



COMPANY VAN POLICY

Policy Statement

The AFE Group is committed to encouraging employees to act safely and sensibly whilst driving on the road on company business. For this reason the following guidelines apply to anyone who has reason to travel by car or van on business regardless of whether this is in a company-supplied vehicle or in a privately owned car.

The AFE Group has issued a comprehensive driver handbook and guide. The Handbook provides a definitive guide to all drivers travelling on work related journeys. The guidelines below are a summary of the minimum requirements of the handbook.

It is a condition of the provision of a company van that these rules are adhered to.

The guidelines and directions contained within this policy should be administered in conjunction with other related Group and business unit policies such as Work Related Road Safety Policy, Travel policy, and Mobile Phone Policy.

Use of Company Van

- Company vans should only be used on company business. For company insurance and tax, as well as drivers personal tax matters, all company van users must sign a disclaimer against private usage to help ensure van benefits are not incurred and tax does not become payable by the employee. Copy of disclaimer is attached.
- Telemetry and Tracking devices are being or have already been installed in company vans throughout the group. Data from such devices will be recorded to check appropriate driving standards are maintained.
- Carrying Family members or other non employees is seen as private use, and must be avoided unless van benefit is being taken.
- Evidence of misuse of a company vehicle will be treated as gross misconduct.
- All personal effect items, such as satellite navigation equipment, mobile communications equipment or tools are to be removed from the van when left unattended. It is highly unlikely that such items will be recoverable under the Company Insurance policy if stolen.
- Company vans must be kept road safe, legal, clean and tidy at all times and it is the responsibility of the employee to meet these requirements.
- Please note that in addition to company policy, smoking in company vans is prohibited by law, relevant authorities can and do prosecute drivers for smoking in company vans. This will also be reported to the company and will result in disciplinary action being taken.
- All Company vans must comply with requirements of Carrying Dangerous Goods and the appropriate markings should be visible on these vans.

Van Checks

- Employees are responsible for the company van and must complete a van check when van is received. Please do this carefully as employee will be held responsible for any damage discovered after signing for the van.
- Oil, water, windscreens, tyres and brake fluid levels must be checked on a regular basis.
- Any damage to the van must be reported to the company immediately and photographs sent of damage via your PDA (where available), this will be logged and employees will be informed of what action will be taken.
- Van defect sheets must be completed in a full and detailed manner on at least a quarterly basis. The defect sheet must include any defect the van currently has. This includes any damage which has been reported previously.

Fuel

- Where possible refuel at supermarket filling stations, or BP fuel stations if a BP fuel card has been issued. We understand that there will be occasions where refuelling will be necessary elsewhere but these occasions should be kept to a minimum. VAT receipts must be obtained where fuel cards are not used.
- A fuel sheet/daily log sheet is to be completed each and every week with start mileage and the final mileage being inserted in the appropriate places; also, the mileage at the time of fuelling **must** be given to the attendant at the fuel station and recorded on fuel sheet, along with the amount in monetary value and litreage. Fuel usage is monitored and misuse will be treated as gross misconduct.
- Fuel cards are valuable, and must be safeguarded; do not leave fuel cards in the van whilst unattended. If the fuel card is lost or stolen please report it immediately to enable card to be cancelled and minimise any losses.

Tyres

- Employees are responsible for ensuring the van is legal, tyres should be checked regularly for tread depth, damage and tyre pressure. Fines are payable by employee.
- Replacement tyres are included as part of the company's van lease agreement, please contact your Fleet Manager if tyres have reached the minimum legal depth. Please note that the company will be charged if tyres are replaced whilst they still have legal tread depth on them so please check them carefully.
- For punctured or damaged tyres please contact your Fleet Manager.

Servicing

- On starting with the company employees must ensure that they know the details of the van supplier, the van's service mileage interval and how to arrange a service. If employees do not return to the depot on a weekly basis they are responsible for ensuring the van is serviced in accordance with the manufacturer guidelines. Failure to have the van serviced when necessary will result in disciplinary action being taken.

Safe Driving

- AFE take the safety of their own employees and other road-users very seriously . AFE has issued a Work Related Road Safety Policy which should be read by all those driving on company business.
Employees are required to drive on the road in a safe and courteous manner and comply with the appropriate laws and Highway Code. Specifically :
 - Drivers must not speed
 - Drivers should avoid distractions whilst driving. Distractions may lead to a loss of concentration and drivers failing to anticipate hazards. Examples of distractions include:-
 - Eating, drinking, manipulating In car audio, Sat Nav or other similar devices.
 - Smoking and use of mobile phones (unless in an appropriate hands free kit) are expressly prohibited whilst driving.
- Drivers must inform their managers of any endorseable offences and must give immediate notice if he or she is, or is likely to be, disqualified from driving. Each business unit will maintain a log of “live” offences.
- If as a result of losing your license you are unable to carry out the duties under your contract of employment then disciplinary action taken may result in termination of your employment.
- Employees must not drive whilst under the influence of alcohol, drugs, or any medicines, prescription or otherwise, which might adversely affect their ability or behaviour on the roads. Breach of this rule will be treated as gross misconduct. Alcohol, even in legal quantities, is a factor in driver fatigue and should be avoided before or during a business journey.
- Driver fatigue is a major cause of road traffic accidents. Drivers have to contend with time pressures, delays, weather extremes, unfamiliar destinations, etc. Planning for breaks during journeys is a basic, but often neglected, way of reducing driver fatigue. If you feel tired during your journey take a rest break. Consider whether it is possible to undertake all or part of your journey by train. Your manager will also consider the provision of overnight accommodation if it instigates excessive driving hours
- Drivers will never be asked to break any speed limits by the company, should this happen, it must be reported to your line manager, Transport Manager or HR Manager immediately.
- The company name and telephone number is emblazoned across the van and employees are representing the company every time the van is driven. If any complaints of poor driving are received these will be investigated with the possibility of disciplinary action taking place.
- Vans (with the exception of car-derived vans) are classed as goods vans and have different speed limits imposed upon them, as shown below:

The legal speed limits currently in force are as follows

	Motorways	Dual Carriageways	Other Roads
Cars & Car-derived vans	70	70	60
Rigid Goods Vans up to 7.5t	70	60	50

Please note that “other roads” includes de-restricted roads –a multi-lane road has no central reservation it is not a dual carriageway and, therefore, should be treated as an “other road”, i.e. the lower speed limit must be observed.

Security

- Security to vans and contents must be upheld when parked and unoccupied. It is a condition of our insurance that no items should be left in view and unattended when parked overnight. Vehicles should be positioned such that access to rear or side doors is restricted (e.g. backed up against a wall).
- Company Vans should only be taken abroad for work related journeys

Driving Incidents and Accidents

- In the event of a driving incident or accident please refer to the company’s Accident Reporting Procedure contained in the drivers handbook.

Monitoring

- Each unit will maintain a log of endorseable offences and all insurance related accidents as identified in section 1 of this policy.
- This log will be reviewed on an annual basis to identify actions that may be required to further reduce inherent risks.
- Notwithstanding the above if an individual receives two endorsements or has two insurance claims within a 12-month period a review should be undertaken focusing on the competency of the individual. A part of the outcome of this review will be the requirement to undertake a driver profiling assessment and thereafter a driver refresher-training programme. The AFE Group will define this programme.

Discipline

- If an employee fails to maintain their vehicle in a safe, legal and roadworthy condition, or if the employee’s driving performance is considered to fall below necessary standards, then disciplinary action may be taken.

The policy should be read and understood in conjunction with the AFE Group Work Related Road Safety Policy, Mobile Phone Policy and other related procedures.

Tim Smith
Chief Executive Officer
AFE Group Ltd

I confirm that I have read and understood the above and agree to adhere to the contents.

Signed

Print Name

Dated