



## **Company Vehicle Policy and Procedure**

### **Managers Responsibility**

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## Document History

Date	Author/Editor	Summary Of Changes	Version No.
May 2019	Bryan Inglis	New Policy	1

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### CONSULTATION AND RATIFICATION SCHEDULE

Name of Consultative Body	Date of Approval
SMT	May 2019

### CROSS REFERENCE TO OTHER POLICIES / STRATEGIES

This policy should be read in conjunction with:	Detail
None	

**KEYWORDS:** Company vehicle, mot,accident,tax

Drivers of Company vehicles must drive responsibly and in adherence with the current legislation governing the highways.

Primecare Health Ltd shall be responsible for payment of all reasonable standing and running costs of the vehicle including insurance, tax, MOT, maintenance and repair.

The employee shall:

- Take good care of the vehicles and ensure that the provisions of the Company's Vehicle Policy as amended time to time and any policy of insurance relating to the vehicle are observed;
- Be responsible for payment of all fines incurred for traffic offences and parking fines;
- Notify the Company of any accidents involving the vehicle;
- Immediately inform the Company if he/she is convicted of a driving offence or disqualified from driving.
- Return the vehicle, its keys and all documents relating to it to Primecare Health Ltd office upon the completion of their shift or at agreed date/time.

### **Property**

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 Primecare Health Ltd. Primecare Health Ltd reserves the right to amend its procedures and regulation relating to company vehicles at any time.

### **Condition of Use**

Company vehicles are only intended to facilitate Company business; for employees to use for business purposes only and for a short-term basis when their own vehicle is unavailable, such as being in for repair or servicing.

It is the responsibility of the driver to update the Primecare Health Ltd office of any changes to their licence. All drivers must co-operate fully when asked to produce their licence.

All drivers are covered by the company's motor fleet insurance policy.

Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which must cause drowsiness.

### **Conduct whilst driving a Company vehicle**

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 service users of Primecare Health Ltd. Professional conduct is paramount whilst in charge of a company vehicle. Drivers are always obliged to demonstrate due care and attention. Any inappropriate behaviour while using a company vehicle will result in disciplinary action.

### **Speed of Driving**

Drivers must adhere to speed limit restrictions on the 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.

Type of vehicle	Built-up areas mph	Single carriageways mph	Dual carriageways mph	Motorways mph
Cars, motorcycles, car-derived vans and dual-purpose vehicles	30	60	70	70
Cars, motorcycles, car-derived vans and dual-purpose vehicles when towing caravans or trailers	30	50	60	60

### **Parking**

Vehicles should comply with any parking restrictions in place. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt payment.

### **Maintenance and General Upkeep**

It is the responsibility of the individual driver to liaise with the office to ensure the vehicle is regularly maintained and serviced in accordance with the manufacture's 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. Employees will be advised of when an appointment has been made for the vehicle and employees should ensure that the appointment is kept.

### **Recorded Monthly Checks**

On a monthly basis all Company vehicles will be checked in line with the company vehicle checklist.

### **Reporting of defects/adherence to warning lights.**

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, this must be reported immediately. Failure to do so may result in further excess to the vehicle and will be treated as negligent behaviour and as such, may lead to disciplinary action being taken. In the case of gross misconduct, this could lead to dismissal.

### **Maintain Cleanliness**

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

### **Use of Mobile Phones**

Mobile phones may not be used whilst driving a vehicle, unless using a 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.

### **MOT Certificate**

Primecare Health Ltd will monitor and provide for the routine MOT requirements of all fleet vehicles.

### **Accidents**

Should a driver of a Company vehicle be engaged in any road traffic accident, they must contact Senior Management as soon as possible. The driver should also report the accident to the Police and co-operate fully with the management.

Full details of the other parties involved should be obtained including name, address, registration number, make and model of vehicle and insurer details. Any witness name and address details should also be obtained. Recurrent instances of accident claims may lead to disciplinary action should the driver be deemed to not be driving with due care and attention.

Please note the following guidelines:

- The emergency services should be contacted as quickly as possible if an accident needs immediate action
- The driver should stop the vehicle when and where it is safe to do so. Or ask a passenger to make the call
- The driver should make certain (or the passenger) they are able to describe where the accident or incident is by referring to the last place or junction
- On a motorway the driver should use the emergency roadside telephones as the emergency services will be able to locate the driver more easily

#### **Additional Use**

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.

#### **Tax and Insurance**

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.

Should a company vehicle driver be engaged in an accident for which they are found liable through; carelessness, negligence or recklessness, the member of staff will be expected to reimburse the company of any costs incurred up to the insurance excess amount. The company reserves the right to make such deductions from their salary. They will be advised in writing of any deductions, prior to this action.

#### **Non-Smoking Policy**

Smoking is not permitted at any time in any of Primecare Health Ltd's vehicles. Any breach of this may result in disciplinary action being taken.

#### **Fuel**

Vehicle operators are to ensure that the correct fuel is always used in the vehicle. If an operator is unsure of the required fuel type, they should ask the office or check the vehicle handbook.

#### **License Checking**

There is a requirement for the company to check drivers' licences for all drivers using a company vehicle. All authorised vehicle operators will be required to submit their original licence to the office for recording; this will include a check with DVLA.

All authorised vehicle operators are required to notify the office of any Convictions or Endorsements acted or pending that they may incur as soon as possible after the incident and in any case within 48 hours whilst driving in the course of Primecare Health Ltd business and personally outside of work.

Failure to comply with the requirement may result in the authorisation to drive or allocation of the company vehicle being withdrawn. Also, disciplinary action may be taken.

### **Theft**

**Important:** Vehicle operators should note that if the keys are left in a company vehicle, at a petrol station for instance, and the car is stolen the insurance is invalid. In these circumstances the member of staff will be personally liable for any loss suffered by Primecare Health Ltd as a result of the theft.

The vehicle should be protected against theft. Valuable items should never be on display in the vehicle. Any valuable items should be secured in the boot of the vehicle, ensuring the vehicle is securely locked, including all windows and sunroofs. Primecare Health Ltd office must be contacted should it be discovered that the company vehicle has been broken into or stolen.