please note that any damage found on your vehicle should be reported to [] regardless of how the damage was caused.

To assist your wellbeing and, at the same time, help your understanding of the various processes, please find below some helpful information.

Reporting accidents to the Police

Only report an accident to the Police if:

- there is an injury to a person or animal (i.e., dog or larger).
- the third party refuses to give name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle whilst parked.
- you are unable to give your name and address to a third party at the scene of the accident.
- the incident is theft or attempted theft of the vehicle or any of its accessories.
- What to do in the event of an accident:
 - Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
 - Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade if there is danger of fire or where someone is trapped.

Do not discuss what happened.

DO NOT ADMIT LIABILITY, APOLOGISE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate the company's insurance claim. Even a simple apology can be misconstrued at a later stage of the proceedings.

Conversely, do not accept any offer to pay for any damage to your vehicle.

Write down:

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending police officers.

Obtain and write down third party(s):

- Name (if not owner, relevant particulars of owner)
- Address in full and telephone number if applicable
- Owner of vehicle(s) and addresses
- Insurance company including policy numbers
- Make, model, colour and registration of vehicle
- Details of all damage
- The number of people in the vehicle

REMEMBER you do not have to make a statement to the police, and it is better not to as you may be in a state of shock and could incriminate yourself. If you decide to make a statement write it down yourself and keep a copy.

Repair Procedure

If your vehicle is damaged you should arrange for estimates and forward these to [].

[] will liaise with the insurance company and recover any uninsured losses.

Please do not make any arrangements with a repairer direct.

Correspondence

All correspondence concerning the accident should be sent to [] as soon as possible. Do not reply to any third party letter direct.

THEFT/ATTEMPTED THEFT

As soon as a theft or attempted theft is discovered the Police should be informed immediately. [] should then be contacted and they will complete a claim form over the phone if applicable.

INSURANCE

Cover

The vehicle is insured for business use and for social, domestic and pleasure purposes by only those drivers that have completed the company's approved driver process.

Exclusions

Rallying, hiring for gain, carrying passengers for reward, racing, reliability trials or speed testing

Security

The vehicle must be locked, windows closed and all keys removed whilst left unattended. Movable valuables, owned by the company or driver, should be removed from the vehicle or locked in the boot out of sight when the vehicle is left unattended. Where it is possible the vehicle should be garaged overnight, or at least parked in a safe, secure area.

Personal injury

In the event of an injury to you or your passengers following a motor accident you are covered for emergency medical costs if charged by the NHS. These costs can be recovered from the insurance company therefore please contact [] with any receipts.

If the accident is the fault of a third party, claims for personal injury may be possible. Contact [] in the first instance to discuss this

Personal effects

These are not insured under the company Motor Fleet Policy. You should arrange separate insurance, if so desired, for personal belongings.

Insurance certificates

Certificates are issued to all drivers annually. In the event of a copy being required contact []

Disclosure of material facts

It is a condition of the company's motor policy that vehicles are not driven by any person who:

- suffers from any disease or infirmity that impairs the ability to drive.
- has been refused motor vehicle insurance cover.
- has, during the last 5 years, been convicted of any of the following motoring offences:
 - causing death by dangerous driving
 - dangerous driving (by any terminology)
 - failing to stop after an accident
 - any offence which resulted in suspension from driving

- driving under the influence of drink or drugs
- has any driving conviction not disclosed to the company

Failure to disclose any pertinent facts could invalidate the insurance.

It is imperative that you inform [] of ANY motoring conviction (other than parking) as soon as possible.

It is better to disclose too much than too little. In the majority of instances it will not be the conviction that nullifies the insurance, but the non-disclosure of any such conviction.

Failure to notify the DVLA of any impediment that may affect driving ability is an endorsable offence incurring up to six penalty points.

Your attention is drawn to your 'Approval to Drive Vehicle on Company Business' form which includes a signed declaration. The company will only allow individuals to drive company vehicles on company business when the necessary forms have been completed, submitted, assessed and a decision given in writing. The company policy is absolute regarding approval to drive.

ROAD FUND LICENCE/MOT

[] will supply a new tax disc seven days prior to the due date. If you have not received a replacement disc a few days before it is due, contact [].

Failure to display a current disc is an offence, regardless of whether one has been purchased. If, for whatever reason, you are not in possession of a current road fund licence, you must not, under any circumstances, drive the vehicle.

When you receive the new tax disc for your vehicle, please check that all details are correct.

An MOT is required when the vehicle is three years old. [] will phone you six weeks in advance of the due date to make a booking for an MOT.

It is your responsibility to ensure that the vehicle has a current MOT where applicable.

FOREIGN TRAVEL

The arrangements for taking vehicles abroad vary depending upon how they have been acquired. It may not be possible to grant authority for all vehicles.

You should then contact [] who will arrange for you to receive the following, which you must take when driving abroad:

- A statement granting authority to take the vehicle abroad from the vehicle owners, i.e. the contract hire company or vehicle manufacturer. This replaces the registration document.
- A current insurance certificate.

It is your responsibility to ensure that you are conversant with motoring legislation for all the countries you intend to visit.

PROVISION OF VEHICLES

The company will agree the specification for all vehicle requirements. It may not be possible to supply you with your optimum specification vehicle, particularly in the case of manufacturer demonstrators.

You will be advised that an order has been placed. In addition, you will be kept informed of progress. A convenient delivery date and location will be agreed.

On delivery, you will be given instructions on all aspects of the vehicle. On completion, and subject to your being satisfied with the familiarisation process, you will be required to sign your acceptance.

DISPOSAL OF VEHICLES

[] will identify vehicle expiry dates.

You must ensure that the vehicle is returned in a clean, presentable condition. You must remove all personal belongings.

It is your responsibility to advise [] if the condition of the vehicle in your opinion is below a satisfactory acceptance level. This will allow [] the opportunity to carry out a vehicle inspection prior to contract termination.

POLICY VIOLATIONS/COMPANY ACTIONS

Violation	Consequence
Driving whilst under the influence of alcohol or drugs	Dismissal
Using a mobile phone whilst driving	Written warning
Speeding (1 st offence)	Verbal warning
Speeding (2 nd offence)	Written warning
Speeding (3 rd offence)	Dismissal
Failure to display valid road fund licence	Verbal warning
etc.	