**Company Vehicle Policy**

Any vehicle provided to you will remain our exclusive property and may be used by only you and your partner, subject to our policy in force occasionally.

At our discretion, you may be given the choice of receiving an allowance as set out within your contract of employment per calendar month instead of allocating a company vehicle. Where this is authorised, the budget will be paid along with your monthly salary, subject to the income tax deduction and national insurance contributions. However, if you lose your driving licence because of a motoring offence, no monetary allowance will be paid instead of providing a company vehicle.

We reserve the right to determine the vehicle’s value, make, and model to be provided to you and to change, vary or withdraw your allocated vehicle at any time for any reason. In practice, however, you will endeavour to consult you to offer a reasonable choice as to the vehicle’s make, model, and colour to be allocated. Replacements for company vehicles will be entirely at our discretion.

If, for any reason, you are suspended from work, are placed on garden leave or are working out a period of notice, we reserve the right to withdraw your company vehicle and pay an allowance equivalent to the value of the regular use of the car instead.

**Conditions of Entitlement**

The provision of a company vehicle is subject to you holding and continuing to hold a current, full driving licence. Before being allocated a company vehicle, you must sign a declaration and prove you have a valid driving licence. We will retain a copy of your driving licence for the period you are provided with a company vehicle.

It is also a condition of being allocated a company vehicle that you declare any current driving convictions or penalty points received from us. You must also notify us in writing of any motoring offences (including parking tickets) with which you or your partner authorised to drive the vehicle have been charged or convicted.

You must comply with all relevant traffic laws and rules. Where you incur driving fines, including parking tickets, the responsibility for paying these (and any fines for non-payment) rests with you, and action will be taken against you if fines or penalties are not declared or not paid.

**Use of the Company Vehicle.**

If allocated a company vehicle, we permit you to use it for personal and business purposes. Any requirement for personal use is to be declared to the industry, and the vehicle unique usage form is to be completed, signed and returned to us before personal usage can commence. Any personal tax implications for using the vehicle will be borne by you and waivers our liability.

Any of our vehicles provided may be driven by you and, if applicable and subject to our written approval, your spouse, civil partner or partner over 25 residing in the same household as you.

Permission for your spouse, civil partner or partner to drive the vehicle will also be subject to you providing details of the relevant persons' names, going records and other relevant information and to the spouse/civil partner/partner signing a declaration and showing proof that they hold a valid driving licence.

* Only people under 25 will generally be permitted to drive a company vehicle (except where we have expressly authorised an employee under 25 to drive our cars). On some of our vehicles, the age limit is 30+
* The only exception to the above principles will be in a genuine emergency where any licensed driver may drive the company vehicle.
* Our vehicles may not under any circumstances be used for any of the following purposes:
  + racing or rally driving.
  + hire or reward; and
  + driving tuition of any kind, including family members' tuition.
* Any use by yourself or spouse, civil partner or partner of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where that alcohol or drug use has any potential effect on your spouse, civil partner or partner fitness to drive, will result in disciplinary proceedings.
* We do not permit you to smoke in any company vehicle, under any circumstance, as a driver or passenger. This includes electronic cigarettes of any kind.
* Driving a motor vehicle using a "hand-held" mobile phone is criminal. For the legislation, driving includes sitting in a stationary car with the engine running. Employees may use a hand-held phone only if they are parked safely, the engine is not running, or they need to call 999 in an emergency, and it is unsafe or impractical to stop. For all other telephone usage, employees must have hands-free access.
* Personal items **MUST** not be left in the vehicle overnight; we will not be responsible for any personal items left in the vehicle overnight if the vehicle is not in use or when the car has been returned to us when you leave.

**Conduct**

Professional conduct is paramount as you represent the Company while driving a company vehicle, and drivers must consistently demonstrate due care and attention. 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 their respective roads. The Company will not intervene on behalf of a driver should they breach any legislation documented by the Driving Standards Agency. Any penalty due as a result of a speeding offence will be the liability of the individual driver.

* **Parking**

Vehicles should comply with any parking restrictions in place. Illegally parked cars may incur parking fines. Any fines incurred will be presented to the driver for prompt payment.

**Maintenance of the Company Vehicle**

The expense of taxing, insuring, MOT testing, repairing, maintaining, and so far as attributable to the use of the vehicle for us running the vehicle, including any congestion charge incurred, will be borne by us. Unless said, you will receive a monthly allowance instead of a company vehicle.

**Personal Car Management**

You are responsible for ensuring that the vehicle allocated to you is maintained in a roadworthy condition and in good working order.

**Cleanliness**

The driver is responsible for maintaining the vehicle at a high standard of cleanliness internally and externally. Suppose you fail to keep the company vehicle clean and tidy internally and externally by the Company’s standards. In that case, your line manager will address their concerns with you if they believe that standards are slipping. If various conversations have already occurred, we reserve the right to arrange for the company vehicle to be professionally valeted, which may be at your expense.

**Defects**

All defects to our 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 notify this immediately. Failure to do so may result in further damage to the vehicle and will be treated as negligent behaviour.

The vehicle will be spot checked periodically by your Manager or the Managing Director and must be made available yourself at these times for the checks to be completed. The following sections detail the main elements of personal car management.

**Daily/Weekly checks**

For your safety and to ensure the best reliability of your Company vehicle, make the following checks detailed below.

**Daily**

* Check tyres visually.
* Ensure that all lights are operating correctly. It is an offence to drive if your lights are not functioning properly.
* Ensure you have sufficient fuel or electric charge.

**Weekly**

* Check and correct the tyre pressure and tread wear, including the spare wheel. Keep to the pressures recommended in the maker’s handbook. It is an offence to have defective tyres
* Clean the windscreen, all windows, mirrors, headlamps and other light lenses
* Check the engine oil level weekly before going on a long journey
* Check the battery. Keep the terminals clean and ensure that all connections are secure.
* Check the radiator water – anti-freeze mixture level before going on a long journey
* Top up the windscreen washer reservoir at least once a week. Check the action of the windscreen wipers and the condition of the wiper blades at the same time. It is an offence if your windscreen washer is inoperative for any reason
* Check the clutch fluid and brake fluid reservoirs (where fitted)

**Data protection**

We will process personal data collected during the operation of the company vehicle policy by its [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy/162690/). In particular, data collected as part of the operation of the company vehicle policy is held securely and accessed by and disclosed to individuals only to check that employees satisfy, and continue to help, the requirements for providing a company vehicle. Inappropriate access or disclosure of your data constitutes a data breach and should be reported by our data protection policy immediately. It may also include a disciplinary offence, which will be dealt with under our disciplinary procedure.