



Aquatic Control Engineering

# Company Vehicle Policy

Date Reviewed: 18/06/2024

Next Scheduled Review: 18/06/2025

## Company Vehicle Policy

The Company has a fleet of private use company vehicles and business use only vehicles, of which the Company will ensure the drivers eligibility (Driving Licence checks) and Insurance documentation on all it's employees using these vehicles.

### 1. Policy

- 1.1 If you are provided with a company vehicle you must drive it in a responsible and lawful manner. Failure to do so may result in the vehicle being taken away and you being prevented from driving on company business.
- 1.2 If you are provided with a company vehicle which is designated for business use only, you may not use the vehicle for any other purpose, unless you have obtained permission from the Managing Director.
- 1.3 If you are provided with a company vehicle designated for business use only and you are due to go on leave, unless otherwise agreed by your line manager, you must return your vehicle to us immediately before your leave starts.
- 1.4 If you are unable to return your vehicle in accordance with clause 1.3 above for reasons beyond your control, such as illness, you must allow a Company representative to collect the vehicle from your premises as soon as it is practical, for example, after you have phoned your manager to notify of your sickness absence.
- 1.5 Authorised Drivers must adhere to the following criteria:
  - Hold a full, valid driver's licence applicable to the company vehicle allocated
  - Submit their driving licence for validation in line with HR checks on an annual basis
  - Submit a DVLA driving licence check on an annual basis, OR, when / if their circumstances change; this is the authorised driver's responsibility to inform the company when a change occurs.
  - Carry out pre user checks on all vehicles
  - Notify HR of any fixed penalty received in relation to any driving or vehicle condition offences

### 2. Insurance

- 2.1 Authorised drivers only will be allowed to drive a company vehicle
- 2.2 Drivers under the age of 21 may not drive Company vehicles. Drivers with only provisional driving licences are not permitted to drive Company vehicles. The current driving restriction under our Fleet insurance states **Any Authorised Driver aged 21 and over on all vehicles other than the electric vehicles. Excluded Drivers under 30 years and with less than 5 years Full Licence, may not drive the company Tesla vehicles.**
- 2.3 For further details on our insurance including excess payable please read any provided notices and contact the HR manager if in doubt about any aspect of this policy.

- 2.4 Special types of trailer and towing, welfare facilities and rental vehicles MUST be checked with the insurance policy and authorised by the HR manager prior, to ensure cover is provided.
- 2.5 Personal possessions will not be covered by the insurance policy. Employees are advised to ensure that they have sufficient cover under their household policy to cover any personal possessions that may be left in the vehicle. (Company laptops and SMART phones are covered by the Company insurance if they are concealed from view, however an excess may apply which will be discussed on an individual case basis).
- 2.6 Always remove removable radios / music players and keep them secure when not driving. If you have a removable radio in your Company Vehicle and you fail to remove it and it is subsequently stolen from the vehicle, you will be required to replace it at your own, non-refundable, expense; this is not covered by the insurance policy.

### 3. Eligibility for Driving Company Vehicles / Authorised Drivers

- 3.1 Before an employee can drive a company car, the Company will ask to see their driving licence. It will need to be the original licence, not a photocopy, and a copy kept for reference. The employee must have held a licence for 12 months. You agree to allow the Company to check the DVLA database to access data on driving offences. (Under GDPR this copy will be kept only in their digital employee file within the management drive with strict limited access to Managing Director & HR only.)

It is the responsibility of the employee to inform the Company if they receive any endorsements to their licence at any time.

If an employee's licence is withdrawn, they must inform the Company immediately. Under no circumstances should an employee continue to drive on company business if their licence is withdrawn.

- 3.1 The Company allows an employee's partner (if over the age of 23) to drive the employees allocated company vehicle. This is subject to authorisation being given by the Company; the Company will also ask for their driving licence and adhere to the authorised driver clause. It will need to be the original licence, not a photocopy, and a copy kept for reference.

An employee must also inform the Company if any of their authorised drivers receive an endorsement, and present their licence for copying. The Company reserves the right to decline authorisation of a named driver dependent on driver history.

Driving a vehicle without a valid licence is illegal. It is also classed as gross misconduct under the Company's disciplinary procedure, and as such is open to summary dismissal.

- 3.2 In an emergency any **licensed driver** may drive the Company vehicle

An emergency is defined as any situation in which an authorised driver is unable to drive due to an accident or ill health or where use of the car is essential, this does not include intoxication or licence suspension.

Under no circumstances should an unauthorised person drive a company vehicle. An employee may be liable for disciplinary action if they allow an unauthorised driver to use a car.

- 3.3 If you lose your driving licence and your job is dependent upon you holding a driving licence, your employment may be terminated following the disciplinary procedure unless we can find you suitable alternative employment.
- 3.4 The Company also has the responsibility to ensure the health and safety of employees whilst at work and this includes when driving a car on company business. However, all employees also have equal responsibility for their own safety as a driver on company business. Remember, if you feel tired, make sure you take an appropriate rest.

#### **4. Use of a Company Vehicle**

- 4.1 The vehicle may not be used for any commercial purpose other than in the course of work consistent with our usual business. The vehicle may not be used for competitive driving, rally or off-road sporting activities.
- 4.2 If you have been issued with a Company Vehicle, you may take it abroad only with prior permission from the Managing Director (e-mail will suffice).
- 4.3 You will also receive an overseas pack which gives details of entitlements in the event of a breakdown and insurance information.
- 4.4 It is a legal requirement that you take an original certificate of motor insurance overseas to show that you have the minimum third party insurance. You should also take your driving licence with you and that of the named driver if they intend to drive.

#### **5. Allocation of Company Vehicle**

- 5.1 If you are eligible for a Company Vehicle, we will provide you with a vehicle consistent with your job requirements.
- 5.2 If you become eligible for a vehicle, if one is already available you may be required to take that vehicle.
- 5.3 Increasing the specification of a vehicle requires permission from a Managing Director. You must not fit extras to the vehicle at your own expense, without the necessary permissions.
- 5.4 You will be notified of vehicle replacement regulations when issued with a Company Vehicle. If you do not receive this notice, ask your manager for details, as it is your responsibility to ensure that mileage / servicing / replacement regulations are observed.
- 5.5 If you are allocated a company vehicle this will be registered to your home address; therefore should your vehicles registered address change, you must notify HR as soon as possible.

## **6. Running Costs of Company Vehicles**

- 6.1 If you have a Company Vehicle you are responsible for the cost of washing and polishing, top up oils and any fines or fixed penalties as set out below. For a vehicle designated for business use only, the costs of washing, polishing and top up oils will be reimbursed against expenses up to a maximum of £250 per annum; for all other Company vehicles the employee is responsible for such costs.
- 6.2 You are also responsible for puncture repairs which will be reimbursed against company expenses.

## **7. Road Tax, MOT and Breakdown Cover**

- 7.1 Aquatic Control Engineering are responsible for road tax licences on your Company Vehicle and all road tax licences will be processed electronically by the company. Should this notice come to you directly, please do notify HR.
- 7.2 Once your vehicle is 3 years old it will require an MOT certificate. A valid MOT test certificate is essential. It is your responsibility to ensure that the vehicle is entered for its test and a certificate is obtained just prior to the third anniversary of the registration of the vehicle. This should be obtained around 21 days prior to the expiry of the current road tax licence.

- 7.3 Breakdown cover is provided for both business and personal use company vehicles. This is provided by Call Assist Ltd breakdown;

Telephone number to call: 01603 216 368

Policy Number: 202022

Company Vehicle Fleet Insurance Aquatic Control Engineering Ltd

## **Fuel Costs of Company Vehicles**

- 7.3 All fuel for a vehicle designated for business use only, excluding private mileage fuel, should be paid for with the appropriate Company Credit Card. Where practically possible, we request that refuelling of the fleet vehicles is discouraged from motorway services as this cost is typically 10% higher than non-motorway services.
- 7.4 Fuel for all other Company vehicles will be at the expense of the employee.
- Should another employee borrow a private-use company vehicle for their own use, they must reimburse the fuel privately. Should they use this for business use, they must pay for the fuel and they will be reimbursed by the company.
- 7.5 You should submit expense forms for business use travel, as set out in the companies Travel and Expenses Policy.

## **8. Maintenance and Servicing of Company Vehicles**

- 8.1 If you are issued with a Company Vehicle, it is your responsibility to ensure that the vehicle is properly maintained and serviced in accordance with the driver's handbook. Servicing of fleet vehicles less than 3 years old and within warranty, must be carried out at the approved

servicing centre so not to invalidate vehicle warranties. Wearing parts such as exhaust tyres and brakes are excluded.

- 8.2 Cleaning of the Company Vehicle, as outlined above, is your responsibility and must be carried out regularly to maintain the condition of the vehicle and the company image.
- 8.3 You must only book your vehicle into the agreed garage for repairs /servicing. Ensure that you keep the vehicle's service schedule with the vehicle and submit it when you enter the vehicle for a service. Check to ensure that the garage has recorded the service on the schedule if appropriate.
- 8.4 Servicing must be carried at the designated intervals and it is your responsibility to ensure that they are observed. Failure to do so may result in costs arising out of lack of servicing being attributed to your negligence and salary deductions or claims for costs being made against you.
- 8.5 Tyre replacement must be organised by yourselves however, if tyres are found to be replaced with substantial tread left, this will be recharged back to you.
- 9.6 Windscreen repairs and replacements are covered in our insurance policy; please check with HR for details with Auto Glass.
- 9.7 On a weekly basis and in line with this vehicle policy the driver / employee owner of the Company vehicle must check:

**(a) Tyre pressure** - of all tyres including spare as per manufacturer's instructions as documented in the handbook. Adjust pressure accordingly.

**(b) Oil levels** - using dip stick marked parameters, add oil if necessary, to keep level between the parameters.

**(c) Water** - check water receptacles are full and de-icer is added to windscreen washer.

**(d) Damage** – check for damage, scratches, stains etc to any part of the vehicle internally and externally

## 9. Returning Your Company Vehicle

- 9.1 It is your responsibility to ensure that the vehicle is in good condition, washed and polished for return. Any necessary repairs should have been carried out before the vehicle is returned. One of the managers will inspect the vehicle on collection.
- 9.2 You must return the Company Vehicle on leaving the Company. You must make arrangements to deliver the vehicle to our premises and hand it over to a responsible person such as a manager, who will inspect and sign for the vehicle.

## 11. Conduct whilst driving a company vehicle

- 11.1 ALL Company vehicles operate a strict No Smoking policy.
- 11.2 All Drivers must adhere to the Drugs and Alcohol Policy; drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescriptions drugs which may cause drowsiness.

As a result of this, the Company reserves the right to ask an employee to attend a medical examination prior to the use of a company vehicle. Failure to adhere to this may result in a disciplinary action.

- 11.3 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 penalty due as a result of speeding offence will be the liability of the individual driver. See below UK Speed Limits information.
- 11.4 Professional conduct is paramount whilst driving in charge of a company vehicle and 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 discounted by that employee.
- 11.5 Drivers will comply with any parking restrictions, including bus lane restrictions and bridge crossings. Any fines incurred will be presented to the driver for prompt payment.
- 11.6 It is illegal to use a mobile phone whilst driving. Mobile phones may not be used whilst driving a company vehicle.

## 12. Dealing with Accidents

- 12.1 If a Company Vehicle is involved in an accident, the vehicle driver should:
  - (a) Exchange details of your insurance company, your address and no more. Do not admit fault or liability;
  - (b) Obtain the name and address of the other party, the registration of their vehicle and their insurance details;
  - (c) Obtain contact details of any witnesses and brief statements if appropriate in the circumstances;
  - (d) If anyone is injured, notify the police and relevant emergency services;
  - (e) Obtain details of any police officers attending the accident;
  - (f) Sketch or photograph the details of the location, width of the road, position of vehicles and any other relevant details such as skid marks, traffic islands etc;
  - (g) Notify the Company;
  - (h) Complete an accident form.

12.2 Accident damage, however minor, must be repaired promptly, since failure to maintain the vehicle in a road worthy condition invalidates the insurance cover.

### **13. Security**

13.1 Ensure that you secure the vehicle. Do not leave keys in the vehicle or windows open except where health considerations are taken into account and then ensure that the vehicle is secure otherwise the insurance cover may not be valid.

13.2 Do not leave valuables/equipment in view. Secure them in the boot where necessary and do so when you are in a location other than the intended parking location to avoid the situation where thieves observe you securing valuable items. No valuables/equipment should be left in your vehicle overnight.

### **14. Theft**

14.1 Subject to you following security procedures, our insurance policy applies in the event of theft.

14.2 Report any theft to the police immediately. Obtain an incident number and notify your manager in writing, quoting the incident number. You will be required to complete and return a form which may lead to an investigation.

### **15. Fines and Penalties**
















15.1 We do not accept responsibility for fines or fixed penalties associated with motoring offences, including parking fines. These are the responsibility of the employee who incurred them. If we are required to pay any such fines or fixed penalties due to your negligence, you agree to us making deductions from your salary until we are reimbursed for the total cost.

### **UK Speed Limits information**



## UK speed limits

All speed limits are in miles per hour and apply as stated unless road signs show otherwise

Type of vehicle	Speed limit (miles per hour)		
	Single Carriageway	Dual Carriageway	Motorway
<b>Cars, motorcycles, and car-derived Vans</b> , up to 2 tonnes maximum laden weight			
<b>Cars (inc. car-derived vans and motorcycles)</b> towing caravans or trailers			
<b>Buses, coaches and mini-buses</b> (not exceeding 12 metres in length)			
<b>Goods vehicles</b> not exceeding 7.5 tonnes maximum laden weight			
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Drive within legal speed limits but remember that this is a limit and not a target, always drive appropriately for the weather conditions and volume of traffic. Familiarise yourself with the Highway Code, there may have been several amendments since you last read it and follow the Rules of the Road guidance. Remember you are representing the Company whilst driving at work. Show consideration and avoid the temptation to respond aggressively in the face of other discourteous road users, so as to minimise possible 'road rage'.

\*60 mph (96 km/h) if articulated or towing a trailer

**Note** The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

Signed:



Stephen Randall  
Managing Director