

VEHICLE POLICY

COMPANY VEHICLE POLICY

Below is a link to 'Driving for Business' a toolbox training information video for all Ecoserv drivers. It is to be completed within 7 days of the commencement of your employment and used in conjunction with this policy. The completion certificate is to be uploaded to:
fleetdepartment@ecoserv.group

<https://businesssafe.peninsula-online.com/ELearning/DrivingForBusiness/index.html#/>

Benefit in Kind tax

Benefit in Kind (BIK) is a tax on employees who receive benefits or perks on top of their salary. If you have a company car for private use (including for commuting), you will have to pay BIK contribution or company car tax. Every car has a BIK percentage banding which will determine how much tax you will be liable for. There are ways to avoid BIK, such as not using the vehicle for private use. This can be demonstrated by keeping a daily mileage log which must be submitted to Payroll weekly and signing a declaration confirming your usage.

Driving Licence And Authority To Drive Company Vehicles

You must be in possession of a current driving licence and have the authority of your Line Manager to drive one of our vehicles.

Your driving licence must be produced for scrutiny by your line manager prior to driving any of our vehicles.

All licences must and will be checked by the company through the .Gov website or a third-party company before any individual is insured to drive the vehicle.

If the licence check reveals anything that would preclude you driving a company vehicle then your line manager will be informed.

If at any time your licence is endorsed, or you are disqualified from driving, your line manager must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

It is your responsibility to ensure that the vehicle is not used by anyone other than authorised employees. Specific written permission must be obtained from your line manager for the vehicle to be used by any other person.

Data collected about driving licences will be processed in line with GDPR.

Warranty

All warranty work must be reported to us prior to it being carried out. No change or alteration may be made to the manufacturer's mechanical or structural specification of the vehicle.

Cleaning And Maintenance

When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy at all times and that it is returned to us in that condition after use. All vehicles to be returned in a clean condition internally and externally as the driver will be charged a fee of £100 that will be deducted from their salary in accordance with the vehicle policy and no smoking policy.

Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us for approval before it is carried out. Routine maintenance checks must be carried out each week before you drive the vehicle.

They are:

For electric vehicles:

- Ensure the correct tyre pressures are set
- Ensure that the tread on the tyres conforms to the minimum legal standard
- Refer to vehicle-specific sources of information from the manufacturer to identify precautions necessary to prevent danger.
- Visually check that safeguards are in place for the charging equipment
- Check the vehicle for signs of damage to the charging cabling and coupler. The coupler is a key movable part of the charging process. As such, it can be exposed to a greater risk of damage or wear. Make sure the coupler is suitable for the job and that its condition meets safety standards
- Ensure that you constantly monitor your charge level before driving, during driving and after driving to ensure that you have ample opportunity to charge your vehicle throughout a current or future journey.

For petrol and diesel-powered vehicles:

- Ensure the correct tyre pressures are set
- Ensure that the tread on the types conforms to the minimum legal standard
- Monitor the water coolant level and top up as necessary
- Monitor the engine oil level and top up as necessary
- Ensure that when a warning light is displayed on the dashboard, any defects are reported immediately



Use Of Mobile Phone Whilst Driving

It is illegal to use a mobile phone or any handheld device whilst driving (without a hands-free set). You may use your mobile phone/in-vehicle device to access information for the journey ahead, e.g., traffic news but ONLY if it is safe and legal to do so.

You should never attempt to adjust the settings on any type of satellite navigation device (built-in or windscreen/dashboard mounted), or re-tune your radio whilst driving as this can result in you being distracted from your driving and could lead to a collision.

Whilst the above specifically applies to those driving on company business, we strongly advise anyone who drives either their own vehicle or a company vehicle in their own time, not to use mobile/in-vehicle devices whilst driving.

Under no circumstances whatsoever are company drivers to start or join a Teams video call whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving a Teams calls.

Additionally, focused diary planning will mitigate the necessity for a Teams call to happen whilst you are driving. In the event of you being unable to pick up a call because you cannot find a safe place to stop, you must only return the call as soon as conveniently possible.

Anyone who drives on company business should consider:

- Switching off any mobile phones/other in-vehicle distractions, or putting them on silent before starting your journey.
- Changing your voicemail greetings to indicate that you are not available to answer calls or return messages while driving.
- Informing clients, associates, supply chain partners, etc. of our policy, so they understand why their calls may not be answered/returned immediately.
- If during your journey, you need to use your handheld mobile phone or in-vehicle device, for making or receiving calls, you must first pull over safely to the side of the road or other safe location, and only use it once you have parked your vehicle with the ignition switched off.
- Any passenger can use their handheld or hands-free device at any time providing it does not distract the driver in any way.
- If you are involved in a road traffic collision, records of your mobile phone/in-vehicle device use will be checked by the police and may be used in any subsequent prosecution.
- Any contractual obligation from a client, such as an outright ban on the use of mobile/in-vehicle devices whilst driving, must be strictly adhered to.
- Under no circumstances whatsoever are company drivers to start or join a Teams video call whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving a Teams call.
- Failure to comply with these standards will lead to disciplinary action.

Whilst the above specifically applies to those driving on company business, we strongly advise anyone who drives either their own vehicle or a company vehicle in their own time, not to use mobile/in-vehicle devices whilst driving.

In Vehicle Safety Monitoring Systems (IVSMS)

IVSMS are fitted to all of our vehicles. This is for several reasons, which include the prevention of crime, the safety of employees and clients, and for reducing insurance and legal costs. The footage can be monitored live or retrospectively.

IVSMS are also utilised during collision reporting and investigation procedures, enabling us to learn from and reduce the volume of road traffic collisions our driver is involved in. In addition, IVSMS fitted to Ecoserv FM Group vehicles will improve the safety of our drivers by reducing the risk of injuries and crashes, as well as the scope of drivers accumulating penalty points and fines - therefore protecting their driving licences, whilst also defending our drivers and our business against bogus motor claims.

These enable the Company to monitor the vehicles' whereabouts at any time, both live and retrospectively. Vehicles are monitored to assist in the safety of lone workers, to verify movements and to track the vehicle in the event of theft.

Employees should be aware that data from the IVSMS may be used and relied upon, where necessary, for insurance purposes and for disciplinary purposes.

Similarly, if there were allegations of negligence or careless driving made by clients or third parties against employees, or claims brought against any member of the Company leading to civil proceedings, by clients, third parties or employees the Company may use and/or submit the footage to the relevant authorities.

Types of IVSMS Used by Ecoserv FM Group

Telemetry and vehicle tracking:

- Providing GPS data relating to the location of vehicles
- Providing data relating to driver style, driver behaviour and fuel consumption

All employees who drive a company vehicle will have their home addresses added to the company's vehicle tracking system. This is for the purpose of route optimisation and optimal scheduling of work schedules. It will also assist the company in the following areas:

- Managing fuel cost reductions
- Assessing vehicle maintenance management
- Confirmation of customer visits
- Monitoring of mileage from an employee well-being perspective
- Monitor driver behaviour and promote road safety

Data Reporting

In the UK, there are stringent laws relating to the privacy and monitoring of employees, and this expands to in-vehicle monitoring. Please note that IVSMS are installed in all Ecoserv FM Group company vehicles. During working hours, employee movements are recorded. Driving behaviour may also be monitored during working hours in order to ensure the safety of Ecoserv FM

Group's employees, and additionally that our company vehicles are being driven responsibly.

However, Management reserve the right to track the organisation's assets at any time in order to facilitate the investigation of an incident, an alleged incident, or a road traffic collision. In addition, Management must ensure that vehicle data is available to the authorities or internal investigations if required to do so.

The Scope of Working Hours

Driving on company business at any time that you are driving in relation to any activity related to your job description.

The Principles require that personal information:

- Shall be processed fairly and lawfully and shall not be processed unless specific conditions are met.
- Shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
- Shall be adequate, relevant, and not excessive in relation to the purpose or purposes for which they are processed.
- Shall be accurate and, where necessary, kept up to date.
- Shall not be kept for longer than is necessary for that purpose or those purposes.
- Shall be processed in accordance with the rights of data subjects under the Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of, or damage to, personal data.

We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

No 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 those using their own vehicle for Company business. You may only smoke during authorised breaks and in 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.

Fuel

Normally fuel will be supplied for use prior to you using a Company Vehicle or you may be supplied with cash/and/or a fuel card for the purpose of filling a vehicle with fuel if you are to use it for an extended period. If it is the case that you do not have a fuel card for your company vehicles, but instead claim mileage, please keep copy of all fuel receipts and submit them with your monthly expense claim.

Personal mileage should be recorded separately. The company will pay 15p per business mile. If you do pay cash for fuel and you cannot provide a receipt, then you will not be reimbursed. Any persons identified as misusing company fuel or a company fuel card will face disciplinary action and, if necessary, police investigation.

Misuse means:

- Using a fuel card to supply fuel to any other vehicle not listed on the fuel card without prior approval
- Failing to return a company fuel card when the vehicle is no longer in your possession.
- The use of a fuel card to purchase and fill jerry cans or other fuel containers.

All company fuel cards are to be returned when a vehicle is returned. If a vehicle is transferred, then the card needs to be signed for upon completion of the transfer. Users of fuel cards must always give the correct registration number and mileage to the cashier or point of sale every time fuel is purchased. There are no circumstances when these details can be omitted by the fuel card user. The only product permitted for purchase with a fuel card without prior authorisation is fuel. The fuel budget has been set, drivers to check fuel limit with Line Manager and requests for fuel limit increases need to be justified and are subject to management approval.

Lost or Stolen Fuel Cards

It is imperative that the loss or possible theft of a fuel card is managed quickly and effectively to minimise the risk of inappropriate use and potential financial loss to Ecoserv FM Group. Any loss or theft of a fuel card must be reported to your Line Manager and Ecoserv FM Group immediately. The company could be found liable for any unauthorised use if the user has been found to have been negligent with the card prior to its loss/theft.

Fines

We will not be held responsible for any fines (e.g., parking, speeding, etc.) incurred by you whilst working for us. If we receive the summons on your behalf, we will pay the fine and deduct the cost from any monies owing to you. In addition, if the company has been charged an administration fee from a third party, this fee will also be charged to the driver. In order to avoid being responsible for any fines, drivers must get timely approval for congested zones. Any additional charges incurred due to negligence will be liable to the driver. Final salaries WILL NOT be paid out until the vehicle is returned to HOST, inspected, and approved.

Damage or injury

If you are the driver of any of our vehicles involved in an accident which causes damage to our vehicle or property, another vehicle, or injury to any person or animal, you must notify us immediately.

You are required to give your name and address, the name and address of Ecoserv FM Group, the registration number of the vehicle and the name of our 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 police as soon as possible, but within twenty-four hours of the occurrence.

In addition, in the case of an incident involving injury to another person or for example notifiable animals (i.e. dogs), you are responsible for notifying the police of the occurrence, and you must provide the company's insurance policy number to a Police Officer attending the accident, or 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 the police station as you may specify at the time of first reporting the accident.

Any damage caused to the company's property or to that of a third party, and the driver was a fault then the driver will be responsible for any damages up to £250. At-fault incidents also include incidents whereby there is no third party to claim from.

Theft of a Company Vehicle

In the case of theft of one of our vehicles, the police and Ecoserv FM Group must be informed immediately. Full details of the contents of the vehicle must also be given.

Theft from a Company Vehicle

If any contents are stolen from the vehicle, you must inform the police and Ecoserv FM Group immediately.

Please note that only Company property is insured by Ecoserv FM Group, and you should make your own insurance arrangements to cover your personal effects.

The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a vehicle is stolen, we are required to prove to the Insurance Company that there has been no negligence and therefore, we must hold you responsible in the event of such negligence.

Accident Procedure

It is a condition of our insurance policy that our 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 returned to us within twenty-four hours. All the information required on the form must be completed. The accident excess fee is £500 and window excess £100. Damages are to always be reported with photos to fleet.

You should note that whenever possible the following particulars should appear in the relevant form:

- The name and address of the other driver and the name and address of his/her insurers.
- The names and addresses of all passengers in both our vehicle and the third party's vehicle.
- 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.
- Particulars of the police attending i.e., name, police officers force number and division.
- 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.
- If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- We will organise for repairs to be carried out.
- Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.

In addition to the above, you must work with your line manager to ensure that the following forms are completed and uploaded by your line manager to the Peninsula Health & Safety Portal:

- RTC (Road Traffic Collision) Accident Record Form
- Accident Investigation Record

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 (a) above and nothing more.

Road Fund Licence

The road fund licence for each vehicle will be renewed automatically when due.

Travel Overseas

Our vehicles may not be taken out of the country without written permission from a Designated Person. Our insurance policy covers the use of the vehicle in Great Britain. Before travelling with the vehicle anywhere else you must obtain our permission and, no later than fourteen days beforehand, provide us with a list of the countries to be visited and the relevant dates. A letter of authorisation will be issued which must accompany the vehicle and a Green Card may be necessary. On return to the United Kingdom, these should be returned to us for cancellation. Unless the journey is on approved business, the cost of any Green Card may be charged to you and must be paid for before the journey starts.

Permitted Use

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business of delivering/travelling to and from clients for the purpose of servicing clients and prospective clients unless previous arrangements for private domestic or social use have been agreed upon with us in advance. Company vehicles may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

Personal Liability for Damaged Vehicles

Where any damage to one of our vehicles is due to your negligence or lack of care, or where there is no third party involved, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers. Repeated instances may result in the use of the vehicle being withdrawn and disciplinary action being taken.

Fitness to Drive

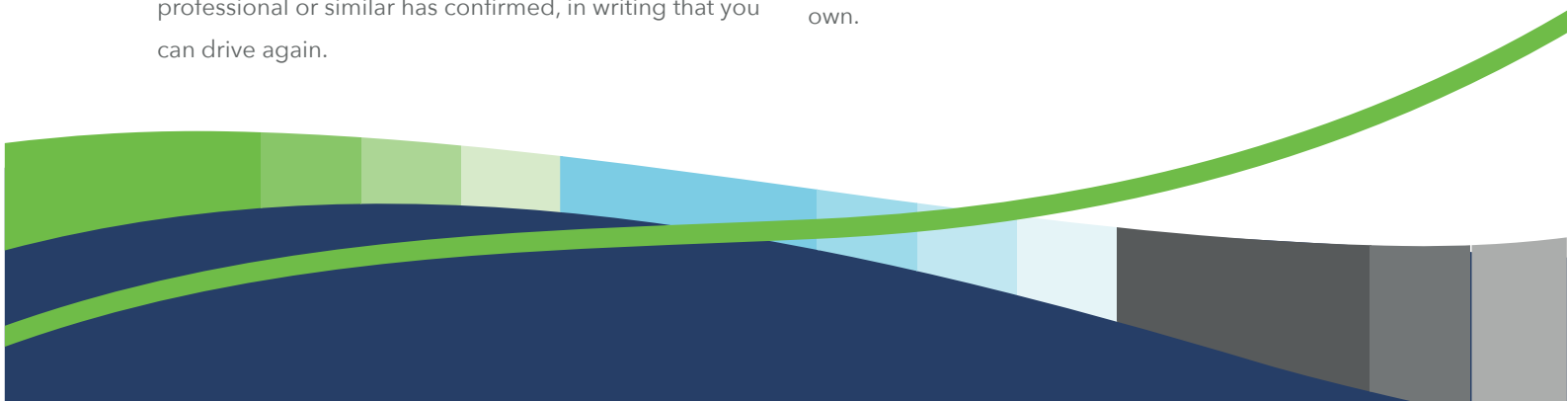
Any person who must drive whilst working for Ecoserv FM Group must ensure they are physically and mentally fit to do so safely. Key areas include eyesight and relevant aspects of physical and mental health. We require drivers to immediately report to their Line Manager any temporary or permanent impairments that may affect their ability to drive safely.

You must be aware of signs of fatigue, ill health, and stress. If you are advised by a medical professional or similar that you are not to drive for any reason, then you must inform your line manager immediately and not drive the company vehicle again until the medical professional or similar has confirmed, in writing that you can drive again.

This written confirmation must be provided to us before you can again drive a company vehicle. If you are unwell, do not attempt to drive.

As a driver, you must also ensure that the vehicle seat and positioning are correctly adjusted, so that you are in a good ergonomic position whilst driving. Posture is important to avoid musculoskeletal injuries too.

Avoid slouching and wear suitable footwear for driving. Take particular care when handling or lifting equipment out of the vehicle as this involves bending and stretching and get help if the load is too heavy to handle on your own.



ADDITIONAL GUIDELINES MUST BE EMPHASISED

You must use seat
belts at all times
and comply with
local traffic
conditions.

You must never drive
under the influence of
alcohol, or drugs,
including medicines
which may affect your
driving.

You must always drive
within the speed limit
and reduce speed
where weather
conditions require you
to.

DO NOT DRIVE
if tired.

Always take regular
breaks
from the vehicle.