Company Vehicle Policy

Purpose

This purpose of this policy is to govern the use of company vehicles for both business and personal use and to outline the company’s expectation with regards to same.

Scope

This policy applies to all employees who use a vehicle in the course of their duties for COMPANY

Policy Overview

COMPANY is committed to promoting safety and responsible driving for all of its employees. To ensure that this commitment is followed through, the Company has adopted a ‘Company Vehicle Policy’ that requires all employees who use a vehicle in the course of their duties to do so in a lawful and safe manner.

**Section 1 Documentation**

Valid Driving Licence

All drivers must hold a valid up to date ‘Full’ driving licence to drive a company vehicle or receive a vehicle allowance. Holders of Learner Permits are not authorised to receive company vehicles or receive vehicle allowances.

Prior to commencing employment, all employees are required to produce their original driving license so the Company can take a copy to ensure all employee records are up to date and accurate.

The company will retain a copy of the front and back of the driving license. In line with legislative guidelines only licences submitted from EU/EEA countries will be accepted, however in the event that an international licence is recognised under Irish legislation then it will be deemed suitable.

You are required to keep your licence in your possession at any time that you are operating a vehicle on company time and you may be requested to present it to your manager.

If the licence is mislaid or lost, a replacement must be applied for as soon as the loss is discovered. You must also notify the company with immediate upon realising the loss.

Where ‘N’ plates are required, it is the responsibility of the driver to ensure that the vehicle is compliant.

Where a driving license is a compulsory requirement for a role, should an employee fail to retain their driving licence it may result in their lack of ability to complete their core duties which, in turn, may result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Driver Declaration Form

Every employee that uses a vehicle for business purposes is required to complete a Driver Declaration Form.

This form is a self-declaration of the employee’s suitability to drive a vehicle as well as an acceptance of the Company Vehicle Policy.

COMPANY must be advised of any driving licence endorsements.

It is very important to ensure that all information provided in the declaration form is honest and accurate.

In the event that an employee is found to have knowingly provided false information they may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

The Company requires a new declaration of driver suitability to be completed each year.

**Section 2 Driver Responsibilities**

Driver Behaviour

Employees are required to ensure that they practice safe driving procedures that adhere to the requirements of the Road Traffic Act 1961 to 2016 with regards to, but not limited to:

* Driving Speeds
* Driving Practices
* General Road Safety
* Adherence to signage
* Driver safety checks
* Driving in poor weather conditions

*This list is not exhaustive*

In addition to this it is important to consider the fact that while you are utilising a company vehicle, be it for Business or Personal use, you are a brand representative for not only COMPANY but the client account that you are designated to.

As such please take into account the following activities while using a company vehicle:

* Driver courtesy with regards to other road users such a cyclists / pedestrians
* Parking practices. You must never utilise assigned parking without the requisite authorisation / permit
* General behaviour. Your behaviour should be consistent with the company’s values and standards

*This list is not exhaustive*

In the event of an incident whereby driver behaviour has been found to be a contributing factor in an incident, the employee may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Please check with your manager to confirm if your vehicle can be used for personal use

Speeding & Driving Practices

Speeding is the most common cause of road fatality in Ireland and as such will not be tolerated under any circumstance. A large proportion of company vehicles are fitted with telemetric systems that measure the basic details of vehicle activity such as speed, braking practices (excessive braking) and steering practices (excessive steering).

In the event of an incident, the vehicle information for the preceding month for the relevant driver will be analysed. If driver error has been found to be a contributing factor in an incident, the employee may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Traffic Offences

Drivers are personally liable for all fines / penalties, including parking fines, incurred under the Road Traffic Acts. The company will not pay any fine incurred by a driver.

Drivers will incur Penalty Points if convicted for parking a vehicle in a dangerous position and the company accepts no responsibility in such cases.

Vehicle Maintenance

The Company’s lease agreements ensure that all scheduled maintenance will be provided without any additional cost to the employee.

Therefore it is the employee’s responsibility to ensure that they monitor the vehicles maintenance requirements and register the vehicle for the required service checks.

In addition to this it is the employee’s responsibility to ensure that the following service matters are reviewed:

* External Lights These should be checked every week
* Oil Levels These should be checked every 6 -8 weeks
* Tyre Pressure & Thread depth These should be checked every week
* Windscreen Damage should be reported to the insurance company.
* Windscreen Wash This should be kept topped up at all times
* Diesel Must be purchased from a reputable supplier
* General upkeep The vehicle should be kept clean internally and externally on an ongoing basis

The company acknowledges that there is normal wear and tear on vehicles, however in the event that a company vehicle is damaged due to poor vehicle maintenance then it may result in the costs being redistributed to the employee.

Under the Road Traffic Acts it is an offence to drive a defective vehicle. The following extract from the Rules of the Road clearly outlines the responsibility of the driver:

*“It is an offence to drive a defective vehicle on a public road. The onus is on the driver to ensure that the vehicle being driven is in good working order. Steering, brakes, front and rear lamps, reflectors, rear view mirrors, speedometer, tyres, windscreen wipers, horn and silencer should be checked regularly to ensure that they are in working order.”*

If poor vehicle maintenance results in an accident, the employee with responsibility for the vehicle may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Tyres

The company’s lease agreement incorporates the replacement of tyres in line with normal usage guidelines. If you believe that the tyres on your vehicle need replacing please contact the lease company and notify your manager of same.

It is your responsibility to ensure your tyres are in keeping with Government Legislation and the tread depth and pressure should be checked weekly.

If replacement tyres are required due to excessive wear and tear resulting from to driver negligence or poor maintenance the cost may be issued to the employees.

Only tyres provided by the leasing company may be placed on the vehicle and no third party provider may be used to provide replacement tyres without written permission of a member of the management team.

If inadequate tyre maintenance results in an accident, the employee with responsibility for the vehicle may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Brakes

The wear and tear of the vehicles brakes will depend on the amount of usage and driving style.

The company’s lease agreement incorporates the replacement of Brake parts in line with normal usage guidelines. If you believe that the Brakes on your vehicle need attention please contact the lease company and notify your manager of same.

Driving on degraded Brakes will cause terminal damage to the metal discs. This would be considered negligent.

If poor Brake maintenance results in an accident, the employee with responsibility for the vehicle may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Windscreen

If there is damage to the windscreen it should be reported to the company and an insurance report should be completed.

If the damage is not covered by the vehicles insurance policy the cost is borne by the employee with responsibility for the vehicle.

General Upkeep

It is your responsibility to ensure that the exterior and interior are kept clean, damage and rust free. Stone chips should be touched up and bird droppings removed as soon as possible as this can burn the surface of the paint.

Accidental damage to the bodywork should be reported to your line manager and an assessment will be required to assess whether a repair is required.

The paintwork should be polished at a minimum of every 6 months.

Authorised Drivers

Only COMPANY employees that have completed the COMPANY driver declaration form are authorised to drive company vehicles.

Commercial Vehicles may only be driven by COMPANY employees that have provided the requisite documentation.

A commercial vehicle is defined as a vehicle that does not contain passenger seat behind the driver’s compartment.

In the event that a ‘non-commercial’ vehicle is provided, the employee may request that a spouse or partner is authorised to utilise the vehicle.

Before this is authorised it must be approved by the respective Senior Management team member for the employee’s business division. Along with this, the nominated person’s driving details will need to be held on file with HR, including a copy of their driving licence and a driver declaration form. This option is only available to Full Licence holders who have held their licence for a minimum of two years.

Under no other circumstance should a non-COMPANY employee without the correct authorisation be permitted to drive any company vehicle.

In the event that an unauthorised driver is found to be permitted to drive a company vehicle, the employee with responsibility for the vehicle may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Passengers

Employees provided with ‘Commercial’ vehicles such as vans are insured to carry passengers for business purposes only.

Employees must ensure that all passengers of any vehicle use the seatbelt provided. Passengers can only be carried in vehicles with the appropriate number of seats.

Carriage of hitchhikers is strictly prohibited and is not covered under the Fleet Insurance.

Driver Handbook

Please ensure you have read and understood the contents of the lease provider’s driver’s handbook. A copy of this handbook can be found in your vehicle.

Should you not have access to a driver’s handbook, please notify your line manager as soon as possible.

Security

The vehicle is a Company asset and, therefore, you must pay maximum attention to the security and care of this asset at all times. In order to reduce the risk of theft and pilferage of the car, the following precautions should be taken:

* Choose parking places as carefully as possible. Where possible park in well lit, populated areas
* Always close windows, lock doors and remove car keys. Failure to do this could invalidate insurance
* If your vehicle has an alarm activate when parked
* Do not leave items unaccompanied in the vehicle in view from outside the vehicle. Items should be locked in the glove box or in the boot.
* You are provided with one key for your vehicle. Should you misplace the key you will be responsible for the cost of a replacement key
* Damage to car, theft or accessories etc. should be reported immediately to the leasing agent and your manager and the COMPANY Accident Reporting Policy should be adhered to.

Costs arising from damage due to an insufficient level of security will be recharged to the employee.

Safety

All employees are expected to take all steps necessary in avoiding endangering themselves and others while operating company or company-sponsored vehicles on company business. To ensure this, employees are expected to:

* Ensure that all passengers wear safety belts when the vehicle is in operation in line with the Road Traffic Act.
* Ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition.
* Refrain from driving any vehicle under any circumstances while under the influence of any drugs or alcohol. This includes prescription drugs that may impair your ability to drive.

On social and other occasions where alcoholic drink is involved you are not permitted to use the company vehicle.

* Refrain from using mobile phones unless the vehicle is equipped with hands-free system. You should also refrain from any conduct which may impede the driver’s ability to focus on safely operating the vehicle while it is in motion. This includes including smoking and eating.
* Smoking is always prohibited in the vehicle under the Public Health (Tobacco) Act 2002 (Section 47) Regulations 2003 as it is considered to be part of the workplace. Any person found guilty of breaching the ban on smoking in the workplace may be subject to a fine of €3,000.
* You must always comply with The Road Traffic Act. It is your responsibility to ensure that you are aware of all road traffic rules and regulations.
* You must ensure that you are always in possession of a valid driver’s licence. Should this situation change you are required to inform your line manager and HR immediately. You are required to notify your Manager and Human Resources if your points total exceeds 6 points.

Failure to do so could result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

* You are only permitted to transport goods or materials that are required for your role with COMPANY.

No dangerously flammable, radioactive, chemically or biologically toxic goods may be transported in company vehicles. This includes the transport of illegal substances.

In the event that you are required to transport hazardous materials such as detergent or CO2 please ensure that you follow the relevant training associated to handling and transporting these items. CO2 monitors should be checked weekly.

* Drivers must refrain from taking their company vehicle overseas. Insurance does not cover the use of company vehicles for either personal or business purposes outside the of Ireland. Failure to do so comply could result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.
* Employees are asked to remember that when using company vehicles that they are always representing COMPANY and its clients, even when the vehicle is used for personal use. Employees must not engage in any actively that could damage the reputation of COMPANY or its clients. Any driver or passenger behaviour that brings the company’s reputation into disrepute could result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

**Section 3 Insurance and Control Guidelines**

Insurance

If a vehicle has been provided by the company, you are required to ensure that you notify the company of any accidents, driving restrictions or penalty points.

All employees in receipt of company vehicles, vehicle allowances or mileage payments must submit a copy of their driving licence, both front and back, to their line manager and / or Human Resources.

Employees who are under the age of AGE are required to notify their line manager of this as they will be required to fill out additional documentation that will be submitted to the insurance company.

Provisional drivers cannot receive, company vehicles, vehicle allowances or mileage payments as they are not authorised to operate a car on their own under the guidelines of the Road Safety Act.

Where an employee uses their own private car for business purposes it is the employee’s responsibility that the car is adequately taxed, insured and breaches of the Road Traffic Act are the responsibility of the employee. You should check with your insurance provider that you have enough insurance cover (business use cover) while using a motor vehicle on official business. The Company cannot accept liability for any loss or damage resulting from the use of privately-owned motor vehicles on Company business.

Staff claiming mileage will be required to confirm that they have adequate business insurance in place before any mileage expenses will be refunded. The mileage rates payable to members of staff include the cost of motor insurance and therefore no element of insurance costs on privately owned motor vehicles can be reimbursed to staff.

Endorsements and Loss of Licence

Should you incur any penalty points, endorsements or criminal convictions in relation to driving, you are required to inform your line manager of this immediately as this may affect your insurance cover.

Should you receive more than 6 penalty points, you may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

In the event that you receive a driving conviction that results in the loss of your driving licence, and you are subsequently unable to complete your assigned duties, you may be subject to a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Accidents & Incidents

Any vehicle related accidents or damage must be reported immediately to your manager in line with the Accident Reporting Policy. You are also required to notify the appropriate leasing company.

The contact details will be available in your vehicle however if you are unable to locate them please contact your manager.

Employees must not take it upon themselves to repair damage to company vehicles directly.

Should you be involved in an accident where damage to company assets has occurred you will be deducted an asset deduction charge. If you are deemed not responsible for this accident, the deduction will be refunded to your bank account.

An excessive amount of minor accidents, reported damage, vehicle negligence or one serious accident may be considered gross misconduct and could result in formal disciplinary action being taken against you, the outcome of which may be your dismissal. Three incidents on an employee’s record within any twenty-four-month period are classified as excessive.

Incident Reporting

In the unfortunate event that you are involved in a Road Traffic Accident, you are required to follow the company’s accident reporting procedure.

The key steps are as follows:

* Management must be notified immediately. If the Line Manager is unavailable, please contact another senior colleague or Human Resources
* The driver must complete both the COMPANY and the Insurers’ incident report form. Both forms and supporting documentation must be issued to the HR department within 24 hours of the incident.
* Photographs or the scene and damage should be recorded
* Witness details should be recorded, where possible
* A copy of any Garda reports should be provided by the employee

Please refer to the Company Reporting Policy for a comprehensive guide on reporting procedures.

Failure to notify the company of any incident involving your vehicle could result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Incident Investigation

If you are in a Road Traffic Accident the company may undertake an investigation into your driving activity preceding the incident. This will utilise vehicle telematics and your speed, braking activity and steering activity will be reviewed.

If driver behaviour, and in particular, excessive speed is identified, the company may remove your access to a company vehicle, and you will be required to provide your own transport. If access to the company vehicle is removed you will be provided with a vehicle allowance as deemed appropriate by management.

The company reserves the right not to provide you with a replacement vehicle following an incident and may request that you provide a certificate of completion for a recognised driver safety course before providing a replacement vehicle.

The company also reserves the right to request any employee involved in a Road Traffic Accident to attend a Driver Assessment Course with a recognised driving training provider. Failure to complete this course or achieve the required results during the assessment could result in all vehicle entitlements being removed from the employee.

To ensure driver behaviour is consistent the management team will occasionally undertake random audits of driver activity. If the company identify persistent unsafe or illegal driving practices by an employee it may result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Expenses

Where required, vehicles will be issued with Toll Tags for Motorway charges. If you feel that your vehicle requires a Toll Tag, please contact your manager to request one. Toll tags are not universally available, and you will be advised by your manager.

If you use a motorway you are responsible for any charges associated to that trip. Should you incur any fleet related fines or charges for non-payment of tolls, parking, speeding etc. your line manager will inform you of the amount owed and a deduction will be made through the payroll process. You will also be responsible for any administration fees that accrue due to unexpected fines.

You are not permitted to expense any such fines or charges that are deducted as these are not considered a valid business-related expense.

Drivers in the Northern Ireland team are reminded that private mileage is to be declared and paid back each month via payroll at the appropriate rate as dictated by website and any unreported difference may be may result in a personal liability arising with HMRC. Please check the government guidelines for further information.

Fuel Card

If you are issued a company fuel card, this is to be strictly for commercial purposes. Fuel should not be charged to the company for personal purposes under any circumstance. This fuel card must only be used to fill the company car that has been allocated to you and usage should be within the acceptable guidelines for your call file.

Fuel cards cannot be used during business down times such as periods of Annual Leave, Sick Leave or when the company is closed for business such as Christmas or during an extreme weather event.

Redistribution of Assets

Employees, who are on periods of long term absence from the business for any reason, will be requested to return their company vehicle and fuel card as they will not be expected to use their vehicle for business purposes.

Company Cars may not be swapped, even on a temporary basis, for another Fleet car, without the express approval of your Line Manager. Any such request and approval must be in writing.

Leavers

Vehicles are expected to be returned in the same condition that they are provided to you in and ready to be issued to other employees – clean and tidy and in good working order.

Where your employment ceases with the company, the following steps should be followed:

* The company vehicle is returned to COMPANY at an agreed location
* The vehicle inspection form must be completed at the point of handover by the line manager or dealer and it must be signed by the employee.
* Any damage to the vehicle at this stage is recorded and will be deducted from your final pay.
* If the vehicle requires professional cleaning at the point of return the cost may be deducted from your final payroll.

The company reserves the right at its sole discretion to deduct from any salary due to you the amount due in order to cover the cost of damage, loss, misconduct, neglect of assets and/or where the Company has incurred a financial loss due to the recovery of your assets.

All company assets must be returned in the same condition when assigned to you at the commencement of employment.

Telemetrics / GPS

A large proportion of company vehicles are fitted with a telemetric system. The company utilises this system to consistently develop its performance with regards to Health & Safety, environmental impact and productivity.

The system can record and report on a number of driver safety and vehicle efficiency measures such as:

* **Vehicle Tracking**
* **Fuel consumption**
* **Driver Activity**
* **Idling**

COMPANY reserves the right to review telemetric information in relation to employee use of company assets and any other company policy on employee behaviour.

COMPANY retains the right to fit and utilise telemetric information in all company vehicles however, as much notice as reasonably possible will be given should this arise.

The company reserves the right to use any information gathered from the telematics system for review in internal matters. In the event that information gathered identifies breaches of this policy it could result in in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

COMPANY commit to ensuring that the review of such information is proportionate and within reason.

Breach of Policy

As per the company Disciplinary Policy, any breach of this policy may be considered Gross Misconduct by the company and as such could result in a disciplinary review with a potential sanction of up to and including dismissal, in line with the company Disciplinary Policy.

Line Manager’s Responsibilities

Line Managers are responsible for the implementation and on-going administration of this policy within their own teams. In addition to this, line managers are expected to:

* Ensure that all reported vehicle problems or concerns are corrected within a reasonable timeframe and that no employee is driving in a vehicle that is not safe.
* Carry out vehicle inspections using the ‘Vehicle inspection form’ via one random audit per month, via accompaniments as well as when any vehicle is being issued to / returned by an employee.

These inspections must be carried out correctly to ensure that the person responsible for any abuse or misuse of company vehicles is held liable.

* Facilitate inspections of company vehicles by other managers or external auditors
* Ensure all accidents, damage and negligence is reported to both the vehicle leasing provider and Human Resources. All records and reports must be uploaded to Cascade in line with the Company Accident Reporting Policy.

**Section 4 Benefit in Kind**

Company vehicles that are provided for private use as well as company business are subject to “Benefit in Kin” tax liabilities. This includes PAYE, PRSI and USC liability.

Revenue identifies private use as any non-company business usage, including the commute to and from work.

Liability extends to vehicles provided by third parties or subsidiaries that are linked to the company professionally.

[BIK Liability](https://www.revenue.ie/en/employing-people/benefit-in-kind-for-employers/private-use-of-company-cars/how-to-calculate-the-value-of-the-benefit.aspx) is calculated on the ‘Original Market Value’ of the vehicle and are index linked to the number of kilometres completed by the driver.

Employees are required to retain details of their business and personal use in the event of an audit by Revenue and may be personally liable for retrospective tax if they are able to furnish the necessary records. As per revenue guidelines, where records are not available the company must assume 8,000km are private kilometres.

Revenue Guidelines are subject to change. If you have any queries, please contact Line Manager / Finance / Accounts / Human Resources.

**Section 5 Relevant Policies and Documents**

* Company Disciplinary Policy
* Driver Declaration Form
* Vehicle Inspection Form

**Vehicle Check Document**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Licence Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Make / Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Vehicle Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Km When Issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Km at Review Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last service Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Service Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Circle Any Damaged Areas**





Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_