

ORGANISATION VEHICLE POLICY

This policy document regarding vehicle conditions of employment for employees of the Organisation").

This policy applies to your employment at other Organisation sites that you report to.

For this policy to be effective it must be read in conjunction with this policy applies to all staff regarding the use of Organisation vehicles.

Any breach of this policy may constitute a breach of the withdrawal of your entitlement to use Organisation vehicles.

1. Your Driving Status

1.1 You have a duty to inform the Organisation of any circumstances or driving record changes (including a nominated driver change). This includes any increase in insurance premiums, a conviction for a drink drive would constitute a criminal offence.

1.2 If you are entitled to the use of an Organisation vehicle as part of your salary and benefits then you will be entitled to select the value of the vehicle or the exact make and model of the vehicle entitled to select. The Organisation will provide Organisation vehicles that may be selected by you.

1.3 The Organisation may also specify the type of vehicle the Organisation should be used or when the vehicle should be provided by the Organisation should be provided.

1.4 The Organisation reserves the right to set a maximum value limits or list of specific make and model of Organisation vehicles.

1.5 If you are able to select the vehicle you wish to use you must provide written confirmation from both you and the Organisation's Accountant or Financial Controller. This confirmation is acceptable.

2. Vehicle Renewal

The Organisation will replace or repair the vehicle to ensure the safety and reliability of the vehicle. You have the right to select and vary such intervals.

3. Vehicle Delivery

Once you have taken delivery of your vehicle, you must read the manufacturer's handbook or other literature to become familiar with the vehicle's features and controls.

4. Insurance, Road Tax & Tolls

4.1 The Organisation will pay for a minimum third party liability insurance policy for your vehicle at all times. You must provide details or copies of such insurance to the Organisation at all times. You will also ensure that an appropriate badge or device) is properly displayed on the vehicle.

4.2 Any specific individual bridge or toll charges are not reclaimed as part of your expenses. You must pay such expenses to you in accordance with the Organisation's "charges", the Organisation may at times pay such charges on your behalf.

5. Vehicle Maintenance

5.1 The Organisation will ensure that the vehicle is maintained according to the manufacturer's instructions.

5.2 Whilst your vehicle is being serviced, you may, at your sole discretion make arrangements for a replacement vehicle.

5.3 However, as the user of the vehicle, you are responsible for the maintenance of your vehicle, including the following:

5.3.1 Using the appropriate fuel for your vehicle and ensuring sufficient fuel for your journey.

5.3.2 Regularly checking and maintaining the vehicle in accordance with the manufacturer's instructions.

5.3.3 Regularly checking and maintaining
freeze levels according to the man

5.3.4 Regularly checking the vehicle
or damage and maintaining the ty
manufacturer's specifications. Whe
tyres should be suitable for the ve

5.3.5 Regularly checking wipers a
applicable.

5.3.6 You should also ensure that
are kept clean. If the vehicle displa
or colours the Organisation may in
to ensure that the vehicle is clean

5.4 The Organisation will repay th
maintenance to you in accordance
payments; this excludes costs inclu
vehicle clean, except where a "clea

6. Fuel Costs

6.1 The Organisation will only repa
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6.2 Proper fuel receipts must be p

6.3 Where you are issued with a f
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requested at the time of payment

7. Private Use of Vehicle

7.1 Your vehicle can only be used
Motorbikes, cars and light commer
other vehicle belonging to the Org
time use your Organisation vehicle
directly connected to your employ

7.2 If the Organisation provides yo
package you may nominate one of

8.7 You must not pick-up hitchhiker

8.8 You are however able to offer a lift if it is reasonable to do so and where it is safe

8.9 In the event of a breakdown you should contact the Organisation or seek assistance on the telephone.

8.10 You should activate the hazard lights if you breakdown and keep them on

8.11 You should stay with your vehicle if possible on the pavement or embankment away from the road if feasible or in bad weather you should stay in the nearest to the pavement or embankment

8.12 You should not attempt to fix a breakdown on a motorway or dual carriageway, or a narrow section of road.

8.13 You should always ensure that you have waterproof clothing in case you have a breakdown. If possible you should also carry in your vehicle a mobile phone.

9. Accident or Injury

9.1 In the event that either you or your passenger or driver are involved in an accident, you should contact the Organisation vehicle you as our employee and the police at the earliest possible opportunity.

9.2 If any accident causes personal injury or property damage, no matter how minor, you must inform the Organisation at the earliest possible opportunity.

9.3 If your failure to inform the Organisation of an accident leads to a withdrawal of insurance protection, the Organisation reserves the right to take appropriate action.

9.4 At the time of any accident and immediately afterwards you should cooperate fully with the Organisation, police, and any other authorities investigating the accident.

9.5 After any accident, whether caused by the driver, the Organisation reserves the right to use any Organisation vehicle.

9.6 In the event of an accident the Organisation will make the whole or partial payment of any insurance claim arising from an accident as caused wholly or partly by the driver.

9.7 If at any time you expressly or impliedly authorise any other person (other than the nominated driver) to use any Organisation vehicle is involved in an accident the Organisation will make the whole or partial payment of all costs and liabilities.

10. Fines & Criminal Proceedings

10.1 You shall be personally liable for any fines or penalties or fines and all speeding fines incurred by you.

10.2 If at any time your licence ceases to be valid for driving for whatever reason the Organisation reserves the right to remove you from your position and re-assign your duties to another person. The Organisation believes that your job requires a valid current driving licence.

10.3 If your period without a licence exceeds 12 months the Organisation cannot reasonably re-assign you, you must provide a new licence without notice.

10.4 Furthermore any criminal act committed by you while driving may result in disciplinary action under the Organisation's disciplinary procedure, in serious cases this may result in the Organisation to terminate your employment.

11. Mobile Phone Use

11.1 The use of mobile phones, (whether handheld or hands-free) while driving is not allowed. As from 1st January 2003 it is an offence (not fitted with a proper hands-free kit) to use a mobile phone while driving.

11.2 Any breach of these regulations while driving a vehicle in the course of your duties constitutes gross misconduct.

11.3 A proper hands-free kit allows you to use a mobile phone without a cradle or similar device mounted on the dashboard. The use of mobile phone systems also constitute hands-free use.

mobile phone fitted with an earpiece therefore not be used.

11.4 Whilst the use of a mobile phone is still a distraction and can therefore be a distraction, the Organisation therefore requests that employees should not use a mobile phone while driving.

11.4.1 Phone use should be kept to a minimum. If you are moving, calls should only be made if it is safe to do so.

11.4.2 If you call a fellow employee, you should ensure that any conversation is kept to a minimum. If you are on the phone during the conversation you should make sure you have stopped driving.

11.4.3 If you receive a call while driving, you should not have a conversation at the time of the call. You should not use a mobile phone if it is safe to do so. You should not use a mobile phone if it causes an obstruction. You should never pull over on a motorway to take a call.

12. Termination of Contract of Employment

12.1 If your contract of employment with the Organisation owned by the Organisation ends or is terminated by the Organisation workplace. This applies whether you give notice period or not. You will not be entitled to an alternative benefit in lieu.

12.2 The Organisation will pay any outstanding expenses (and/or expenses) after the key or access card is returned to the Organisation and the vehicle has been returned to the Organisation.

13. Variation

The Organisation is entitled to vary the terms of your contract. We will communicate all such changes to you in writing.

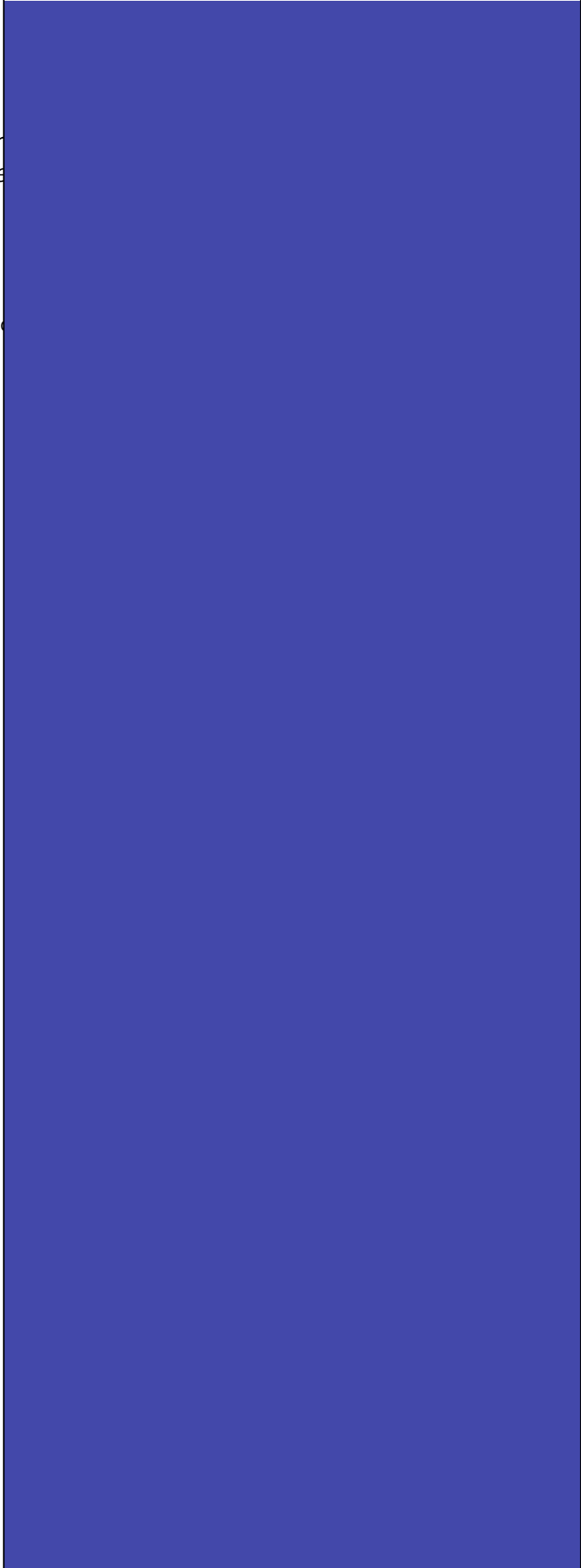
14. Date of Implementation

This policy is effective from [Insert date]. Any changes that occurred prior to this date.

15. Contact

If you have any questions regarding
you please consult *[Insert management
organisation]*.

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EXAMPLE DOCUMENT

ORGANISATION VEHICLE POLICY

This policy document regarding vehicle conditions of employment for employees of the Organisation").

This policy applies to your employment and all other Organisation sites throughout the time.

For this policy to be effective it must be read in conjunction with this policy applies to all staff regarding the use of Organisation vehicles.

Any breach of this policy may constitute a disciplinary offence and the withdrawal of your entitlement to use Organisation vehicles.

1. Your Driving Status

1.1 You have a duty to inform the Organisation of any change in your driving status (circumstances or driving record change). This includes a nominated driver change). This includes an increase in insurance premiums, a conviction for a drink drive would constitute a criminal offence.

1.2 If you are entitled to the use of an Organisation vehicle as part of your salary and benefits then you will be entitled to select the value of the vehicle or the exact make and model of the vehicle entitled to select. The Organisation will provide a list of vehicles that may be selected by you.

1.3 The Organisation may also specify the type of vehicle the Organisation should be used or when the vehicle should be provided by the Organisation should be provided.

1.4 The Organisation reserves the right to specify the value limits or list of specific make and model of vehicles.

1.5 If you are able to select the vehicle you wish to use you must provide written confirmation from both you and your supervisor.

Organisation's Accountant or Financial Officer is acceptable.

2. Vehicle Renewal

The Organisation will replace or repair the vehicle to ensure the safety and reliability of the vehicle. You have the right to select and vary such intervals.

3. Vehicle Delivery

Once you have taken delivery of your vehicle, you must read the manufacturer's handbook or other literature to become familiar with the vehicle's features and controls.

4. Insurance, Road Tax & Tolls

4.1 The Organisation will pay for a comprehensive insurance policy and tax for your vehicle at all times. You must provide details or copies of such insurance policies to the Organisation at all times. You will also ensure that an appropriate badge or device) is properly displayed on the vehicle.

4.2 Any specific individual bridge or toll charges are to be reclaimed as part of your expenses. The Organisation will reimburse expenses to you in accordance with the Organisation's "Policy on such payments have to be regular charges", the Organisation may at times make such payments on your behalf.

5. Vehicle Maintenance

5.1 The Organisation will ensure that the vehicle is maintained according to the manufacturer's recommendations.

5.2 Whilst your vehicle is being serviced, you may, at your sole discretion make arrangements for a replacement vehicle.

5.3 However, as the user of the vehicle, you are responsible for the maintenance of your vehicle, including

5.3.1 Using the appropriate fuel for the vehicle and ensuring there is sufficient fuel for your journey.

5.3.2 Regularly checking and maintaining the vehicle in accordance with the manufacturer's instructions.

5.3.3 Regularly checking and maintaining the vehicle's battery and freeze levels according to the manufacturer's instructions.

5.3.4 Regularly checking the vehicle for wear and tear or damage and maintaining the tyres in accordance with the manufacturer's specifications. When changing tyres, the new tyres should be suitable for the vehicle and the road conditions.

5.3.5 Regularly checking wipers and ensuring they are in good condition and applicable.

5.3.6 You should also ensure that the vehicle's windows and mirrors are kept clean. If the vehicle displays any signs of damage or colours the Organisation may instruct you to repair it to ensure that the vehicle is clean and safe to use.

5.4 The Organisation will repay the costs of repairs and maintenance to you in accordance with the terms of the policy; this excludes costs incurred in cleaning the vehicle clean, except where a "clean" condition is required for work use.

6. Fuel Costs

6.1 The Organisation will only repay the costs of fuel for work use. Such costs will be repaid at the discretion of the Organisation. Payment will be made on a monthly basis. The Organisation reserves the right to change the terms of the policy at any time.

6.2 Proper fuel receipts must be provided for all fuel purchased for work use.

6.3 Where you are issued with a fuel card, you must ensure that the fuel required for work use is recorded on the card. You must ensure that the card is requested at the time of payment.

7. Private Use of Vehicle

7.1 Your vehicle can only be used for work use. Motorbikes, cars and light commercial vehicles are eligible. Other vehicles belonging to the Organisation are not eligible.

Furthermore valuables belonging to you should not be left in clear view, even when the vehicle is parked.

8.6 You must abide by the terms and conditions of any insurance at all times.

8.7 You must not pick-up hitchhikers.

8.8 You are however able to offer assistance where it is reasonable to do so and where it will not cause you any inconvenience.

8.9 In the event of a breakdown you should use the breakdown service used by the Organisation or seek assistance from a telephone.

8.10 You should activate the hazard lights when you breakdown and keep them on until you are able to move.

8.11 You should stay with your vehicle on the pavement or embankment away from the road if feasible or in bad weather you should stay in the nearest to the pavement or embankment.

8.12 You should not attempt to fix a breakdown on a motorway or dual carriageway, or on a single lane section of road.

8.13 You should always ensure that you have waterproof clothing in case you have a breakdown. If possible you should also carry in your vehicle a mobile phone.

9. Accident or Injury

9.1 In the event that either you or your passenger or driver are involved in an accident, you should inform the Organisation vehicle you as our employee and the police at the earliest possible opportunity.

9.2 If any accident causes personal injury or property damage, no matter how minor, you must inform the Organisation at the earliest possible opportunity.

9.3 If your failure to inform the Organisation leads to a withdrawal of insurance protection, the Organisation reserves the right to

9.4 At the time of any accident and to cooperate fully with the Organisation, police, and other authorities investigating the accident.

9.5 After any accident, whether caused by you as a driver, the Organisation reserves the right to use any Organisation vehicle.

9.6 In the event of an accident the Organisation may make whole or partial payment of any insurance claim for an accident as caused wholly or partly by you.

9.7 If at any time you expressly or impliedly authorise (other than the nominated driver) any other person to use a vehicle is involved in an accident the Organisation will not pay payment of all costs and liabilities.

10. Fines & Criminal Proceedings

10.1 You shall be personally liable for any fines or fines and all speeding fines incurred.

10.2 If at any time your licence ceases to be valid for driving for whatever reason the Organisation may remove you from your position and re-assign you to another position. The Organisation believes that your job requires a current driving licence.

10.3 If your period without a licence exceeds 12 months, we cannot reasonably re-assign you, you must provide notice.

10.4 Furthermore any criminal act committed by you may result in disciplinary action under the Organisation's procedure, in serious cases this may result in the Organisation to terminate your employment.

11. Mobile Phone Use

11.1 The use of mobile phones, (while driving is not allowed. As from 1st July 2018, it is an offence to use a mobile phone (not fitted with a proper hands-free kit) while driving a motor vehicle. This is an offence.

11.2 Any breach of these regulations while driving a motor vehicle constitutes gross misconduct.

11.3 A proper hands-free kit allows a mobile phone to be used while driving. A mobile phone cradle or similar device mounted on a motor vehicle or mobile phone systems also constitute hands-free kits. A mobile phone fitted with an earpiece is not a hands-free kit and therefore not be used.

11.4 Whilst the use of a mobile phone while driving is still a distraction and can therefore be dangerous, the Organisation therefore requests that employees should use mobile phones responsibly.

11.4.1 Phone use should be kept to a minimum. When a vehicle is moving, calls should only be made when it is safe to do so.

11.4.2 If you call a fellow employee while driving, ensure that any conversation is kept to a minimum. When the conversation you should make, you should ensure you have stopped driving.

11.4.3 If you receive a call while driving, you should not answer the conversation at the time of the call unless it is safe to do so. You should not use a mobile phone to create an obstruction. You should never pull over on a motorway to take a call.

12. Termination of Contract of Employment

12.1 If your contract of employment ends or is terminated, any vehicle owned by the Organisation ends on the date of termination of Organisation workplace. This applies to all employees, whether notice period or not. You will not be entitled to an alternative benefit in lieu.

12.2 The Organisation will pay any (and/or expenses) after the key or the Organisation and the vehicle has been returned.

13. Variation

The Organisation is entitled to vary and
communicate all such changes to you

14. Date of Implementation

This policy is effective from **8th Nov**
actions that occurred prior to this

15. Contact

If you have any questions regarding
you please consult **Peter J Thomp**

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