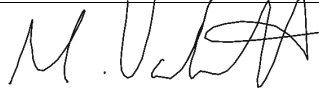




USE OF OWN VEHICLE FOR BUSINESS USE RULES

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A) DRIVING LICENCE AND AUTHORITY TO DRIVE

- 1) You must be in possession of a current driving licence to drive for our business.
- 2) Your driving licence must be produced for scrutiny by The Compliance Team when required. Alternatively, we may require you to provide us with the ability to access your driving licence details online.
- 3) An internal check will be done by the Company every 6 months to ensure no changes have been made to your license using a Share Code with the DVLA.
- 4) However, if at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately.
- 5) Should you not be able to prove that your licence remains valid and for your role we require you to drive, your continued employment may be affected.
- 6) Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

B) CAR INSURANCE

If you are using your own car for business purposes, you must ensure that your car insurance provides adequate cover. (i.e. business insurance)

C) USE OF MOBILE PHONE, SAT NAV OR OTHER DEVICE WHILST DRIVING

It is illegal to hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving.



It is our Company policy that you should not hold and use a mobile phone, sat nav, tablet or any device that can send and receive data whilst driving. You should ensure you are safely parked and you have turned off the engine before making or receiving any telephone calls. In the event of you being unable to answer a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible after you have safely parked and turned off the engine.

You can use a device held in your hand in the following circumstances only:

- you need to call 999 or 112 in an emergency and it is unsafe or impractical to stop
- you are safely parked
- you are making a contactless payment in a vehicle that is not moving, for example at a drive-through restaurant
- you are using the device to park the vehicle remotely.

You can use devices with hands-free access, such as a built-in sat nav, provided you do not hold the device at any time during usage.



D) SMOKING POLICY

It is our policy that all workplaces including vehicles are smoke free, which includes the use of e-cigarettes. This policy applies to all employees, contractors, clients or members of the public including using their own vehicle for Company business. You may only smoke during authorised breaks and in the designated areas.

Company disciplinary procedures will be followed if you do not comply with this policy. Those who do not comply with the smoke free law may also be liable for a fixed term penalty fine and possible criminal prosecution.

E) FUEL ETC.

- 1) In addition to keeping the vehicle regularly serviced, it is your responsibility to see that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a weekly report sheet, signed by yourself and accompanied by receipted bills where the vehicle cannot be filled up on our fuel account. All bills should be listed, and a deduction shown for that part of the fuel attributable to private mileage.

F) FINES

We will not be held responsible for any fines (e.g. parking, speeding, etc.) incurred by you whilst working for us.

G) DAMAGE OR INJURY

- 1) If you are involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the office and where necessary the police as soon as possible, but within twenty four hours of the occurrence.
- 2) In addition, in the case of an incident involving injury to another person or to notifiable animals (i.e. dogs), you are responsible for notifying the police of the occurrence and you must produce your insurance certificate to a police officer attending the accident, or to any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a police officer within twenty four hours. If you are not then able to produce the certificate you must in any event produce it in person within five days after the accident to such police station as you may specify at the time of first reporting the accident.

H) ACCIDENT PROCEDURE

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident obtain an accident report form from us which must be completed and a copy returned to us within twenty four hours. A copy will then need to be forwarded to your Insurers when requested. All the information required on the form must be completed. You should note that whenever possible the following particulars should appear in the form:-
 - a) the name and address of the other driver and the name and address of his/her insurers



- b) the names and addresses of all passengers in both your vehicle and the other vehicle
 - c) names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident
 - d) particulars of the police attending i.e. name, number and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
 - 3) If your vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage and subsequent repairs to be carried out.
 - 4) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

I) OTHER GUIDELINES

- 1) It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.
- 2) Use seat belts at all times and comply with local traffic conditions.
- 3) Always drive within the speed limit and reduce speed where weather conditions require you to.
- 4) DO NOT DRIVE if tired
- 5) Always take regular breaks from the vehicle.