

<Organisation> Driving at Work

<MONTH YEAR>

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1 Introduction & Statement of Policy

The policies summarised in this handbook seek to ensure that vehicles used for company business are safe, clean and well driven, as well as being fit for purpose, reliable and affordable.

Approximately 2,500 people are killed on British roads each year and road accidents are by far the biggest cause of work-related deaths. We are therefore seeking to minimise the risk of accident for anyone driving on <COMPANY> business.

Road transport is a major source of CO₂, (which contributes to climate change), and of pollutants that affect human health. We therefore also wish to reduce the environmental impact of our company vehicle use.

This document covers all vehicles used for company business:

- **Company Vans**
- **Company Cars**
- **Allowance Cars**
- **Hire Cars:**
- **Grey Fleet: (Employees' own cars when used for company business)**

This handbook has been produced to help guide you through the company policy and your responsibilities as a business driver. Following the advice in this handbook will help you reduce the risks associated with business travel while also reducing the environmental impact of that travel.

<COMPANY> reserve the right to amend this handbook from time to time and will issue revisions as and when necessary.

The contents of this handbook should be read and completely understood before you drive a vehicle on company business



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2 Company Cars

2.1 Entitlement

<FLEET ADMIN> will notify drivers that are entitled to company cars of the vehicle category or allowance available. Drivers will then choose from a list of cars that have been selected on account of their safety and environmental performance as well as cost and suitability for purpose.

The approved vehicle list (see Appendix A) specifies the makes and models of cars currently available along with their NCAP safety ratings and official CO₂ emissions and company car tax implications.

Drivers entitled to company cars must accept the conditions of <COMPANY> Drivers' Policy and must sign and return the Drivers Declaration.

3 Safety Requirements

Euro NCAP (The European New Car Assessment Programme) has been assessing new cars' safety since 1996. Until recently, cars have been rated 1 to 5 stars in each of three categories: adult occupant safety; child occupant safety; and pedestrian safety. From early 2009 *Euro NCAP have published a new overall rating for every vehicle, covering Adult Occupant Protection, Child Occupant Protection, Pedestrian Protection and a new area of assessment: Safety Assist. Under the new testing regime, vehicles are awarded a single overall score from one to five stars*

All company cars must be rated at least NCAP 4 star and preferably NCAP 5 star for adult occupant safety.

(Adult Occupant safety rating is the basis of the company policy as this is the most relevant criteria for business use. However, staff may also wish to consider the NCAP child and / or pedestrian ratings.)

<<COMPANY >cars must also be fitted with Electronic Stability Control or equivalent>.

3.1 CO₂ Emissions

Company car tax (also known as "Benefit in Kind" tax) is based on a car's CO₂ emissions and its list price when new. Choosing a low CO₂ car can save you hundreds of pounds a year on tax and also reduces the company's national insurance payments.

The choice of company cars is restricted to those that produce <140> gCO₂/km or less.

<The company car rental allowance is based on emissions of <140g/km>, the allowance will reduce for higher emitting vehicles and increase if lower emitting ones are chosen. (See Appendix "X")>

3.2 Air Quality

Vehicle emissions affecting human health are governed by European law. The current legal requirement for new vehicles is known as "Euro IV" and came into effect in 2006/7. <COMPANY> does not impose any additional requirements for new vehicle air quality emissions.

3.3 Other Criteria

You must ensure that the car you choose meets both the company's and your own general requirements, e.g. for carrying other passengers and/or carrying or towing equipment.

Two-seater, soft top and four wheel drive vehicles are excluded.

3.4 Fuel Reimbursement

Company Car drivers will receive fuel cards to purchase fuel and oil for their cars. Each card is specific to an individual car and cannot be used to purchase other items or fuel for other vehicles.

Drivers should use these cards for all fuel for their cars, whether for business or private mileage. At the end of each month drivers report their vehicle odometer readings and declare the private mileage. For each driver <COMPANY> then

calculates the cost of private mileage fuel, calculated as a proportion of the car's total fuel cost for the month, and the appropriate amount is deducted from the driver's salary.

Drivers should not buy premium fuels. They should be aware of the variation in prices of fuel from different retailers and purchase fuel at the lower prices. Since private mileage charges are calculated as a proportion of a car's total fuel cost, each driver has a financial incentive to buy cheaper fuel and drive efficiently for both company and private journeys.

Any oil purchased (for top-up purposes only) should be to the specification recommended in the vehicle's handbook.

Each time a driver buys fuel s/he should ensure that the cashier records the cars' mileage and registration number as well as details of the fuel purchased. Fuel cards should be treated in the same way as a personal credit card and never left in vehicles. Lost or stolen fuel cards should be reported to <FLEETADMIN> immediately.

3.5 Company Car Vehicle Taxation - Inland Revenue

Drivers will be taxed on their company cars as HMRC considers a company car to be a 'benefit in kind' provided by the employer. <COMPANY> will provide drivers with information about company car tax. For further details drivers should visit www.hmrc.gov.uk/cars/

3.6 Conditions of Use

A company car may be used for social, domestic and pleasure purposes. It may be driven by the employee's spouse, partner or children providing they hold a valid driving licence and the company has been notified of their names and the employee has signed a permit to allow their licence(s) to be checked with the DVLA.

Additional driver(s) may also drive a company car providing they comply with <COMPANY> vehicle policy, hold a valid driving licence and have given <Company> written permission for their licenses to be checked with the DVLA.

An employee's spouse or partner may drive the company car from home to a fixed place of work where this use does not conflict with the employee's business needs for the car. However the car cannot and must not be used for business by anyone other than company employees.

Company vehicles must **NOT** be used by:

- **Any person under <AGE> years of age, unless authorised and approved by line manager**
- **Clients, customers or suppliers**
- **Contract workers/agency labour or sub-contractors**
- **Anyone that has been forbidden to drive <Company>'s vehicles**

<COMPANY> may withdraw, at its discretion, permission for an employee to drive company vehicles.

In cases of emergency such as accidents or sudden illness, an employee may authorise another driver to drive provided he or she holds a valid driving licence and is in a fit state to drive.

4 Car Allowance

4.1 Entitlement

Drivers eligible for a company car but with annual business mileage below <5,000> miles will generally be offered the option of taking a car allowance instead of a company car. However, such employees will be expected to provide cars for business use that meet the following safety and environmental criteria.

4.2 Safety Requirements

Euro NCAP (The European New Car Assessment Programme) has been assessing new cars' safety since 1996. Until recently, cars have been rated 1 to 5 stars in each of three categories: adult occupant safety; child occupant safety; and pedestrian safety. From early 2009 *Euro NCAP have published a new overall rating for every vehicle, covering Adult Occupant Protection, Child Occupant Protection, Pedestrian Protection and a new area of assessment: Safety Assist. Under the new testing regime, vehicles are awarded a single overall score from one to five stars.*

All allowance cars must be rated at least NCAP 4 star and preferably NCAP 5 star for adult occupant safety.

(Adult Occupant safety rating is the basis of the company policy as this is the most relevant criteria for business use. However, staff may also wish to consider the NCAP child and / or pedestrian ratings.)

<Allowance cars must also be fitted with Electronic Stability Control or equivalent>

4.3 CO₂ Emissions

Allowance cars must produce no more than <140g> CO₂/km.

4.4 Other Criteria

Allowance cars also must meet the drivers' and the company's general requirements, for example any requirements for carrying other passengers and/or carrying or towing equipment.

Two-seater, soft top and four wheel drive vehicles are excluded.

4.5 Documentation

Before any allowance vehicle is used for company business, its owner must provide <FLEET ADMIN> with a copy of a valid insurance certificate. This insurance must include cover for business use. For vehicles more than three years old a copy of a valid MOT certificate and a signed declaration that the vehicle is fully serviced and maintained to the manufacturer's standards is also required.

These will be kept on file for 12 months after which replacements will be requested. However if any of these documents lapse during this period, or the vehicle is changed, it is the drivers' responsibility to provide updated documentation.

Employees who have opted to take the cash alternative will **NOT** be covered by the company vehicle insurance scheme.

4.6 Fuel Reimbursement

Car allowance drivers will receive fuel cards to purchase fuel and oil for their cars. Each card is specific to an individual car and cannot be used to purchase other items or fuel for other vehicles.

Drivers should use these cards for all fuel for their cars, whether for business and private mileage. At the end of each month drivers report their vehicle odometer readings and declare the private mileage. For each driver <COMPANY> then calculates the cost of private mileage fuel, calculated as a proportion of the car's total fuel cost for the month, and the appropriate amount is deducted from the driver's salary.

Drivers should not buy premium fuels and should be aware of the variation in prices of fuel from different retailers and to seek the lower prices. Since private mileage charge is calculated as a proportion of a car's total fuel cost, each driver has a financial incentive to buy cheaper fuel and drive efficiently for company and private trips.

Any oil purchased (for top-up purposes only) should be to the specification recommended in the vehicle's manufacturer handbook.

Each time a driver buys fuel s/he must ensure that the cashier records the cars' mileage and registration number as well as details of the fuel purchased. Fuel cards should be treated in the same way as a personal credit card and never left in vehicles. Lost or stolen fuel cards should be reported to <FLEETADMIN> immediately.



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5 Company Vans

<COMPANY> vans are fully branded. It is also important therefore that the vehicles reflect well on the corporate brand and the values we wish to promote.

5.1 Safety Requirements

All company vans must be equipped with:

- **Anti-lock braking systems (ABS),**
- **Driver and passenger airbags,**
- **Manufacturers metal bulkheads [or approved equivalent],**
- **Secure tie-down systems, racking and shelving,**
- **Fire extinguisher and first aid kit,**
- **Electronic stability control**

These systems must never be disabled.

5.2 CO₂ and Fuel Consumption

<COMPANY> policy is to identify and purchase the lowest CO₂ vans that meet operational, safety and financial requirements. Since CO₂ is proportional to fuel consumption this policy will also minimise fuel costs.

Individual van's fuel consumption will be monitored to identify underperforming vehicles that require maintenance, or underperforming drivers, who might require training.

5.3 Van Taxation

Vans are for business use only, so there are no taxable benefit implications for the driver. Private use of vans is not permitted <except for certain defined roles (see Appendix Y) where drivers may take their vans home from their last working location in the evening and drive to their first job in the morning. The shortest practicable route must be taken>.

For further details of current taxation rules please ask your payroll department or visit www.hmrc.gov.uk/vans/

5.4 Fuel Reimbursement

Van drivers will receive fuel cards to purchase fuel and oil for their vans. Each card is specific to an individual vehicle and cannot be used to purchase other items or fuel for other vehicles.

Drivers should not buy premium fuels and should be aware of the variation in prices of fuel from different retailers and to seek the lower prices.

Any oil purchased (for top-up purposes only) should be to the specification recommended in the vehicle's Manufacturer handbook

Each time a driver buys fuel s/he should ensure that the cashier records the cars' mileage and registration number as well as details of the fuel purchased. These details will allow <COMPANY> to keep accurate records of individual vehicle's fuel consumption and CO₂ emissions.

Fuel cards should be treated in the same way as a personal credit card and never left in vehicles. Lost or stolen fuel cards should be reported to <FLEETADMIN> immediately.

5.5 Conditions of Use

Van drivers are responsible for maintaining the cleanliness of both the interior and exterior of their company vehicles.

Storage and securing systems must be used to adequately secure any load being carried. Inspections will be made from time to time to ensure loads are adequately secured.

Drivers should be encouraged to take precautions to ensure the security of their vehicles, including avoiding parking in areas that pose an obvious risk to the vehicle or its contents, such as back street parking where the vehicle cannot be generally observed.

Whenever a driver leaves his van, valuable items within the vehicle should be out of sight and the vehicle must be locked.

6 Short Term Hire Vehicles

Hire vehicles should be obtained through our preferred supplier <HIRE COPMPANY>.

6.1 Car Hire

As with company cars, hire cars must achieve NCAP 4 or 5 Star rating for adult occupant safety and must produce no more than <140>g CO₂/km. It is the responsibility of the person booking the vehicle to ensure the hire company confirms these details at the time of booking.

Car allowance drivers are expected to provide a car for company business at all times. Therefore if a car allowance driver needs to hire a car this will be at the driver's own expense.

6.2 Van Hire

Wherever possible hire vans should be of an appropriate specification with regard to size, safety and emissions as the company owned vans. [

Driving a Hire Vehicle

When hiring vehicles, drivers should thoroughly inspect the vehicles prior to use and note any damage on the hire company's vehicle inspection form. Drivers must also familiarise themselves with the vehicles' controls and carry out any necessary adjustments e.g. to seat and mirror positions, before commencing driving.

7 Private Cars & Business Travel (Grey Fleet)

On occasions, employees may use their own vehicles for company business and reclaim a mileage allowance under the HMRC mileage allowance scheme. <COMPANY> has the same “duty of care” towards these “grey fleet” drivers’ as it does to its other drivers. Grey fleet emissions are also included in calculations of <COMPANY>’s carbon footprint.

However, grey fleet vehicles tend to be older than company cars or hire cars and do not always meet such high environmental or safety standards.

Employees’ own cars should therefore only be used as an option of last resort; in most cases a car should be hired instead.

When private cars are used for company business, they must meet the following minimum requirements:

- NCAP 4 star rating for adult occupant safety.
- Euro 3 emissions standard.
- Maximum CO₂ emissions of <160gms> CO₂/km

<COMPANY> must also be assured that grey fleet vehicles are properly serviced, maintained and insured for business use. Before any privately owned vehicle is used for company business, its owner must therefore provide <FLEET ADMIN> with a copy of a valid insurance certificate and a signed declaration that the vehicle is fully serviced and maintained to the manufacturer’s standards is also required. For vehicles more than three years old a copy of a valid MOT certificate must also be provided. These will be kept on file for 12 months after which replacements will be requested. However, if any of these documents lapse during the 12 month period, or if the vehicle is changed, it is the drivers’ responsibility to provide updated documentation.



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8 Other Vehicle Policies

8.1 *Driving Hours & Fatigue*

The risk of accidents increases greatly when drivers are tired or have had insufficient breaks. Drivers should therefore drive for no more than two hours without taking a break of at least 15 minutes.

Any driver who feels tired or sleepy when driving should stop and take a break at the first available safe location, where s/he should take in some fresh air, ideally have a drink and even a short sleep if necessary.

Drivers should not drive more than 400 miles or for more than 8 hours a day.

8.2 *Fuel Efficient Driving – “Smarter Driving”*

In order to reduce fuel consumption and CO₂ emissions drivers should be encouraged to adopt the following smarter driving techniques.

- **Anticipate as far ahead as possible to avoid unnecessary acceleration and braking**
- **When slowing down or driving down hill take foot off the accelerator as early as possible but remain in gear. Under these conditions a modern engine uses no fuel**
- **Change up the gears between 2000 and 2500 rpm**
- **Avoid excessive speeds: at 85mph a car uses approximately 25% more fuel than at 70mph**
- **Use air conditioning sparingly**
- **Check tyre pressures regularly**
- **Remove roof racks, bike racks etc when not in use to avoid drag**
- **Do not leave the engine idling when stationary for long periods.**
- **Drive off from cold, warming up the engine just wastes fuel**

8.3 *Mobile Phones*

Drivers must not use hand held mobile phones or communication devices whilst driving as this is dangerous and illegal. Any breach could expose both the driver and the company to prosecution.

<Mobile telephones must not be used whilst driving. This includes the use of hands-free sets. If you need to use a telephone you must pull off the road to a safe place and make the call from the stationery vehicle>

8.4 Smoking

Smoking is forbidden in all company vehicles as this is against the law. <All vehicles should display No Smoking stickers as issued by Dept> (Company owned vehicles are classified as places of work)

8.5 Eating & Drinking

A driver can be prosecuted or awarded points for eating or drinking whilst driving if this can be shown to have led to the driver not being fully in control of the vehicle. Drivers must therefore not eat or drink whilst driving.

8.6 Driver Training

Drivers identified as high risk may be required to undertake training or to attend corrective training seminars or courses. Under certain circumstances this may be at the drivers own expense.

8.7 Health

Drivers must ensure they have no health conditions that will impair their ability to drive. Regarding eyesight, it is an offence to drive a vehicle if you cannot read a standard number plate in good daylight at a distance of 20.5m (67ft). Drivers should notify <COMPANY> if they are taking any prescribed medicine. The Driver and Vehicle Licensing Agency (DVLA) website provides guidance in respect of medical conditions and entitlement to drive.

8.8 Alcohol, Recreational Drugs & Medication

Although the legal limit for driving is 80mg of alcohol per 100ml of blood, experts say it is safer not to drink at all. <COMPANY> drivers must therefore not drink if they intend to drive. <COMPANY> policy also prohibits the use of any illegal or recreational drugs in the workplace and therefore while driving. Care should also be taken over the intake of medicines (whether prescribed or across-the-counter), as some cause drowsiness. A vehicle should not be driven under their influence.

8.9 Vehicle Checks

Drivers should ensure that they are fully conversant with the vehicle's controls and service and maintenance requirements. The manufacturers' handbooks should be kept in the vehicle at all times.

Drivers must ensure that the vehicles they drive have a valid tax disc and MOT. Drivers must also carry out regular checks to ensure their vehicles are roadworthy. These should follow the advice as detailed in the Manufacturers' handbook or as a minimum:

Daily

Tyres	Obvious damage or under-inflation
Lights	Ensure clean and undamaged
Windscreen, windows & mirrors	Ensure good visibility and adjustment
Fuel	Sufficient for journey



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Weekly

Fluid levels

Engine oil, coolant, windscreen wash fluid, brake & where advised by manufacturer clutch fluid.

Tyres

Wear & Pressure (including the spare)

Damage

Any Accident or other damage found on the vehicle should be reported as soon as possible to <Dept> <Accident Management Company>.