

# CRYSTAL SERVICES PLC

## COMPANY CAR POLICY

The aims of this policy are to:

1. Minimise business travel wherever possible to reduce its impact on the environment
2. Exercise a Duty of Care
3. Operate a vehicle selection policy which delivers the right vehicle, at the right time, at the right price
4. Keep adequate records about vehicle use to monitor and control vehicle costs.
5. Manage occasional use by employees using their own cars for work.
6. Manage the risks identified in this policy through regular checks and reviews and see what can be improved.

The Company insists all employees affected by this policy should be given a copy and suitable explanation of what is expected. It is the management's responsibility to ensure that the policy is then applied.

### **1. MINIMISE BUSINESS TRAVEL**

All employees must ask themselves the following questions when considering using a vehicle for company business:

1. Is the journey really necessary?
2. Is there another, better solution?
3. Can the journey be completed more efficiently using other forms of transport including public transport

The Company have asked the sale teams to travel to the city by public transport to save time looking for parking space and paying for parking fee.

### **2. DUTY OF CARE**

The Company is aware of its legal duty 'to ensure so far as is reasonably practicable the health, safety and welfare at work of all employees'. To this aim it will undertake the following:

#### **(I) Fitness To Drive Company Vehicles**

The Company will ensure that all times all drivers are fit to drive company vehicles.

All new drivers must have his/her licence checked by wages department and completing the 'Company Licence Check' every 6 months.

To avoid taking on staff who are not fit to drive company vehicles, at pre-employment interviews when company driving will be involved in then job role, the wages department must complete the DVLA driving Licence Check for the applicant.

#### **(II) The Drivers**

The Company operates a single policy approach to driver support and control. It expects all company vehicle drivers and drivers on company business to take ownership of the responsibilities involved. It further expects all drivers to obey all road traffic laws.

For clarity, each vehicle driver is required to sign forms when the driver newly joins us or at the time when swapping vehicles, for conditions of vehicle when it is taken on, for obligations to observe the highway codes and for procedures when involving in an accident.

a) Vehicle Safety including regular maintenance

The company expects everyone who drives for work to ensure that their vehicle is legal and safe. Vehicles may be used for a variety of purposes, and so it is important to ensure that the type of vehicle used is fit for purpose. If combined loads of passengers and goods are normally carried, then the type of vehicles specified should enable goods to be secured properly and that passengers should each have a seat and seat belt.

Staff using vehicles on company business must comply with the pre-drive check forms signed before the drivers to take on a vehicle. The vehicle safety checks are required to be carried out every 4 weeks by supervisors / managers.

The driver is expected to undertake maintenance of the vehicle by arranging servicing and repairs according to the manufacturers' handbook. All managers should lead by personal example and follow the organisation's policy concerning the use and maintenance of their own vehicles.

b) Driving Style

Company expects all drivers to drive sensibly and economically. The drivers are expected to inform the company promptly if their health conditions or their personal circumstances have changed.

c) Driver Fatigue

The company promotes journey planning as a means of reducing risk of poor driving. The supervisors/ managers are expected to assist their team members to get the job done efficiently and to reduce risk of poor driving.

d) Driver Stress

The company is aware that there are many areas of stress in our lives. It is not in anyone's interest for a driver to be either stressed when he/she gets into a vehicle or become agitated as result of the journey. For our business are London based, drivers are not normally required to drive long journey daily. Drivers are told to inform their managers if they are unwell to drive/ work.

e) Speeding

There is no situation whatsoever where any driver on company business needs to break any speed limits. The company will not pay any fines where employees break the law.

All drivers are reminded it is their responsibility to inform the company of any driving offences, whether on company business or private use.

f) Mobile phone usage While Driving

The company's position is clear and unequivocal. Under no circumstances are drivers using company vehicles or any driver on company business using their own vehicle, to make or receive any phone calls whilst driving. Drivers sign form to confirm that they have an obligation to observe the highway codes while driving.

g) Drink and Drugs

The company exercises zero tolerance on the use of alcohol or drugs at work whether driving on company business or not. All drivers have been given a copy of the company handbook which has highlighted this as a gross misconduct.

h) Smoking

It is the company's position to comply with the UK Health Act 2006 regarding smoke free premises and vehicles, which came into force in England on 1<sup>st</sup> July 2007.

To avoid confusion, the company's smoking policy is to ban smoking completely from all company cars and vehicles. A non-smoking sign has been placed on windscreen of all vehicles.

i) Training

The company recognises not all drivers will necessarily need any form of training. But the company will monitor driver's accident reports and any road traffic offences to ascertain whether training might be required for an individual driver in a specific area.

j) Accident Reporting

If a driver is involved in a road traffic accident which is work related, he/she must report the accident, however slight, immediately and complete the company's Accident Report form, copies of which can be obtained from IG10 reception. Drivers must present their driving licence for inspection on request.

k) Insurance

All drivers must comply with insurance requirements about who can drive.

l) Record Keeping

Drivers are expected to make all required returns of mileage, expenses, fuel etc promptly and accurately. This record must be reported to wages department 4 weekly. All Vehicles are inspected at the same frequency by supervisor / managers.

### 3. VECHICLE SELCTION POLICY

Vehicles are to be provided by the company according to job need, convenience and remuneration. Effectively, there are three categories. This also covers the fourth category where employees use their own car on company business.

Aims: To deliver the right vehicle, at the right time, at any price

**a) Essential car users**

Essential car users are employees in customer-facing roles who have to drive on company business and therefore need a company car in order to do their job.

**b) Perk Car Users**

Perk car users are employees who are non-customer facing roles and do not necessarily need a car for company business. Cars will be supplied at the company's discretion. However, these cars will be deemed to be available for company business as and when the need arises

**c) Van users**

Where goods have to be carried or tools and / or equipment needs to go with an employee on company business

**d) Employees cars on Company Business**

Where the need to use the car for business is on occasional basis, the company operates as strict a regime on these vehicles and drivers as it does on other categories.

### 4. RECORD KEEPING

The company keeps records of the following:

- a) A list of all cars and vans with reasonably up to date mileages

- b) A list of all drivers and their driving record, each vehicle details are kept in car files
- c) Fuel costs with driver's individual fuel records/Fuel Card Data
- d) Copies of each driver's licence together with the company licence check 6 monthly by wages department

## **5. EMPLOYEES USING THEIR OWN CARS FOR WORK**

The company is aware of the particular risks of employees using their own car for work whilst recognising there are times when it can be the only convenient solution, often undertaken at the last minute.

The company agrees with the drivers who are using their own cars for business use to claim HMRC advisory rates for business mileage claim subject to the condition that the driver has to meet the company's minimum safety specifications which are to well maintain the vehicles being used and to drive safely.

## **6. AUTHORISED DRIVERS**

Those who are permitted to drive company cars are as follows:

- a) Any employees who are authorised to drive company vehicles
- b) The spouse or partner of the driver for private use only, subject to insurers' approval
- c) Permission for other relatives may be granted, subject to insurers' approval

All authorised drivers must be 21 years old to drive a company vehicle.

Company cars are not to be used for driving tuition.

Under no circumstances can the car be used as a taxi, for rental or for other arrangements involving payment for its use. Under no circumstances may the car be used for any form of competition, rally or motor sports.

Drivers shall not part with the vehicle nor hold themselves as the owner of the vehicle nor sell, assign, charge, pledge, underlet, hire out or loan or otherwise dispose or purport to dispose of the vehicle.

## **7. MANAGING THE RISKS IDENTIFIED IN THIS POLICY**

Within this policy, the company have put in place a number of reporting and checking responsibilities to allow the informed decisions to be made about the effectiveness of existing policy and the need for changes to be made on an ongoing basis.