

Car and Vehicle Policy

Introduction

Certain roles within CarmichaelUK will determine the use of a car or commercial vehicle because of a work-related need. This policy is not contractual but defines who is currently eligible for such a vehicle and our procedures for the assignment and use of such vehicles.

Changes in Eligibility

New employees and those becoming eligible for a business vehicle for the first time may be assigned a vehicle from within our existing fleet.

Under normal circumstances, where a contractor is transferred to a position without a company vehicle, the employee will be required to return the vehicle at the date the transfer takes effect. However, in exceptional circumstances the employee may be allowed to continue to drive the vehicle for a short specified time until he or she is able to make alternative arrangements.

Supplier Agreements

Vehicles are currently all either hired or owned by us. However, we reserve the right to change our preferred suppliers and methods of providing business vehicles at any time.

Choice of Vehicles

The make, model and colour of commercial vehicles will be decided by the business, which reserves the right to change these at any time without compensation to the individual employees concerned.

Drivers Vehicle Instructions

All employees who are assigned vehicles will be issued with a copy of our Vehicle Instructions and Car and Vehicle Policy which contain our rules and procedures on usage and maintenance arrangements.

Maintenance

Maintenance of our vehicles should be carried out in accordance with the manufacturer's timetable and recommendations. CarmichaelUK will inform you of the dates when this needs to be carried out on the assumption that you have provided CarmichaelUK with an accurate record of your weekly mileage. The employee is responsible for ensuring that the vehicle is submitted to the garage in time for this maintenance and for keeping the vehicle clean and to an acceptable standard. If you have been issued with a fuel card, you are required to record your vehicle's mileage with every fuel purchase. If you do not have a fuel card, you must report your vehicle mileage every Friday to the Fleet Administrator at the CarmichaelUK Thame office.

We reserve the right to recover the full amount or part thereof, of any refurbishment costs needed at termination of the contract, if such refurbishment is deemed to be necessary due to the negligence of, or poor upkeep by the driver.

Expenses

Leasing costs, along with insurance premiums, registration, taxes, congestion charges, toll fees, repairs, and maintenance (where excluded from the lease price) will be paid directly by us. We will reimburse all other expenses incurred in connection with running an assigned vehicle through our normal expenses procedure, other than EG parking fines, speeding offences, fuel for personal use.

Vehicle Insurance

PLEASE NOTE only persons who have been given written/text authorisation and have presented a copy of their valid driving licence to the company are covered on the Company Insurance. In particular we would draw your attention to the following important extracts from the Company Fleet Insurance Policy:-

The vehicle is not insured for any driving purposes for which you do not have permission, eg. unapproved personal use.

No cover is provided for damage or loss arising from theft or attempted theft whilst the ignition keys or any removable ignition device is in or on the insured vehicle.

As the driver it is YOUR responsibility to ensure that if you are not in the vehicle the keys are not left inside the vehicle or in any locks on the vehicle.

Fuel Cards/Mileage

Once you have been given authorisation to use a CarmichaelUK vehicle you will receive a fuel card, if this is included in your package. This card is for business fuel purchase ONLY. The card is NOT to be used to purchase any other sundry items. If there is no fuel card in the vehicle please advise Head Office who will issue a card to you, only if included in your package with CarmichaelUK. In the meantime you may be required to purchase fuel with your cash. In this instance, please ensure that you get a VAT receipt and then send the receipt to Head Office for reimbursement. Please note that we cannot reimburse you if you do not note the registration number of the vehicle, the current mileage and your name on the back of the receipt.

It is imperative that you make a note of the mileage EVERY time you pay for your fuel using your fuel card or cash. It is your responsibility to remember to do this and you will be asked for this information from time to time.

Responsibility

Business vehicles are the responsibility of the individual to whom they are assigned. Only this person is insured to drive the vehicle unless authorisation has been given by the Fleet Administrator.

The driver is responsible for all traffic fines incurred, which are not reimbursable by the business. You will be notified of the offence by CarmichaelUK and you will be given 7 working days to contest or accept the penalties. At this time you will be invited to reimburse CarmichaelUK by cheque. If we do not receive payment by return of post, CarmichaelUK reserves the right to deduct the amount due plus administration costs directly from your next salary payment. Where there is no net salary due, CarmichaelUK will pursue the payment with the driver and this may incur legal intervention.

All accidents must be reported within 24 hours. The reporting procedure is set out in our Vehicle Instructions.

We reserve the right to monitor all accidents and traffic violations and to take disciplinary action if negligence, abusive use of the vehicle, or driving under the influence of alcohol or drugs are involved – irrespective of whether such acts are committed outside working hours.

Personal Use

Business vehicles are provided for business use only. No personal use of the vehicle is allowed at any time or under any circumstances. For further clarification of this, contact the Fleet Administrator.

Employees are reminded that vehicles are a taxable benefit and should tax legislation change; we will not be liable for resulting personal tax liability.

Driving Other Staff

In addition to the requirement to have a valid driving licence, you may be required to take and pass a proficiency test organised by CarmichaelUK before being allowed to drive other employees.

Short-term Substitution

Substitute vehicles will only be available under exceptional circumstances, such as accidents requiring extensive repairs.

Driving Licence

All drivers must hold a valid driving licence to driving in the UK, a copy of which should be provided to CarmichaelUK on commencement of employment. We should be notified of any subsequent changes immediately.

Any employee who is disqualified from driving due to a driving offence, or becomes unable to drive due to injury or disability, must inform his or her manager immediately. Failure to do this may result in disciplinary action.

In certain roles, a valid driving licence is a condition of continued employment with us. In these circumstances, loss of a licence may result in disciplinary action, which could result in termination of employment.

Employees must be aware that having a valid driving licence does not automatically give them the right to drive any company vehicle. For insurance purposes they must verify that they are authorised to drive such a vehicle before doing so.

Holidays

If your situation changes and you need to return the vehicle please let us know as soon as possible, so that we can arrange for someone else to use the vehicle. If you do not inform us that you no longer require the vehicle the company reserves the right to recover the hire charges for the vehicle directly from you.

If you are going on holiday and the vehicle will not be in use, please advise the office as soon as possible. The company will advise you what to do with the vehicle. If advised to leave the vehicle parked up, please ensure it is not in a residential or other restricted zone where a penalty may be incurred as **YOU** will be responsible for payment. The company may also decide to allocate the vehicle to another driver whilst you are on holiday.

Long-term Absence

Commercial vehicles, where private use is not permitted should be returned to us so that they may be made available for general use in the case of long-term sickness or authorised absence (eg career breaks).

Absence Due to Maternity or Adoption Leave

Commercial vehicles, where private use is not permitted, must be returned prior to the commencement of maternity or adoption leave.

Environmental Issues

CarmichaelUK is committed to supporting environmentally friendly issues with regards to vehicle usage and congestion pollution.

Smoking

It is a strict rule that smoking is not permitted in company vehicles. "No Smoking" signs will be displayed in all our vehicles and must not be removed. Any breach of this rule will result in disciplinary action.

Mobile Phones

It is a legal requirement and also the policy of CarmichaelUK that drivers must not use mobile phones or any other hand held communication equipment whilst driving a vehicle. It is illegal to use a hand held mobile phone when driving even when you have stopped at traffic lights or are stopped in a queue of traffic. This includes making or receiving calls, pictures, and text messaging or accessing the internet.

Implementation, Monitoring and Review

This policy will be reviewed at least annually and updated where necessary. Any queries, regarding this policy, or comments, should be addressed to the Fleet Administrator on 01844 212058.