

Company Vehicles and Driving Policy Statement



We at MSL understand the need to visit construction sites, visit potential and current clients, and conduct business out in the community. Therefore it is important that employees who are driving company cars adhere to the rules of the road.

To be a named driver for the company you must have the following:

- A full UK drivers licence for a full year
- No current disqualifications
- Not been refused car insurance for any reason

You will have to contact the Managing Director if you feel you should be on the Company's car insurance.

You will be liable to pay any fines or penalties incurred while driving a Company vehicle. You will adhere to the Smoking Policy while driving the Company Vehicle with regards to passengers and accompanying clients to locations. It is illegal to use a mobile phone without a hands-free set whilst driving. It is our policy that you should not use any mobile phone whilst driving without a hands-free set. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of being unable to pick up a call because you cannot find a safe place to park, you must return the call as soon as conveniently possible.

You **MUST** inform the Managing Director if you incur any disqualifications so he can amend the insurance policy and take you off the drivers list.

You **MUST** inform the Managing Director of any accident in the Company vehicle and you must not admit fault, even if you was at fault.

The Company will pay for any fuel; all receipts must be surrendered to the Managing Director if the car required any fuel to be fully reimbursed.

A copy of this Policy will be displayed on all premises under the Company's control and brought to the attention of all employees and others working for the Company.

Organisation

It is the responsibility of the Managing Director Justin Mylchreest to ensure that all objectives of this policy are met and upheld.

- He will make sure that the Company insurance is up to date and all Company drivers are on the insurance
- Protect your data under the Data Protection Act 1998 (DPA), and will not share or you the information for any other reason
- Inform you in writing of any reason you will no longer be able to drive a Company vehicle

Arrangements

The following deals with how the responsibilities under 'organisation' will be carried out:

- The Company will monitor and review targets and objectives to ensure compliance with legal and other requirements

MSL is constantly striving to protect, so far as is reasonably practicable, the safety of the Company drivers and any passengers that may be affected by its operations. We recognise that the success of this Policy depends on the combined efforts of all individuals and to this end will fully support any individual encountering difficulties implementing this Policy.

Signed

Justin Mylchreest – Managing Director

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