

# **Pay4Property Ltd - Company Vehicle Policy**

## **General introduction and driver responsibilities**

The Company vehicle allocated to you represents a substantial investment by the Company in you and your job. In entrusting this asset to your safekeeping you have the responsibility to drive safely and to look after your vehicle as if it were your own.

The Company's Comprehensive Insurance Policy covers the vehicle for **business use only** so it **may not be used for personal use** outside of your business duties.

You are expected to maintain the vehicle in good condition and ensure it is roadworthy at all times. If it is kept in good order it will be a good advertisement not only for you but also for the Company.

This handbook details the Company's requirements on the use, servicing, running and many other aspects of Company vehicle operation. Please read it carefully and make sure you understand the contents fully. If you have any questions please contact your manager in the first instance.

The company has the right to vary any of the procedures and/or rules at any time. Any variation(s) will be notified to you by circular and by means of amended pages in this handbook.

## **Driving licence**

You and all other persons authorised to drive company vehicles must hold a full, current and valid driving licence, which must be made available for examination when required by the company. You may be asked to complete a three year mandate or to provide a 'check code' in order that your licence details can be verified via DVLA.

You must immediately report any event (e.g. endorsements, convictions or health conditions) which could invalidate your driving licence, to your manager. All endorsements should be reported for insurance purposes.

It is your responsibility to renew the licence, including the photocard (where your licence was issued after July 1998) and it should be carried at all times.

## **Permission to drive**

You are responsible for the vehicle and for conforming with and carrying out the instructions explained in this policy. You are also responsible for ensuring that no unauthorised person drives the vehicle whilst it is in your care.

Only drivers named on the insurance policy may drive the vehicle and all named drivers must be current employees of Pay4Property Ltd.

Provisional Licence holders are never allowed to drive Company vehicles.

If an unauthorised person drives your vehicle, neither the vehicle nor the driver, is covered by the Company Motor Insurance. You should note that any person driving an uninsured vehicle is liable to police prosecution, as well as for any damage caused in the event of an accident.

## **Driver Fatigue**

Driving when tired significantly increases the risk of being involved in a collision. Up to one fifth of accidents on motorways and other monotonous types of roads may be caused by drivers falling asleep at the wheel; however, all drivers who fall asleep at the wheel have a degree of warning.

To minimise the risk of fatigue, drivers should follow the following guidance:

- Consider whether the journey is absolutely necessary; where meetings are concerned, consider other methods of communication such as teleconferencing. Consider other means of transport - train/bus?
- Risk assessments need to be carried out to ensure that the risk of driver fatigue is correctly managed.
- Ensure wherever possible that you plan work patterns to minimise the likelihood of driver fatigue.
- Drivers should attempt not to drive for more than 2 hours without having a break. Ideally drivers should be encouraged to take short, frequent breaks during journeys.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Some foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease but not prevent the onset of fatigue on a journey.

Examples are:

1. Temperature: Cool dry air, especially on your face, helps keep you alert.
2. Sound: Irregular or variable sounds e.g. conversation can stimulate alertness.
3. Environmental light: bright light tends to increase alertness while dim light leads to drowsiness.
4. Aroma: Studies have found that some smells, e.g. peppermint, make people more alert. Others, like lavender, have a sedative effect.
5. When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place:
  - Stop and park safely, fully applying the handbrake.
  - Have a high energy or caffeinated drink
  - Set their alarm or mobile phone
  - Take a 'powernap' for no more than 15 minutes
  - Do not drive until fully alert

### **In-car distractions**

Portable in-car driving aids such as satellite navigation and mobile phones can be business-efficient but simultaneously, hazardous.

Vehicle manufacturers' systems are fitted to the highest standards in order to help drivers concentrate. But there are concerns about the fitting of aftermarket devices.

For example, satellite navigation systems and speed camera detectors can be fitted on a vehicle's dashboard or windscreen, often obscuring clear vision. Also, some systems can be adjusted by the driver, so diverting attention away from the primary task, that of driving safely.

Poor location of devices can also affect safety features, such as airbags, or injure the driver in a collision. Those without a dimmer light facility can also reduce driver vision at night. Incorrect fitting and placing of brackets for mobile phones – often at a driver's knee level – can be potentially lethal in a road crash.

Therefore the company policy for drivers is as follows;

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of aftermarket equipment should be approved by the vehicle owner, including contract hire and leasing companies, as well being compliant with vehicle manufacturer guidelines.

- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving and screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in-car devices while driving.
- Except where a suitable hand-free device is fitted drivers must not make or receive phone calls whilst driving.

Drivers must refrain from eating and drinking in the vehicle unless it is parked safely.

## **Health and Safety – Driver Responsibilities**

As part of our Driving at Work Policy, we are committed to reducing the risks which our staff face and create, when on the road as part of their work. Employees who drive as part of their duties are expected to make themselves familiar with the company driving for work policy and should ensure that they practice safe methods of driving at all times. Under the health and safety at work act 1974, every employee has a duty to ensure the health, safety and welfare of themselves and others whilst at work. The company may require that telemetry and/or in-vehicle CCTV is installed in company vehicles. The primary aim for this is to reduce driving at work incidents, injuries and costs, but could also include identifying higher risk drivers, vehicles and routes, optimising routes and schedules, reducing exposure to high risk driving situations, identifying driver training needs, reducing vehicle costs and improving collision investigation. We will advise you where such devices are fitted.

All employees are duty bound by law to ensure that you “work” safely and must not knowingly do something or omit to do something which may put yourself or others at risk.

### **a) Alcohol, Drugs and Driving**

#### **Alcohol**

There are strict legal alcohol limits for drivers, but it's impossible to say exactly how many drinks this equals - it's different for each person. The limits in Scotland are different to the rest of the UK. If you drive or attempt to drive, while above the legal limit or unfit through drink you may get:

- 6 months' imprisonment
- an unlimited fine
- a driving ban for at least 1 year (3 years if convicted twice in 10 years)

Causing death by careless driving when under the influence of drink can lead to;

- 14 years' imprisonment
- an unlimited fine
- a ban from driving for at least 2 years
- an extended driving test before your licence is returned

#### **Drug Driving**

It's illegal to drive if either:

- you're unfit to do so because you're on legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them.

Talk to your doctor about whether you should drive if you've been prescribed any of the following drugs:

- amphetamine, eg dexamphetamine or selegiline
- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs, eg codeine, tramadol or fentanyl
- oxazepam
- temazepam

You can drive after taking these drugs if:

- you've been prescribed them and followed advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits

### **Penalties for drug driving**

If you're convicted of drug driving you'll get:

- a minimum 1 year driving ban
- an unlimited fine
- up to 6 months in prison
- a criminal record

Your driving licence will also show you've been convicted for drug driving. This will last for 11 years.

The penalty for causing death by dangerous driving under the influence of drugs is a prison sentence of up to 14 years.

Any employee who seeks help and guidance in overcoming a drug or alcohol problem will be treated positively by the company, but only if this is before being selected for a screen or test, for any reason.

Failure to disclose the use of legal or illegal drugs is a disciplinary issue. If this is discovered by any enforcement agency such as the police this will also result in loss of driving licence and a fine.

Employees, whose normal duties include driving, will be, during all working hours, subject to the statutory limits applicable to alcohol and drugs, as specified from time to time; failure to adhere to these limits will be a disciplinary matter.

The company reserves the right to carry out screening in line with our Drugs policy.

### **b) Sleep Apnoea**

It is generally appreciated that driver fatigue and tiredness compromise safety. It is important however to be able to recognise "Sleepiness" where it is due to an underlying medical condition such as OSA (Obstructive sleep apnoea)

Many drivers with OSA have had a motor vehicle accident due to falling asleep at the wheel. Most sufferers do not realise that they have the condition.

Invariably, OSA victims suffer from excessive daytime sleepiness and other symptoms include:

- Loud snoring (With periods of silence followed by gasps)
- Generally restless sleep
- Falling asleep during the day
- Morning headaches
- Difficulty concentrating/forgetfulness
- Irritability and or mood/behaviour changes

If any person suspects they may have this condition they should contact their GP. The condition is generally fully treatable without the need for surgery.

### **c) DVT (Deep Vein Thrombosis)**

DVT can affect individuals who are seated in a confined space for extended periods of time.

To minimise the risk, it is recommended that both drivers and passengers take the following precautions;-

1. Stop and take a break from driving at least once every two hours where practical
2. Get out of the vehicle, walk around, exercise the lower legs and take in fresh air.
3. Drink plenty of water, to stay hydrated
4. Wear loose fitting clothing.

Symptoms of DVT may include;-

1. Swelling of the legs
2. Redness and an increased temperature of the leg
3. Noticeable pain

If any person suspects they may have this condition, medical assistance should be sought immediately.

### **d) Smoking Policy**

It is a legal requirement that smoking is not permitted in places of work, including business vehicles. Where the vehicle may carry more than one specified employee a 'No Smoking' sign should be displayed.

Smoking is prohibited in any company vehicle or any vehicle being used on company business.

### **e) Transportation of gas cylinders**

When transporting gas cylinders in vehicles, the following safety measures must be adhered to;

- Cylinder valves should be closed.
- Any gas equipment should be disconnected from cylinders.
- Cylinders should be secured in an upright position.
- The vehicle must be adequately ventilated, to prevent the build-up of a potentially explosive/asphyxiant mixture.
- Relevant staff will be trained in the safe handling and transportation of gas cylinders.

### **Vulnerable Road Users**

All vehicles have blind spots, and it's vital you understand yours and how to minimise the risks they pose. Failing to see people and things in your blind spots can lead to costly damage or, worse, death or serious injury, and potentially losing your job, licence or being prosecuted.

You have a responsibility to look out for other road users, particularly pedestrians, cyclists, horse riders and motorcyclists, who are more vulnerable, and especially children, who can act unpredictably and may not understand how a vehicle will manoeuvre. People on foot, bicycle or motorbike account for half (50%) of all road deaths worldwide.

#### Before setting off

Familiarise yourself with your blind spots, especially in vehicles you are new to. Think about what manoeuvres might be affected by blind spots and how you could avoid these or reduce the risk. Some vehicles may have extra devices such as wide-angle mirrors, under-run guards and reversing alarms fitted to comply with regulations and make them safer. Know what devices are fitted to your vehicle and how to use them. Let your manager know if you haven't received training on this. However, don't rely on these devices. You also need to avoid risky manoeuvres, drive and manoeuvre slowly and cautiously and stay alert.

#### Manoeuvre safely

The biggest danger to vulnerable road users caused by blind spots is when you are manoeuvring, such as changing lanes, reversing, or turning. Three-quarters of cyclist crashes in Britain are at or near junctions.

When changing lanes or reversing, proceed carefully, checking all around and using mirrors and other safety devices that are fitted to the vehicle.

It is up to you to check that the space around your vehicle is clear, before and during any manoeuvres.

#### What you can do

- limit high-risk manoeuvres, such as changing lanes or reversing whenever possible.
- check around carefully before and during a manoeuvre.
- check twice and look longer for other road users at junctions.
- keep windows and mirrors clean and clear

## **Certificate of Motor Insurance**

The company Director holds the Certificate of Motor Insurance for vehicles and copies are available if required.

## **Passengers**

In general there are no restrictions on transporting passengers other than Hitchhikers, who should not be carried. However, at no time must the seating capacity of the car be exceeded and passengers must occupy a factory fitted seat fitted seat equipped with a seat belt. Passengers must not be carried for hire or reward under any circumstances.

### **a) Child Car Seat and Seat Belts**

All children aged under 12 years who are also less than 135cm (4'5") tall must use an appropriate child restraint when travelling in cars. Children aged 12 years or over (or over 135cm tall) must wear a seat belt.

For all children under 14 years it is the driver's responsibility to ensure that the appropriate restraint or seat belt is being used by the child.

## **Company Policy**

Drivers must not carry children in company vehicles during normal working hours as defined in the terms and conditions document. Before carrying children of any age in a company vehicle or in fact

any vehicle used on company business, all drivers (including authorised non staff drivers) must familiarise themselves with [the law governing child seats](#)

## **Private use**

**No private use of a company vehicle is permitted** as the vehicle is only insured for business purposes. Use of the vehicle for any use other than the business of Pay4Property Ltd is specifically prohibited.

## **Business use**

Only employees of the Company are allowed to use the vehicle for business purposes. Other authorised drivers not employed by the Company must not use the vehicle other than for social, domestic and pleasure purposes.

Company vehicles are provided for business use and staff must ensure that the vehicle is available for that purpose.

You must keep full and accurate details of your business mileage and complete and return the company's mileage record, which will be sent to you periodically.

## **Car Sharing**

Where possible and practical, drivers should consider car sharing to and from work, as long as this would not jeopardise working efficiency.

## **Personal vehicle management**

It is your responsibility to ensure that the vehicle allocated to you is kept in good working order and is operated in a safe and legal manner at all times.

The vehicle may be liable to spot checks periodically by your Manager. The following sections detail the main elements of personal car management.

### **ADAS**

Modern vehicles often benefit from advanced driver assistance systems (ADAS), such as lane departure warning, autonomous emergency braking and speed sign recognition. These systems are designed for your safety and must not be disabled or tampered with.

### **Seating position and safety**

To minimise this risk of suffering from back, neck or shoulder problems and also provide you with improved neck and spine protection, the following seating position should be adopted.

- The lower chest should come forward and up in order to relax the shoulder blades back and down
- Shoulder blades should be in good contact with the back of the seat. The lower spine should not push into the back support.
- The back of the head should be lightly resting on the head restraint.
- Hands should be in the ten to two position with arms relaxed.
- The steering wheel should be directly in front of the driver and the driver should be able to rest their wrist on top of the steering wheel without stretching.
- The driver should be able to reach and operate all the controls without effort.
- Unless there is a specific exemption, seatbelts must be worn at all times.

### **How to adjust your head restraint for maximum protection against whiplash injuries**

To be effective, a head restraint must be as close to the back of the head as possible (touching is best) and the top of the restraint should be as high as the top of the head. Remember it is a head restraint, not a headrest.

For more detail on whiplash protection and seat ratings visit [Thatcham Research](#)

### **Daily/Weekly checks**

For your own safety and to ensure that the best reliability is obtained from your Company vehicle, get into the habit of making the following checks detailed below.

#### **Daily**

- Check tyres visually
- Ensure that all lights are operating correctly. It is an offence to drive if your lights are not functioning properly.
- Ensure that you have sufficient fuel  
Clean the windscreen, all windows, mirrors, headlamps and all other light lenses and number plates.
- Check the brakes for operation (including the parking/hand brake).

#### **Weekly**

- Check and correct the tyre pressure and tread wear including the spare wheel (if fitted). Keep to the pressures recommended in the manufacturer's handbook. It is an offence to have defective tyres.
- Check the engine oil level and also before setting out on a long journey
- Check the battery and ensure that all connections are secure.
- Check the radiator coolant mixture level and also before setting out on a long journey. To avoid injury, this should be carried out when the engine is cold
- Top up the windscreen washer reservoir. Check the action of the windscreen wipers and the condition of the wiper blades at the same time. It is an offence if your windscreen washer is inoperative for any reason.
- Check the clutch fluid and brake fluid reservoirs (where fitted)
- Complete a visual check of the vehicle and report any defects

#### **Load carrying**

Unrestrained loads in cars and vans can cause major accident damage and personal injury by becoming a missile 'flying' through the vehicle if the driver brakes or swerves suddenly; please ensure that any load restraining features fitted to the vehicle, are utilised.

When carrying any type of heavy load they must be restrained. Load carrying risks can be minimised by ensuring that your vehicle is capable of **safe** load carrying.

This means the need for restraining hooks, straps and cargo nets. Smaller items should be inside a storage box, secured in the boot. These requirements apply to all motor vehicles used on company business, regardless of size and use.

### **General service and maintenance**

Preventative maintenance through inspection and regular servicing can reduce the defect rate and help improve reliability and safety. It is therefore important that your Company vehicle is properly maintained.

#### **a. Servicing and maintenance**

Company vehicles must be serviced in line with the manufacturer's recommendations. These are shown in the service book, which accompanies each vehicle. P J Nicholls is to be used wherever possible but if you are based on site or in a Regional office, other authorised dealers may be used.

#### **b. Servicing dealer**

For vehicles still under manufacturer's warranty all work must be carried out only at the

manufacturer's authorised dealer; otherwise problems will arise in connection with repairs that should have been carried out under warranty. Employees may be liable for any costs incurred if this instruction is not strictly adhered to.

## **Repairs - Non accident**

Providing the vehicle has been maintained and serviced at the required intervals all repairs will be accepted by the Company (or Leasing Company from which the vehicle was obtained), and where accounts have been opened, the invoices will be dealt with directly between the servicing agent and the Company (or Leasing Company).

Should payment be requested from the driver they should obtain a refund from the Company (Leasing Company) by sending the invoice(s) to the Company (respective Leasing Company).

## **Windscreens**

### **My windscreen is only slightly damaged - should it be replaced?**

A chip in your windscreen will only get worse if neglected and cracked windscreens are a major reason for MOT failure. However stone chips can be repaired by means of resin injection and most insurance companies will pay the full cost of a windscreen repair. This not only prevents the damage from getting worse, it also saves the expense of having to pay any glass excess required for a replacement windscreen.

## **Tyres**

The life of tyres depends to a large extent on the manner in which the vehicle is driven. Excessive speed, braking or acceleration will cause tyres to deteriorate. If they are repeatedly driven against kerbs or large stones the walls of the tyres will weaken.

Similarly, if tyres are not maintained at the manufacturer's recommended pressures accelerated wear will occur. You are required to pay particular attention to these points.

You should regularly check tyres and, if there is doubt, any authorised tyre depot will check your tyres and advise on replacement as necessary.

To have tyres which are defective for any reason constitutes an offence for which the police could prosecute you. Each defective tyre can be penalised with 3 penalty points and/or a fine.

### **Safety**

In case of a puncture when on the road do not attempt to change the wheel at the roadside under any circumstances. Contact a tyre provider for roadside assistance (best to have all emergency numbers in your speed dial)

Secure the vehicle and move to a safe area and wait until the assistance arrives

## **Batteries**

Most modern batteries are sealed units and maintenance free; should you experience any problems with your battery your garage.

## **Fuel reimbursement**

All fuel for use on Company business must only be purchased using the Company credit card.

Lost cards must be notified to the Director immediately.

## Speedometer

It is an offence to drive the vehicle when the speedometer and/or odometer are defective. It is your responsibility to ensure that the speedometer is in proper working order at all times. If the odometer is faulty then this must be advised to the Company (or Leasing Company) immediately as they/we are under legal obligation to provide an accurate mileage record when disposing of the vehicle.

## Mobile Phones

### Mobile Phone Safety Policy

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

This means you must not use a device in your hand for any reason, whether online or offline.

For example, you must not text, make calls, take photos or videos, or browse the internet.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a vehicle that turns off the engine when you stop moving
- holding and using a device that's offline or in flight mode
- 

### Exceptions

You can use a device held in your hand if:

- you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop
- you're safely parked
- you're making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you're using the device to park your vehicle remotely

### Using devices hands-free

Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead and you must remain in full control of the vehicle at all times.

It is worth noting that as employers, we will not be legally liable for supplying a mobile phone to a driver or inadvertently phoning them when in the vehicle.

As an employer we can not and will not "cause or permit" the offence of driving a vehicle that someone can not properly control.

Using a mobile phone while driving a motor vehicle is an endorsable offence (CU80), where 6 penalty points will be applied in addition to a fine.

As a consequence, we prohibit all use of hand held mobile phones whilst driving. In addition where hands free kits are provided, these should only be used for incoming calls and then only when it is safe to do so. The message should be brief; outgoing calls should only be made when the vehicle is parked in a safe, legal place with the engine turned off. The use of mobile phones to make calls, text, take photos, videos or browse the internet is strictly forbidden whilst driving.

These rules apply to the use of all types of mobile or fixed communication or other electronic equipment, including satellite navigation and telematics equipment.

## **Vehicle Security**

New cars and light commercial vehicles usually have a good level of engine immobilisation fitted as standard. It is becoming very difficult for thieves to “hot wire” a vehicle. This has led to a rise in theft of keys and car jacking. Always drive with your doors locked. In the unlikely event that a person forces you to hand over the keys to your car, do not resist. You are more important than the car. Phone the police and try to give a clear description of the thief.

### **Night parking**

You should take all sensible precautions regarding parking. At night, garage the vehicle if possible; do not leave property in the vehicle overnight especially laptop computers, mobile phones and power tools. Always apply the handbrake and lock the vehicle (even at fuel service stations). Do not park it in the more vulnerable positions in car parks; try and park in a well lit area so it is safer when you return to your vehicle.

### **Vehicle Key Security**

One vehicle is stolen every two minutes of every single day!

This statistic shows that although vehicle crime is falling, your vehicle could still be stolen if you do not take sensible precautions to secure it. Vehicle manufacturers, in conjunction with insurance companies have worked very hard to develop more effective security systems to prevent vehicle theft. However, criminals are constantly finding new ways to steal vehicles.

As a consequence, drivers should be alerted to the increased number of thefts from homes and workplaces, where the prime object is to obtain the vehicle keys and subsequently the vehicle. Once they have the keys, it only takes a few seconds for them to jump in and drive away with your vehicle.

There are some simple steps that can be taken to protect the vehicle and its contents;

Vehicle keys should be kept in secure position at all times and not left within easy reach such as on a table or key board overnight or when the premises is unattended. Never leave the keys in an obvious place, be vigilant at all times and remain key aware by following these simple steps:

Always take and keep your keys with you, even when:

1. Filling up with fuel
2. making short stops for deliveries or to call into a shop for instance
3. Loading/unloading items into the vehicle

Never leave your vehicle unattended when:

1. Warming up your vehicle in the winter
2. Cooling it down in the summer

Always keep you keys safe when not using your vehicle:

1. Keep them out of sight
2. in a secure place
3. Away from windows and doors
4. Do not leave keys in an open area, especially where there is general access.

5. Avoid displaying the registration number on the key ring.
6. Consider the use of a Faraday pouch to store the keys of vehicles equipment with keyless entry/ignition.

## **Return/hand over of vehicle**

When returning your vehicle you must ensure that it is clean inside and out, serviced up to date and has no significant damage. A fully completed service book and manufacturer's handbook must be left with the vehicle.

Please note that the Company has to rectify undue wear and tear, and any such costs may be passed on to the driver.

All original features must be present and all original equipment refitted when the vehicle is returned at the end of its leasing period; badges, tow-bars and additional equipment must be removed and any resulting damage fully repaired.

The cost in rectifying burns, tears, heavily stained areas or excessive wear to the inside of the vehicle and luggage area will be charged to the driver.

The cost of rectifying body damage, which would normally be repaired under the terms of the insurance policy, will be charged to the driver.

## **Insurance policy and cover**

The Company has arranged comprehensive insurance that covers loss of or damage to the vehicle and protects against third party liabilities.

However, the insurers may refuse cover if for example the vehicle is not maintained in a roadworthy condition and cover may also be invalidated if the vehicle is driven by a person who is not authorised or not qualified to drive it.

The insurance company will deal with all claims made by the third parties and so under no circumstances are you to admit liability or to make any arrangements for payment yourself.

Following an incident, any third party communication, notice of intended prosecution or summons must be passed to the Director, unanswered, immediately.

The insurance company have full discretion in the conduct of any proceedings or the settlement of any claim.

Personal belongings are **not** insured against loss or theft, therefore you are recommended to take out separate or additional cover for any personal items you may carry in the vehicle.

In your own interest, please adopt the following best practice: -

- a. Where possible do not leave any items in unattended vehicles.
- b. If items must be left in the vehicle, they should be securely locked in the boot / rear.
- c. Property should not be left in the vehicle overnight.

## **Additional insurance terms**

In the event that our insurers impose an additional policy excess and/or charge additional premium in respect of an individual driver because of their record, (usually for reasons of very poor claims experience, or driving convictions), that extra cost will be charged by the Company to the driver concerned.

Disciplinary action, possibly leading to the withdrawal of vehicle entitlement, will be taken against an employee convicted of a serious (e.g. drink / drug) driving offence whilst on Company business and/or with a very poor 'own fault' accident record.

## **Accidents and Breakdowns**

To comply with the terms of our motor insurance policy, it is essential that the reporting procedures detailed below are strictly observed following any incident occurring in connection with the vehicle (whether or not involving a third party).

The sooner our insurers are notified of incidents, the quicker our vehicle can be repaired and other party claims dealt with. Prompt action will undoubtedly save us money and also help to enhance our corporate image.

### **Incident reporting procedure**

In the event of an impact or injury

- a. At the scene, make sure that the emergency services are contacted if required.
- b. Provide any person having reasonable grounds for so requiring, with our contact details so that we can provide insurance details. At no stage admit responsibility and make no comment or statement regarding the accident (except to a police officer).
- c. If a camera or camera phone is available, photograph the incident location from a number of different directions and take pictures of any vehicles / property damaged. Road measurements may also be useful to record.
- d. Complete an 'Incident Recording Form' (also included within this handbook)
- e. Notify the matter by telephone immediately, to the Director.

In relation to all other instances of loss or damage (including theft, malicious damage, fire etc) an 'Incident Recording Form' should also be completed and the matter reported immediately to the Director for further instruction.

Minor repairs that affect roadworthiness e.g. broken headlamp, bulb, may be carried out immediately but must still be reported.

**NOTE 1** – incidents involving personal injury must be reported to local police within 24hrs and it is also necessary to notify police of damage to lamp posts, telegraph poles, bollards, manhole covers, road signs or other public property. Remember that if you fail to stop after an accident and fail to notify the other party or the police, you may be prosecuted.

**NOTE 2** – In order to better understand the causes of motor accidents and with a view to improving future health and safety, you may expect your manager to interview you following any incident.

**NOTE 3** - If, because of the deliberate late supply of, or inaccurate nature of the information surrounding an incident, the company is involved in additional costs, the employee responsible will be subject to disciplinary action.

## **Breakdown**

Should the vehicle suffer mechanical or electrical problems, where possible you should avoid stopping in a dangerous place (such as on a roundabout, or where other road users will have difficulty seeing the vehicle).

Do not attempt to repair the vehicle yourself. While waiting for the breakdown service to arrive, you should switch off the engine, switch on hazard lights and wait away from the vehicle in a safe place, away from traffic.

On a motorway this should be beyond the hard shoulder, up the embankment if there is one, or on the other side of any crash barrier. You and any passengers should exit the vehicle from the nearside and never cross the motorway.

## **Motoring/parking offences**

You must ensure that any charges such as for parking, tolls, clean air zone, etc are paid immediately. You may use the company credit card to pay such charges. If you fail to pay a charge and a fixed penalty (PCN) is issued then you will be liable for and accept full responsibility for the penalty charge.

Any traffic offence, endorsements, penalty charge notice, imposition of penalty points etc. must be reported to your manager, who will review the insurance implications. Failure to notify your manager may well invalidate your insurance and may be deemed as a disciplinary matter.

You are personally responsible for any fines / penalty charges resulting from the above. If you are convicted of a driving offence and consequently lose your driving licence it may mean your suspension and subsequent loss of employment, or redeployment to another appointment within the Company at the Company's discretion.

Company drivers are required to accept full liability and pay any fixed penalty, such as for a parking offence, within the prescribed time; if you fail to do so the Company is held accountable. Where a discount is offered for faster payment you must make payment within this shorter period unless you believe the charge is in error in which case you must inform the company immediately and the company will decide whether there are credible grounds to appeal the charge. In addition, if the company is required to pay any such charges, they will be deducted from your salary together with an administration charge; this administration charge will be reviewed annually. Any charge from a vehicle leasing company will be similarly deducted from your salary. You are reminded that administration charges can be avoided by prompt payment of fixed penalties, as required by law.

## **Declaration**

I confirm that I have read and understand this document and will abide by the policy:

Name :

Signature :

Date :