



PERMISSION TO DRIVE COMPANY VEHICLES

Personnel who have written/text authorisation from CarmichaelUK and have presented a copy of their valid driving licence to the company are permitted to drive Company vehicles. If you have no authorisation you are not permitted or insured to drive the vehicle. **IN ORDER TO OBTAIN AUTHORISATION PLEASE CONTACT THE FLEET ADMINISTRATOR AT HEAD OFFICE ON 01844 212058.**

VEHICLE SAFETY

In order to ensure your safety whilst driving we require all drivers to check the condition of the vehicle on a daily basis to ensure that tyres, oil, exhaust, windscreen and lights are in order.

When you drive a company vehicle you must ensure that you understand fully the rules for drivers. Therefore before you drive the vehicle we would ask you to take the time to read and understand the following rules. Please advise the company if you have any queries or need further clarification. We will assume that you understand your obligations unless you advise us otherwise.

RULES FOR DRIVERS OF COMPANY VEHICLES

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.

PARKING FINES, SPEEDING FINES & BUS LANE FINES

If you receive a fine **YOU ARE RESPONSIBLE FOR PAYMENT**. If the fine is sent to Head Office, either directly or via a third party hire company, CarmichaelUK reserves the right to pass on any additional administration charges on top of the original fine. Please note that repeat offenders will face increasing levels of admin charges being levied on them. Please see full terms in the Car and Vehicle policy document.

LONDON CONGESTION CHARGES

If you know that you have to enter the London Congestion Zone Charge Area for working purposes only, please telephone CarmichaelUK prior to entering the zone so that payment can be made.

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 if this is included in your package. 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.

DIESEL

All of the vans in the fleet use **DIESEL**. If you use the incorrect fuel the company reserves the right to recover the cost of repair from you. Therefore, ALWAYS CHECK the correct fuel is used when filling up.

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 whilst 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.

MAINTENANCE / SERVICING

You must check the vehicle daily to ensure that it is roadworthy (i.e. tyres, oil, exhaust, windscreen and lights).

If you find any faults with your vehicle you must report these immediately to CarmichaelUK Head Office. The company will assess the situation and, if appropriate, arrange for the necessary repairs to be carried out.

The company will use your mileage record to ensure that your vehicle is serviced at the correct intervals in line with the manufacturer's recommendations. Services will be arranged by the company and will usually be carried out at a garage close to your work site or by a mobile servicing company.

GENERAL / 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 away.

VEHICLE ACCIDENTS

If you are involved in an accident or you discover damage to your vehicle it is your responsibility to immediately telephone the Fleet Administrator at CarmichaelUK Head Office on 01844 212058. Additionally you will be required to send a written report of the incident to the company.

Please note the following:-

- **UNDER NO CIRCUMSTANCES ADMIT LIABILITY.** This is in line with the insurance policy
- Detail the location of accident
- Detail the name and addresses of other parties involved
- Obtain the insurance details of the other party
- Record details of vehicle(s) involved (i.e. make, model and registration number of vehicle)
- Record details of damage caused to the other vehicle(s)
- Record details of any injuries
- Record the names & address of any witnesses
- If possible take photographs of the damaged vehicle(s) and the location

IN THE EVENT YOU FAIL TO FOLLOW THE ABOVE PROCEDURE, WE RESERVE THE RIGHT TO RECOVER THE COSTS OF REPAIR(S) DIRECTLY FROM YOU.

SMOKING

It is illegal for you or any passengers to smoke in the vehicle at any time. Any breach of this regulation will result in disciplinary action and could result in you being fined.

DRIVECARE STICKERS

It is a condition of the insurance that Drivecare Stickers are displayed on all company vehicles. Drivecare Stickers display a telephone number which gives other road users the opportunity to report inappropriate or dangerous driving. All calls to the Drivecare telephone hotline are followed up and you will be asked to account for your actions. Incidents of dangerous driving are taken very seriously and you may be blacklisted from using a company vehicle if it is considered that the incident warrants this action.

Drivecare and no smoking stickers **MUST** be displayed on the vehicles at all times. You are responsible for ensuring there is a sticker on your vehicle. If there is no sticker on your vehicle please telephone The Fleet Administrator to request one.

**THANK YOU FOR TAKING THE TIME TO READ THESE NOTES
DRIVE SAFELY**