

Introduction

This Policy explains the responsibilities of employees who are provided with a company vehicle as part of their role of employment. In summary, when driving a company vehicle, employees and authorised drivers are liable for all aspects of its care and use.

Vehicle usage

As an authorised driver of a company vehicle you should be the only driver of the vehicle as detailed within the relevant section of the employee handbook.

Any damage incurred to a company vehicle whilst in your possession will be investigated as to how the damage occurred, and you will be liable for all damage to the vehicle and may be charged for any costs associated with the repair and / or recovery of the vehicle. You will be responsible for an insurance excess of £1000 should the Company decide that you are liable for any insurance claim submitted in relation to any damage incurred to a company vehicle whilst in your possession.

ABCA Systems Ltd. does not take any responsibility for personal items within company vehicles. You should not leave any company equipment or personal items on show within the vehicle if it is parked and / or unattended. Should company equipment be stolen from the vehicle you may be liable for replacement costs, where the Company deems it appropriate.

On return of a company vehicle, you should return it to the place of issue in the same state of repair and cleanliness as when you first received it, and again, you may be charged for any costs incurred in relation to collection, damage repairs or cleaning that may be required.

Vehicle Tracking

You will adhere to a company request for a vehicle tracker to be fitted at the Company's expense. You should not tamper with its operation and should facilitate a speedy resolution to any tracker faults. Tampering with the vehicle tracker with a view to falsifying journey records may result in disciplinary action, which could lead to dismissal without notice for gross misconduct.

Tracker information will not be actively shared with third parties, although it will be visible by the tracker provider. Tracker information will be used for employment purposes only; the payment of correct wage amounts inclusive of private mileage deductions and / or investigations into unauthorised vehicle use, and to obtain employee location for job completion purposes or lone work monitoring.

You should contact HR to request a copy of tracker information, and it will be provided within 30 days of receipt of request, where the reason for request is deemed valid and permissible. Valid and permissible reasons are classed as employment related. Requests for tracker information which are deemed as being outside of an employment related reason can still be made, however HR will exercise discretion in deciding whether to provide such information.

Vehicle Related Fines

When driving a company vehicle, you are liable for any motoring or parking related offence and any related fines or points, associated with these offences. On receipt of a fine, the Company will pay the fine to prevent an escalation in fine amount, or appeal the fine as appropriate. Fines will be deducted in the pay period immediately following notification. Depending on the total cost of a fine, there may be an option to pay this back over a number of pay periods. The agreement will then be confirmed in writing to you.

If you receive a 'ticket' on your vehicle you must inform the company immediately so that an escalation in fine amount can be avoided, or an appeal lodged within the required timeframe. Any delay may result in you being liable to pay

the higher fine amount. Should you wish to appeal a fine after payment of the fine, you must do this yourself and contact the ticket issuer.

If you are caught on camera when committing an offence, then a fine and/or summons will be sent directly to ABCA. On receipt, you will receive a copy of the fine and/or summons for your information only, as ABCA will complete the necessary paperwork.

If you are caught for a speeding offence, then you will receive paperwork to your home address from the Police Constabulary issuing the summons/fine, informing you of the next steps. This is your responsibility to complete this and pay the associated fine. It is also your responsibility to make HR immediately available of any point's award or sanction, so that we may make our Insurers aware.

Your driving record will be checked for both penalty points and disqualifications, on a periodic basis, and you are required to provide this information when requested by Management.

Vehicle Maintenance

The company vehicle is your responsibility whilst it is in your possession. Responsibilities include keeping the vehicle clean and tidy and daily maintenance including oil and water levels and tyre pressures. You should ensure that maintenance checks are carried out in line with the manufacturer's recommendations and company reporting requirements, inclusive of a weekly HS008 submission, and should present the vehicle for servicing when prompted.

The company will reimburse all costs incurred that relate to the routine maintenance of the vehicle.

Fuel Cards

Fuel or fuel cards must not be used for unauthorised personal use. Any misuse may result in disciplinary action that could lead to your dismissal without notice for gross misconduct.

Declaration

I confirm that I have read and understood this document in full.

I agree to the storage and processing of tracker information for the aforementioned reasons, and for any other reason which is employment related.

I confirm that, as an authorised driver, I am responsible for the payment of any fines incurred as a result of a motoring offence or parking ticket. I will inform the company immediately if I receive any fines, and if I am prosecuted for any road traffic offences or disqualifications. Should I be disqualified from driving for any reason and driving forms an essential part of my job, I understand that the company cannot guarantee to find me alternative employment and may terminate my contract.

I confirm that I will drive in accordance with the Road Traffic Acts and Regulations. I will adhere to all relevant road speed limits and drive in a safe and courteous manner at all times. I understand that if I am considered to be acting carelessly or recklessly in using a company vehicle, including exceeding the legal speed limits, I may be subject to disciplinary action. This may result in the withdrawal of authorisation to drive a company vehicle and if it is deemed I have been driving recklessly, and/or without due regard for the legal road speed limits and/or fellow road users, I may be dismissed without notice for gross misconduct.

Employee signature:	
Print name:	
Date:	