



## COMPANY VEHICLE POLICY

### INTRODUCTION

The vehicle policy is designed to ensure that only suitable, tested, insured vehicles are utilised by the Company and that any drivers/operators are suitably trained and licensed.

### INSURANCE

Any driver/operator of a Company owned or leased vehicle must be fully, comprehensively insured to operate the vehicle under the vehicle's insurance policy. The line manager requesting the vehicle use and the vehicle driver (if different) are required to check this prior to driving the vehicle.

### LICENSING

Any driver/operator of a Company owned or leased vehicle must hold a current, appropriate (covering the appropriate class of vehicle), driving licence in accordance with the Road Traffic Act 1988: Part III Licensing of Drivers of Vehicles. Where the driver has points on their licence, a risk assessment may be produced prior to driving/operating the vehicle in liaison with the Company's Health and Safety Manager to ensure safe and appropriate use of the vehicle.

Driving licenses will be checked initially prior to an employee being allowed to drive/operate a vehicle, and then checked regularly at periods not exceeding 12 months. We will use the gov.uk driving license online check system. To enable us to do this employees will need to give us:

- the last 8 characters of their driving license number
- a check code, which expires after 21 days

To check someone's driving information <https://www.gov.uk/check-driving-information>

To view or share driving information <https://www.gov.uk/view-driving-licence>

Driving license checks will be carried out by the office administrator. Checks will also include any endorsement or disqualifications noted on the license.

Drivers of company vehicles are required to notify the company of all changes to their license with regards to endorsements or disqualifications. The company will assess these license changes on a case by case basis to decide whether it is still appropriate for the

individual to retain the authority to drive company vehicles. In cases where endorsements or disqualifications are found during the license checks, but have not been previously disclosed, disciplinary action may ensue.

Important: it is a criminal offence to obtain someone else's personal information without their permission.

## **CONFIDENCE**

In addition to being appropriately insured and licensed, any driver/operator of a Company owned or leased vehicle must feel confident to take charge and control of that vehicle and its occupants and must never be forced to drive or take control of the vehicle to which they do not feel confident to do so.

## **TAX AND ROADWORTHINESS**

All Company owned or leased vehicles must be:

- Taxed
- Have a current MOT test annually (for all cars and vans over 3 years of age). The MOT must be the appropriate test for the vehicle type.
- Subject to regular maintenance in accordance with the manufacturer's recommendations.
- Subject to pre-use checks.

During the coming 12 months a vehicle checklist will be developed and monthly formal vehicle inspections will be introduced.

## **SUITABILITY**

Vehicles selected for the trip/activity should be suitable for the trip/activity and the number of expected passengers.

Additional consideration must be given to passengers with physical disabilities / restrictions.

## **PRIVATE USE OF COMPANY VEHICLES**

Company owned/leased commercial vehicle must not be used for private journey's without prior authorisation by Marc Rainey.

## **SMOKING OR VAPING**

Smoking or vaping in company vehicles is strictly prohibited.

Signed:      *J O'Sullivan*

Date      23<sup>rd</sup> August 2024

John O'Sullivan

Signed:      *A O'Sullivan*

Date      23<sup>rd</sup> August 2024

Anita O'Sullivan