|  |
| --- |
| **Policy Title**  |
| **Company Vehicle Policy** |
| Version Number | 1 |
| Policy Implementation Date | 01 APRIL 2021 |
| Peregrinate Policy Manager | Angela Mollan, Chris Mollan |
| Approved by Senior Management | 01 APRIL 2021 |
| Approving Signature | Angela Mollan |
| Policy Review Date | 01 MAR 2023 |

|  |
| --- |
| Company Vehicle Policy  |
|   |

# Company Vehicle Policy

## Policy brief & purpose

Our company vehicle policy describes our guidelines for using company vehicles. A “company vehicle” is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company vehicles belong to our company and we want to make sure our employees use them properly.

## Scope

This policy refers to all of our employees who are eligible to drive a company vehicle and those who drive one as part of their daily job duties.

## Policy elements

### Employees who may be assigned a company vehicle

Employees who are eligible to be assigned a company vehicle fall into three categories:

* Employees who use company vehicles as an indispensable part of their jobs (e.g., collection/delivery of learners).
* Employees who are given a company vehicle for private use.

In most cases, Peregrinate will determine which employees will be assigned company vehicles. Employees who are not assigned company vehicles but believe they need one may discuss this with management.

Employees are permitted to drive their assigned company vehicles outside of working hours, but they must always abide by this policy.

We retain the right to revoke or assign company vehicles at our discretion.

### Prerequisites to drive a company vehicle

Our employees are only allowed to drive a company vehicle if they:

* Have a valid driver’s license.
* Have a clean driving record for at least 5 Years. This means they mustn’t have been held at fault for a vehicle accident or arrested on charges of violating vehicle and traffic laws (e.g., Driving under the influence of drugs or alcohol).

Private use of a Company Vehicle

Company vehicles are an especially important part of each working day at Peregrinate. If one of our vehicles is out of action it clearly places huge strain on the working day for staff and learners at Peregrinate. We recognise that there may be occasion when staff would like to use a company vehicle but as a company, we clearly need to protect ourselves and our vehicles to prevent them being off road.

If an employee wishes to use a company vehicle, mileage records will be taken at the start and end of the trip. Mileage will be charged at £1.00 per mile. This is to cover additional wear and tear on company vehicles. Peregrinate also need to protect company vehicle insurances and require employees to take out temporary FULLY COMPREHENSIVE insurance for the duration of their private usage to cover the vehicle until it is delivered back to Peregrinate premises, NB this includes if the vehicle is to be parked away from Peregrinate premises before handing the vehicle back. The additional insurance must also cover replacement vehicle if the company vehicle is off the road.

Employees who wish to use a company vehicle for their own private use will need to complete in writing their proposed route, approximate private mileage and the number of people being carried. They must also submit a copy of their driver’s license.

On pick up of the vehicle drivers must thoroughly inspect external and internal areas for damage and this should be noted and advised to a member of the management team in writing before driving the vehicle. On drop off a member of management AND the driver will thoroughly inspect external and internal areas to ensure the vehicle is being handed back in the same condition.

### Driver’s obligations

We expect employees who drive company vehicles to follow rules. They should:

* Drive safe and sober.
* Respect traffic laws and fellow drivers.
* If applicable, wear glasses or contacts when driving.
* Document any driving-related expenses, like fuels and tolls.
* Check their vehicle regularly to ensure gas, tire pressure and all vehicle fluids are at appropriate levels.
* Report any damages or problems with their assigned vehicles to HR as soon as possible.
* Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.

If employees have their driver’s licenses suspended or revoked, they must inform Peregrinate immediately.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a business trip that requires the use of a company vehicle, employees should take regular breaks while driving or ask HR for overnight accommodations, if needed.

Employees are not allowed to:

* Smoke inside of a company vehicle.
* Lease, sell or lend a company vehicle.
* Violate distracted driving laws by using a phone or texting while driving.
* Use a company vehicle to teach someone how to drive.
* Leave the company vehicle unlocked, unattended or parked in dangerous areas.
* Allow unauthorized people to drive a company vehicle, unless an emergency mandates it.

### Accidents

If employees are involved in an accident with a company vehicle, they should contact Peregrinate immediately, so we can get in touch with our insurance provider. Employees should not accept responsibility or guarantee payment to another party in an accident without company authorization.

Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

### Our company’s obligations

We want to ensure that all our employees are safe at work and preserve our company’s legality. For these reasons, we will:

* Make sure vehicles are safe to drive before assigning them to employees.
* Schedule periodical maintenance to ensure vehicles remain in good condition.
* Provide a copy of this policy to all employees who are assigned company vehicles.
* Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company vehicles for any maintenance our company schedules.

We keep records of our fleet with manufacturing date and mileage. We will retire any vehicle that is deemed too old or too high in mileage.

We are not responsible for:

* Paying fines employees accumulate while driving company vehicles that they are responsible for (e.g., for driving too fast.)
* Bailing out employees arrested while driving company vehicles.

### Protecting the environment and saving costs

Vehicles are harmful to our environment and costly to use. We will try to provide employees with eco-friendly vehicles when possible. We also expect our employees to use their assigned company vehicles sensibly, considering environmental impacts. Examples of instances when using company vehicles is not necessary:

* When public transport is easily accessible and faster.
* When business trips are far enough to warrant use of train or plane.
* When employees can complete a task without driving.

## Disciplinary Consequences

Employees will face disciplinary consequences if they don’t follow this policy’s rules. For minor offenses, like allowing unauthorized people to drive a company vehicle or receiving more than two fines, we may issue reprimands and ultimately revoke the company vehicle.

We may terminate an employee and/or take legal action as needed for more serious offenses. That can include leasing out a company vehicle for personal financial gain or causing an accident while driving intoxicated.

|  |
| --- |
|  |