

## Car & Driving Policy

### **Notes on use of Car & Driving Policy**

This is a standard car driving policy prepared for use by trainers' businesses. It can be adapted to suit particular business needs and to incorporate the practices of individual businesses.

Further advice and assistance can be obtained from the NTF office. Trainers making changes to the document may wish to contact the NTF for advice.

# Car and Driving Policy

## 1 General

As an employee, you may be entitled to have a Company vehicle, car mileage allowance or temporary car hire.

**It should be noted that the term 'Company vehicle' used throughout could signify and represent any/all of the above car entitlements.**

## 2 Withdrawal of Entitlement

Vehicles and other allowances may be withdrawn for any of the following reasons (this list is not exhaustive):-

- If a Company vehicle holder is involved in an unacceptable or unreasonable number of accidents;
- If a Company vehicle holder has any medical condition or is receiving medical treatment either or both of which prohibit driving or where there is a perceived unacceptable risk as a result of the medical condition or treatment;
- In the event of the employee leaving the Company employment;
- The Company vehicle holder being absent from work for extended and unapproved reasons;
- Where other legal reasons prevent the employee from driving any vehicle.

## 3 Driving

Employees and other authorised drivers are expected to drive the Company vehicle with the utmost care at all times and must drive within the law of the country they are driving in, including:

- ensuring that traffic signs and statutory speed limits are observed;
- ensuring that the vehicle is correctly serviced and maintained at all times;
- ensuring that the Company vehicle is sensibly parked and not in breach of any regulations etc;
- keeping the vehicle in a roadworthy condition by personally checking on a regular basis the tyres, air pressure, light bulbs, oil levels, water, etc. as appropriate;
- having a class of licence suitable for the vehicle in question.

## 4 Prohibitions

The Company prohibits driving whilst:

- under the influence of alcohol;
- under prescribed medication that might impede effective safe driving;
- under the influence of illegal substances;
- a disability impedes effective driving and the vehicle is not adapted for the disability;
- knowingly driving without prescription glasses or contact lenses when these are necessary for driving.

## 5 Mobile Phones

It is illegal to drive a vehicle whilst using a handheld mobile phone. It is the employee's responsibility to ensure that mobile phones are restricted to hands-free use whilst driving. Any fines or penalties resulting from non-compliance with the law are the responsibility of the employee.

With due regard to the above, wherever possible, the employee is expected to park their car in a safe position and switch off the engine before taking calls and certainly when initiating any phone calls or message texting. If you are involved in an accident, your mobile phone records could be checked by the Police etc to see if you were using the device either immediately before or at the time of the

accident. For this reason, we as a Company, will only call you when absolutely necessary and will not expect you to answer immediately, fully expecting to leave a message for you to call back when safe to do so.

Where usage dictates and the need for contact must be maintained, the Company will assist employees by providing and installing suitable and legal hands-free equipment in order to comply with current legislation.

## **6 Your responsibilities**

It is your responsibility each week to check (and correct where appropriate) engine oil and coolant levels, brake fluid, battery level, operation of all lights, tyre pressure, condition and tread depth, and cleanliness of the vehicle both inside and outside.

You may be liable for the cost of any repairs necessitated by failing to carry out these preventative checks. It is also your responsibility to have the vehicle serviced according to the manufacturer's schedule.

**You are responsible for your own safety and that of your passengers. You should also demonstrate due care for third parties. You must check that the vehicle is compliant with legislation.**

## **7 Insurance**

Any vehicles provided via a leasing Company on contract hire must be covered by an insurance policy - cover operates whilst the vehicle is being used in accordance with agreed conditions. Each Company vehicle driver is issued with a copy of the insurance certificate, and spares are available from the Company. In case you are required to produce evidence of insurance, you should keep these details in the glove compartment of the vehicle. **Employees who claim mileage allowances must obtain insurance which covers business use.**

## **8 Travelling Abroad**

When taking your Company vehicle abroad you should ensure that you familiarise yourself with the highway code applicable in that country. Vehicle holders should also ensure that they carry any additional car maintenance items that may not be required by UK law (for example many EU countries require a driver to carry a set of spare light bulbs and an emergency triangle).

## **9 Accidents**

If you are involved in an accident, however small, write down the facts of the accident at the time or as soon as possible afterwards, including what others say. Rough sketches and photographs can also be useful. You must inform the Company of any accidents, no matter how insignificant they may seem.

## **10 Company Letter**

The following letter will be issued to all relevant employees:

## Example Letter to drivers of Company Vehicles and/or on Company Car Allowances

Date

Dear [employee]

This letter is to advise you of the main aspect of your duties as an official car user.

As per the attached company car policy, the company states that vehicles operated will be driven within the speed limits and that all vehicles, including those not owned by us i.e. subsidised wholly or partially by car allowances, hired or loaned, should be in a fit and roadworthy condition. Similarly, no vehicles operated should be overloaded, nor used without tax, MOT test or appropriate insurance (including business usage cover).

Before setting out on any journey, the Company expects you to carry out a visual inspection of the vehicle you will be driving. You should check the external condition, ensuring in particular, that the lights, tyres, wheel fixings, bodywork and auxiliary equipment are safe, legal and in working order. You should also check the horn, windscreen, washers, and wipers. You are also expected to regularly check the oil and water levels plus tyre pressures. Any item which you observe to be unsafe, illegal, missing or in need of immediate attention, you should attend to promptly, either in person, or by telephoning the Company for guidance and/or action to be arranged.

You are required to be fully aware of the Highway Code (and abide by the Code at all times), the Company car driving policy, instructions on the inspection of vehicles and the way to submit defect reports. You are also to be fully aware of company procedures applicable in the event of road traffic accidents or damage to vehicles or property.

Whilst driving (or as a passenger), you must wear the seat belt provided at all times. If you are issued with a mobile phone or if you are using a personal phone whilst in a company or subsidised vehicle, then you should be aware that it is illegal to drive a vehicle whilst using a mobile phone or any other similar handheld device, including PDA's and navigation aids. It is the employee's responsibility to ensure that mobile phone usage is restricted to hands free use whilst driving. Any fines resulting from non-compliance with this law will be paid directly by the employee.

As a matter of best practice, the Company recommends that wherever possible the employee is expected to park with the engine turned off before initiating any calls or responding to any phone calls or messages.

You are required to carry your Driving Licence and Counterpart Licence, (in original form not photocopies) at all times and to present them to anyone who reasonably requests to see them. Your authority to drive company vehicles or entitlement to a company car allowance is dependent upon you being a holder of a current Licence and entitled to drive that category of vehicle.

In the event of you being convicted of any offence which results in any penalty points being endorsed on your Licence, whether or not the offence be committed in a company vehicle, whilst on or off duty, you are required to notify the Company of that conviction immediately. Similarly, if you understand that it is likely that you will be charged with any motoring offence, you are similarly required to notify the Company.

A current tax disc must be displayed in the windscreen.

You are required to ensure that the vehicle allocated to you or any vehicle utilised or acquired as a result of the Company car mileage allowance scheme has the exterior and cabin cleaned and maintained from time to time in the interests of safety.

The consumption of alcohol is not permitted whilst on duty or prior to a duty period when it may, in the opinion of a 'reasonable person' or official of the Company, or in the eyes of the law, impair your ability to perform your duties in a legal, safe and professional manner. Similarly, you must not drive your company vehicle

whilst taking medicines prescribed or otherwise which may cause drowsiness and hinder your ability to drive safely and within the law.

If, during your duty period, you experience any other situation which may adversely affect your sight, physical or driving capability, you should immediately inform your line-manager.

Only persons authorised by the company may drive a company vehicle. Driving by others i.e. spouse, is subject to agreement with the Company.

Failure to comply with any of these instructions may result in disciplinary action, which may lead to dismissal. In the event that you have any questions on any of the issues raised in this document, or would like to discuss related issues, please contact your line-manager for assistance.

You are required to acknowledge receipt of this letter by signing your name below, which confirms that you have received, understood and will comply with this letter.

Yours sincerely

\_\_\_\_\_  
Company signature (Manager)  
Date:

\_\_\_\_\_  
Signature of recipient  
Date: