



# **Company Vehicle Policy**

## **2024 – 2025**

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## 1.0 Introduction

- 1.1 SG Civil Engineering (The Company) may supply an individual with a company vehicle of such make, model and value as is determined by the Company for their sole business use. Any vehicle provided to a worker / subcontractor will remain the property of the Company (or leasing company).
- 1.2 Provided that you as an individual hold a current full driving licence and are over the age of 25 you may be permitted to drive company Vehicles. The Company main office must hold a current copy of an individual's driving licence in order for them to meet the specific insurance requirements. Where your driving licence has current endorsements, a decision will be made by the Company on which vehicles you are able to drive due to potential insurance issues (See Para 2.3).
- 1.3 In addition to complying with the requirements of 1.2 above, each individual must be in compliance of the standards set out by the Driver & Vehicle Licensing Agency (DVLA) where they must be medically fit and / or not have a medical condition which effects their ability to drive safely or lasts for a period of 3 months or more, this includes the visual standards for driving where individuals must meet the minimum eyesight standard where;
- Individuals must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres.
  - Individuals must have a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale (with glasses or contact lenses, if necessary) using both eyes together or, if they have sight in one eye only, in that eye.
- The full details of the standards can be found on the DVLA Website.
- 1.4 In the event that you are required and / or permitted to utilise a company vehicle the Company shall be responsible for payment of all reasonable standing and running costs of the company vehicle which includes;
- Insurance;
  - MOT;
  - Maintenance and repair;
  - Cost of fuel - Business mileage **Only**.
- 1.5 Where a fault or any problems are observed the person allocated the company vehicle must inform the SG Civil Engineering Office immediately so that the Company can make specific arrangements for the company vehicle to be repaired without delay and further damage.
- 1.6 Where there has been failure to comply with the reporting of problems etc the person responsible for the company vehicle may have the additional costs incurred deducted from their weekly pay.
- 1.7 Drivers of Company vehicles must drive within strict adherence to the Road Traffic Act 1991, Highway Code and drive responsibly at all times in compliance with the provisions of this policy.

## 2.0 Condition of Use

- 2.1 Company vehicles are primarily intended to facilitate Company business throughout the UK and as necessary for the transportation for the collection of construction materials, transportation of equipment (in line with the weight limit of the specific vehicle) as required.
- 2.2 Medical Examination - The Company reserves the right to ask a worker / subcontractor to attend a medical examination prior to issue of a Company vehicle, where this is the case the cost of a medical examination will be met by the Company – (Also see Para 1.3)
- 2.3 Drivers Licence - A company vehicle can only be allocated to individuals where they possess a full clean UK drivers licence. It is the responsibility of the driver to update the Company of any changes to their licence, this includes any endorsements which may have been issued. Failure to notify the Company of any endorsements may invalidate the business insurance, if this were the case the Company would look to recover any uninsured losses from the driver in the event of an accident or claim and as such reserve the right to make such deductions from the individuals weekly pay and the driver will be advised in writing of any deduction due prior to this action being taken. All drivers must co-operate fully when asked to provide online access to their licence.

- 2.4 Other Drivers - You may occasionally be required to allow the company vehicle to be used by other subcontractors engaged in works with the company who hold a full licence. All such drivers are covered by the company's motor insurance policy providing they are over the age of 25 and the company main office hold a copy of the individuals licence and have been notified of any endorsements.
- 2.5 Alcohol & 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.
- 2.6 Prescribed Drugs - Where the appointed driver has been prescribed drugs by their GP, they are to inform the SG Civil Engineering Office to allow for any checks to be undertaken.
- 2.7 In addition to the above requirements the appointed driver shall at all times;
- Take good care of the vehicle provided and ensure that the provisions of this Policy are observed at all times;
  - Ensure that the provisions of the Company's policy of insurance relating to the particular vehicle are observed. A copy of the policy of insurance is held within the company vehicle at all times;
  - Be responsible for payment of all fines incurred for any traffic / parking offences;
  - Not smoke or Vape whilst driving the vehicle at any time and ensure that passengers adhere to this requirement;
  - Notify the Company of any accidents or incidents involving the company vehicle (whether or not these instances take place while the driver is on Company business)
  - Immediately inform the Company if you are convicted of a driving offence or disqualified from driving;
  - Return the company vehicle, its keys and all documents relating to it to the Company's registered office or such other place as the Company may reasonably stipulate immediately on the termination of the appointment howsoever arising or on the subcontractor becoming no longer legally entitled to drive;
  - When refuelling the vehicle, the driver is to ensure that the correct fuel is used so as not to cause damage to the engine, where the engine has become damaged due to incorrect fuel there maybe additional costs raised to the driver to flush the engine out.

### **3.0 Conduct Whilst Driving a Company Vehicle**

- 3.1 Professional conduct is paramount whilst in charge of a company vehicle and drivers are obliged to demonstrate due care and attention at all times. Any inappropriate behaviour while using a company vehicle will result in disciplinary action via the Red & Yellow card system and may result in the use of the company vehicle being discontinued for that subcontractor.
- 3.2 Speed & Control of Vehicle - All drivers must adhere to speed limit restrictions on the respective roads and highways they travel on, in addition they shall drive the vehicle to both the weather and road conditions. The Company will not intervene on behalf of a driver, should they breach any requirement of the Road Traffic Act 1991 and where any penalty or endorsement is raised due as a result of a speeding offence or for dangerous driving etc the fine incurred will be the liability of the individual driver.
- 3.3 Parking of the Vehicle - The parking of all vehicles are to comply with any specific parking restrictions in place for the particular area. Illegally parked vehicles may incur parking fines. Any fines incurred will be presented to the driver for prompt payment.

### **4.0 Maintenance & General Upkeep**

- 4.1 It is the responsibility of the individual driver to liaise with the company office to ensure the vehicle is regularly maintained and serviced in accordance with the manufacture's recommendation schedule. The company vehicle is to be maintained in a roadworthy condition and in good order at all times and to undertake specific weekly checks.
- 4.2 On a weekly basis the driver of the Company vehicle must complete and sign the Weekly Vehicle Check Sheet and return to the office (SGCE- SMS 42 – See Annex A).
- 4.3 Reporting of Defects / Adherence to Warning Lights - All defects to the Company vehicle that may render it un-roadworthy must be reported to the company office as soon as detected this includes any warning light

which may appear. Failure to report such matters may result in further damage to the vehicle and will be treated as negligent behaviour.

- 4.4 Cleanliness - It is the responsibility of the appointed driver to maintain the vehicle in a high standard of cleanliness both internally and externally. Should they fail to keep the company vehicle clean and tidy in accordance with the Company's standards, the Company reserves the right to arrange for the company vehicle to be professionally valeted at the driver's expense which would be deducted from their monies owing.

## 5.0 Use of Mobile Phones

- 5.1 Mobile phones are **not** to be used whilst driving a company vehicle, even by the use of a hands-free attachment as it can cause a distraction. Where the driver is required to make or receive a phone call in relation to business they are required to pull over when it is safe to do so and park legally. Personal calls should not be taken during business time. This is for the safety of all road users / pedestrians and to ensure Company drivers are demonstrating legal compliance.

## 6.0 MOT Certification

- 6.1 The company office will contact the appointed driver prior to the MOT due date for the allocated vehicle, this will ensure the MOT is booked in and completed by the due date.

## 7.0 Accidents

- 7.1 Should a driver of a Company vehicle be engaged in any road traffic accident; they must adhere to the following process:
- Immediately after a road traffic accident involving a company vehicle where there are injuries, or the road is blocked the driver or passenger must call the Emergency Services on 999. In addition, however minor the driver thinks the accident is, they must **stop the vehicle**. Failure to do so is an offence under the Road Traffic Act 1991.
  - The driver is to ensure the vehicle's engine is switched off and the hazard lights are turned on, place the emergency warning triangles a safe distance away towards approaching traffic to alert other road users to your presence.
  - Take a look around and to see if anyone has been injured in the accident so as to inform the Emergency Services on arrival.
  - Giving details after a road traffic accident - When involved in a road traffic accident, everyone involved are obliged to give their details (name, address etc) to anyone else involved. At all times individuals are to avoid accepting blame for the accident as this will be dealt with by the Insurance.
  - In addition, the vehicle is to be stopped and details given where the vehicle has struck something on or near the road, even if there aren't any witnesses or other people involved. For example, where a parked car has been struck the details are to be left on the windscreen.
  - Collecting Details after a Road Traffic Accident - After an accident the driver is to collect as many details as possible. Where possible the following information is to be obtained;
    - Names – to include drivers, passengers, witnesses etc
    - Addresses
    - Contact numbers
    - Their vehicle insurance details and try to establish whether they are the registered keeper of their vehicle. If they are not, find out who is and make a note of their name and address.
    - Call the police straight away if someone leaves the scene of the accident without giving their details.
  - Other Information to Collect from the Scene of the Accident - In addition to the above other important are some other important details you should try to collect at the scene of the accident:
    - The vehicle registration numbers (VRN) of all vehicles involved, plus a note of each vehicle's colour, make and model
    - The time and date of the accident

- 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 (Inc VRN) at the scene of the accident for use as evidence.
- Report Immediately to the Office - Once all information has been collated the driver is to immediately contact SG Civil Engineering Head Office to report the accident and, if the vehicle was damaged and cannot be driven, to arrange for it to be taken to a repair centre and for alternative transport arrangements to be arranged.

## **8.0 Transporting Goods & Materials**

- 8.1 It is extremely important that vehicles are not overloaded, and any equipment and materials are transported safely. Hazardous and flammable materials are **not** to be transported on company vehicles.
- 8.2 When transporting plant and materials, care must be taken to ensure they are securely package for transport and secure at all times to minimise damage and potential injury from unsecured loads.

## **9.0 Tax & Insurance**

- 9.1 The Company accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vehicles. This should not however encourage negligent behaviour from our drivers. Where the appointed company vehicle driver is engaged in an accident for which they are found to be liable through carelessness, negligence, or recklessness they will be expected to reimburse the company for any costs incurred up to the insurance excess amount.
- 9.2 Where this is the case the company reserves the right to make such deductions from the individual's weekly pay and the driver will be advised in writing of any deductions due prior to this action being undertaken.

## **10.0 Private Use of the Vehicle / Fuel Costs**

- 10.1 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.
- 10.2 The Company acknowledges there will be occasions when the vehicle will be utilised for personal use but reiterates that it is the responsibility of the user to minimise costs.
- 10.3 Where a subcontractor has been issued with a fuel card, this may only be used to fill the allocated company vehicle for business mileage. The vehicle and fuel card are **not** to be used for private use or to refuel **any** private cars. Failure to adhere to this will be dealt with using the Red & Yellow Card system.

## **11.0 Return of Company Vehicles**

- 11.1 If you are no longer engaged as a subcontractor, the individual must liaise with the company office regarding the return of the vehicle to company premises or other location, as agreed. All vehicles should be returned in a high standard of cleanliness.

## **12.0 Driver responsibility**

- 12.1 Where a subcontractor has been permitted (by the Company) to use a company vehicle for travel to and from their home, the vehicle must not be used for any private purposes (See Section 11) and the route taken to and from home must normally be the shortest practical one.

**13.0 Misuse of Company Vehicle**

- 13.1 Where concerns about the use of the vehicle or sub-contractors conduct arises (for example: speeding, unauthorised use of vehicles e.g. for private purposes where not permitted), these will be dealt with using the Red and Yellow Card System.



S Gallagher  
Operations Director  
SG Civil Engineering Ltd

1<sup>st</sup> June 2024



### Company Drivers Details Form

Drivers Full Name (Print)		Agency	
Date of Birth		Date of Residence in the uk	
Job Role		Date of engagement with SGCE	

Type Of Vehicle to be driven	Car/Van up to 3.5T	Minibus	Bus	Medium Vehicles	Large Vehicles	Other
Licence Category	B	D1 / D1E	D / DE	C1 / CE	C / CE	
Provisional or Full (Tick)						

Have you	Yes	No
ever been convicted of any motoring offence or been warned verbally or in writing of any possible pending prosecution?		
ever been disqualified from driving or had a driving licence suspended or revoked?		
ever had a motor insurance policy cancelled or refused or had any special terms imposed?		
had an accident, loss, fire or theft claim within the last 3 years, regardless of blame?		

**If you have answered Yes to any of the above questions, please give full details below:**

Date of offence / Claim	Date of Conviction	Conviction Code	Conviction Details (including points / fine / Disqualification Period or claim details and cost of claim)

Have you	Yes	No
ever suffered from diabetes, epilepsy, heart disorder, defective vision, hearing loss, loss of use of any limb, or suffer from any mental or physical infirmity?		
ever been convicted of a criminal non-motoring offence		

**If you have answered Yes to any of the above questions, please give full details below:**

Date and details of onset of medical condition	Date and details of conviction (including Sentence)

Date Licence Obtained		Please send copy front and back
Licence Check code*		See instructions for this below

\* <https://www.gov.uk/view-driving-licence> enter your details to access your record and then click the tab 'Get your Check Code' – this is case sensitive – please copy it accurately.

### Declaration

I declare that to the best of my knowledge and belief, the above statements made by me are true and complete and that nothing material affecting this risk has been concealed. I confirm that I have read fully and understand my responsibilities and the company standards which are detailed in the Company Vehicle Policy.

Signature of Driver		Date	
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**Weekly Vehicle Check**

<b>Site</b>	
<b>Driver</b>	
<b>Vehicle Registration</b>	
<b>Mileage</b>	

<b>Pre Operational Checks</b>	<b>✓ = Satisfactory</b>	<b>Comments</b>
Tyres, Pressure, Tread and Damage		
Brakes (Inc Handbrake)		
Lights – Side, Head, Rear and Reverse		
Indicators / Hazard Warning Lights		
Windscreen		
Wiper – Dirt and Damage		
Number Plate		
Mirrors – Wing and Rear View		
Horn		
Vehicle Handbook in Vehicle		
Spare Tyre present and in good order		
Oil Levels		
Antifreeze / Coolant		
Windscreen Wash		
Exterior and Interior condition acceptable		
<b>Any other comments regarding concerns or defects</b>		

<b>Driver Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Supervisors Name:</b>	<b>Signature:</b>	<b>Date:</b>