

VEHICLE POLICY

Drivers of Company vehicles must drive responsibly and in adherence with the current legislation governing the highways. Any employee who has been issued with a Company vehicle must adhere to the above and the regulations detailed in the Company Vehicle Policy.

The Company shall be responsible for payment of all reasonable standing and running costs of the vehicle including insurance, tax, MOT, maintenance and repair and shall bear the cost of fuel incurred during business mileage via the euroshell card system **OR** reimburse the Employee for the cost of fuel properly incurred during business mileage at an agreed rate.

The employee is to ensure that they:

- a) take good care of the vehicles and ensure that the provisions of the Company's Vehicle Policy as amended from time to time and any policy of insurance relating to the vehicle are observed;
- b) be responsible for payment of all fines incurred for traffic offences and parking fines;
- c) notify the Company of any accidents involving the vehicle (whether or not these take place while the employee is on business);
- d) immediately inform the Company if he/she is convicted of a driving offence or disqualified from driving; and
- e) return the vehicle, its keys and all documents relating to it to the Brilliant Hygiene Services Ltd Main Office or such other place as the Company may reasonably stipulate immediately upon the termination of the appointment arising or upon the employee becoming no longer legally entitled to drive.

The Company has the right to terminate the appointment without prior notice or payment in lieu of notice if the employee is convicted of a driving offence or disqualified from driving.

PROPERTY

The provision of the company vehicle is on the condition it is looked after and treated in a responsible manner at all times. Any vehicle/s provided to an employee will remain the property of the Brilliant Hygiene Services Ltd. The company reserves the right to amend its procedures and regulations relating to company vehicles at any time.

CONDITION OF USE

Company vehicles are primarily intended to facilitate Company business; as necessary transportation as well as to maintain contact with clients and client related businesses as business demands. To ensure the timely presence of designated drivers at targeted locations.

- **Medical Examination**
The Company reserves the right to ask an employee to attend a medical examination prior to issue of a Company vehicle. The cost of a medical examination will be met by the Company.
- **Drivers Licence**
A company vehicle can only be allocated to you if you possess a clean full UK drivers licence. It is the responsibility of the driver to update the Company Administrator of any changes to their licence. All drivers must co-operate fully when asked to produce their licence.
- **Alcohol and non-prescribed drugs**
Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness.

CONDUCT WHILST DRIVING A COMPANY VEHICLE

All drivers act as ambassadors for the company whilst driving the company vehicle. Therefore, they must be conscious that their conduct may be the first impression to potential customers of Brilliant Hygiene Services Ltd. Professional conduct is paramount whilst in charge of a company vehicle, as per company minimum standards. Drivers are obliged to demonstrate due care and attention always. Any inappropriate behaviour while using a company vehicle will result in disciplinary action and may result in the use of the company vehicle being discontinued by that employee.

- **Speed of Driving**
Drivers must adhere to speed limit restrictions on the respective roads they travel on. The Company will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any money due because of a speeding offence will be the liability of the individual driver.
- **Parking**
Vehicles should comply with any parking restrictions in place. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt payment.

MAINTENANCE AND GENERAL UPKEEP

It is the responsibility of the individual driver to liaise with the office to ensure the vehicle is regularly maintained and serviced in accordance with the manufactures recommendation schedule. The company vehicle should be maintained in a road worthy condition and in good order so that it will bring the maximum resale price on replacement.

- **Weekly Visual checks**
On a weekly basis, the driver of the Company vehicle must check:
Tyre pressure – of all tyres including spare as per manufactures instructions as documented in the handbook. Adjust pressure accordingly.
Oil levels – using dip stick marked parameters, add oil if necessary to keep level between the parameters.
Water – check water receptacles are full and de-icer is added to windscreen washer.
Damage – check for damage, scratches, stains etc. to any part of the vehicle internally and externally.
- **Weekly Recorded checks**
Once a week, the driver of the Company vehicle is to document the checks carried out on the company vehicle using the Vehicle Inspection Checklist (Figure 1); this document is to be forwarded via email to dominika@brilliantnow.co.uk.

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Figure 1 – Vehicle Inspection Checklist

- **Reporting of defects/adherence to warning lights.**
All defects to the Company vehicle that may render it un-roadworthy must be reported to the office as soon as detected. In addition to this, should any warning light appear, please report this immediately. Failure to do so may result in further damage to the vehicle and will be treated as negligent behaviour.
- **Maintain Cleanliness**
It is the responsibility of the driver to maintain the vehicle in a high standard of cleanliness both externally and internally.

USE OF MOBILE PHONES

Mobile phones may not be used whilst driving a vehicle, unless using a hands-free attachment or if available, the vehicle's own Bluetooth facility. This is for the safety of all road users/pedestrians and to ensure Company drivers are demonstrating legal compliance with the current driving legislation. It's an offence to use a handheld mobile phone while driving (except to call 999 in an emergency and it is unsafe to stop), that carries a £60 fine and 3 penalty points. You can also be prosecuted for not exercising proper control of your vehicle (section 104 of the Construction and Use Regulations). If you are taken to court you could also be fined up to £1,000 (£2,500 for goods vehicles or buses/coaches), or possibly disqualified from driving.

MOT CERTIFICATE

You are responsible for liaising with the office and the fleet administrator prior to the MOT due date (if applicable).

TAX LIABILITY

Any tax arising from the use of a company vehicle is your responsibility. The company is obliged to disclose to the Inland Revenue the names of all employees to whom a company vehicle has been allocated.

ACCIDENTS

Should a driver of a Company vehicle be engaged in any road traffic accident, they must do the following:

1. Immediately after a car accident:

Call the police on 999 **only** if there are injuries or the road is blocked. If the accident is minor, police may not attend but you should report the accident by calling 101.

However, minor you may think a car accident is, **YOU MUST STOP**. In fact, failing to do so is an offence under the Road Traffic Act.

You should make sure your car's engine is switched off and then turn your hazard lights on to alert other road users to your presence.

Look around and if anyone has been injured in the car accident, you should call the police (and an ambulance, if necessary) as soon as possible.

2. Giving details after a car accident:

When you're involved in a car accident, you're obliged to give your name and address to anyone else involved.

However, you should avoid saying sorry or accepting blame for the accident until you know precisely what happened, as it could count against you later.

You should stop and give your details if you crash into something on or near the road, even if there aren't any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

Car accidents should be reported to the police within 24 hours. Failure to do so could result in a fine, penalty points or even disqualification.

3. Collecting details after a car accident:

After a car accident, collect as many details as possible. If possible, you should collect the following information from any drivers, passengers and witnesses:

- Names
- Addresses
- Contact numbers.

Ask the other drivers involved for their car insurance details, and try to establish whether they are the registered keeper of their vehicle. If they aren't, find out who is and make a note of their name and address.

Call police straight away if someone leaves the scene of the car accident without giving their details.

4. Other information to collect from the car accident

Here are some other important details you should try to collect at the scene of the car accident:

- The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model
- The time and date of the crash
- A sketch showing the positions of vehicles involved
- A description of the weather conditions, plus anything unusual you notice about the road quality or lighting
- The names of any witnesses or police officers at the scene
- A list of damage to vehicles, and a description of any injuries sustained by pedestrians, drivers and passengers.

If possible, take some pictures of the car accident for use as evidence. Use your mobile phones or your tablets to take photos of the accident.

5. Report immediately to your Supervisor/Manager

Once you have gathered all information you then must contact your supervisor/manager to report the accident for logging an insurance claim as soon as possible.

If the vehicle was damaged and cannot be driven, you must contact the main office to arrange for the car to be taken to the repair centre, a courtesy car is to be requested.

ADDITIONAL USE

The Company reserves the right to investigate usage of the vehicle for related and unrelated company business by monitoring mileage per vehicle, fuel consumption cost reports, and through discussion with the individual user. The Company acknowledges there will be occasions when the vehicle will be utilised for personnel use, but reiterates that it is the responsibility of the user to minimise costs.

TAX AND INSURANCE

The Company accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vehicles. This should not encourage negligent behaviour from our drivers.

Should you as a company vehicle driver be engaged in an accident for which you are found liable through: carelessness, negligence or recklessness. The company may pass on costs related to the incident and reserves the right to make such deductions from your salary. You will be advised in writing of any deductions due, prior to this action.

LEAVING EMPLOYMENT

Should you leave the company, you must liaise with the office regarding the return of your vehicle to company premises. Vehicles should be returned in a high standard of cleanliness. Unless otherwise agreed in writing you must return your vehicle at an agreed time and deliver the keys to the office.

NO SMOKING POLICY

It is deemed that smoking will not be permitted at any time in any Brilliant Hygiene Services Ltd vehicles as per section 5 of the Health Act 2006.

REVIEW

This policy is to be reviewed annually. If no changes are required, the policy will remain valid.

Signed:
Managing Director

March 2018