



Company Vehicles Policy

Policy statement

When required and appropriate, Little Elms may provide, at the owners discretion, a company vehicle to carry out duties as required by the role. All company vehicles are tracked for safety and security purposes.

Little Elm's expects all employees who have use of a company vehicle to drive responsibly at all times, including but not limited to:

- Drive safe and sober
- Drive within speed limits, do not use your mobile phone whilst driving (unless on hands free), do not smoke in the company vehicle or violate any other traffic laws
- Respect all other road users - remembering you are representing Little Elm's when driving a company vehicle
- Check the vehicle regularly to ensure it is fit for purpose
- Report any damages or problems to the company as soon as possible
- Park responsibly, avoid blocking entrances and driveways

Driving Licence and Authority to Drive Company Vehicles

You must be in possession of a current driving license and have the Owners authority to drive one of our vehicles.

Your driving license must be produced for scrutiny by the Owners or nominated management prior to driving any of our vehicles. If at any time your license is endorsed, or you are disqualified from driving, we must be informed immediately.

It is your responsibility to see that the vehicle is not used by anyone other than authorised employees of Little Elms.

Fixtures, Fittings and Modifications

No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission. No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

Warranty, Servicing, Maintenance and Repairs & MOT

Any maintenance or repair work, or replacement of parts, including tyres, must be approved in advance by the owners or nominated management, and reimbursement will only be made against production of receipts for the work undertaken. Full details of the work required and the cost involved must be given.

The driver of the company vehicle is responsible for monitoring when MOTs and/or servicing is required, obtaining approval for and making the necessary arrangements for the work to be carried out.

Before the driver uses a company vehicle, they are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.

Cleaning

The driver of the company vehicle is responsible for ensuring that it is kept clean and tidy and that it is returned to us in that condition after use.

Each vehicle must be cleaned, inside and out, at least once every two weeks.

Fuel

Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel used for business purposes. Fuel used for private use will not be reimbursed by the company.

Claims must be submitted via expenses or company credit card, signed by the driver of the vehicle and accompanied by receipted bills. All bills should be listed, and a deduction shown for that part of the fuel attributable to private mileage.

Fines

Under normal circumstances, any parking fines incurred by the driver will be the driver's responsibility and Little Elms will not accept responsibility for them. In exceptional circumstances, at the owner's discretion and if incurred whilst carrying out business, the company may assist with part or full payment of parking fines.

We cannot under any circumstances accept responsibility for speeding or other driving offences that may result in a fine.

Damage or Injury

If you are the driver of a company vehicle and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason, it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible (and within twenty four hours of the incident)

In the case of an incident involving injury to another person or to notifiable animals, you are responsible for notifying the police of the occurrence.

You are responsible for reporting any incident involving the company vehicle to the owners as soon as possible.

Accident

It is a condition of the insurance policy that the insurers are notified of all accidents. Therefore, if you are the driver of a company vehicle involved in an accident with another vehicle, you are responsible for obtaining the following information:

- a. the name and address of the other driver and the name and address of his/her insurers
- b. the names and addresses of all passengers in both our vehicle and the third party's vehicle
- c. names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident
- d. particulars of the police attending i.e. name, number and division.

A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.

If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form. An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible. Under no circumstances may repairs be put in hand until the insurance company has given its agreement. We will notify you when this has been done.

You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars as detailed above and nothing more.

Loss

In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.

Please note that only our property is insured by us and you should make your own arrangements to cover personal effects.

The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot if it is a car. If a vehicle is stolen we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

Vehicle Tax

Vehicle tax for each vehicle will be renewed automatically by the company when due.

Vehicle Insurance

Vehicle insurance for each vehicle will be renewed automatically by the company when due.

Permitted Use

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport.

Personal Liability for Damage to Vehicles

Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

Failure to Comply

Any failure to comply with the responsibilities of the employee as detailed in this policy, may result in disciplinary action following investigation, and/or the removal of the use of the company vehicle at the owner's discretion.

Associated Documents:

- ***Disciplinary Procedure***