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***Document history – Until this document is approved for the first time it is not subject to formal change control and as such, draft versions will always be referred to as ‘Draft.’***

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## Introduction

The purpose of this policy is to ensure the safety of our employees, protect company assets, and maintain compliance with relevant laws and regulations governing vehicle usage. By providing clear guidelines and expectations, we aim to promote responsible driving behaviours and minimise risks associated with operating vehicles for company-related activities.

## Scope

This Policy applies to all Silver Birch Care Holdings Limited activities where employees involved in driving on Company business.

Driving, when carried out for work purposes, is covered by The Health and Safety at Work Act 1974 (Appendix 3) and the Management of Health and Safety at Work Regulations 1999. This legislation requires employers to protect employees, and others, who may be affected by their work activities, including the requirement to assess occupational risks to staff and to control those risks as far as is reasonably practicable. In addition, drivers are legally responsible under The Road Traffic Act, and associated legislation, for their own safe conduct and the condition of their vehicle whilst driving.

## Definitions

**Driver:** Any person driving on Company business is regarded as a 'Driver'. For the purpose of this document, the definition excludes staff who drive their own car solely for the purpose of travelling to and from their usual place of work.

**Company Vehicles:** These include people carriers, pool cars, motorbike, minivan, and vans etc that are owned or leased by Silver Birch Care Holdings. These may be allocated to one specific driver for their business and personal use, in which case the allocated driver is responsible for that vehicle and must ensure that it is well maintained and road worthy at all times. Where a vehicle is not allocated to an individual driver, the manager responsible ensures that responsibilities are suitably allocated.

**Pool Vehicles:** Vehicles owned or leased by Silver Birch Care Holdings are allocated to employees when they require a vehicle to conduct Company business. General maintenance/servicing is managed Silver Birch Care Holdings.

**People Carriers:** These are owned by Silver Birch Care Holdings and used in some homes to aid the movement of young peoples.

## Policy Statement

Company vehicles, such as people carriers, pool cars, motorbikes, minivan, and vans, must be regularly maintained and road worthy.

Appropriate authorisation and staff checks, including annual licence checks, are to be carried out before staff drive Company vehicles, or their own vehicles, on Company business. This is achieved via DVLA website and obtaining a share code. Staff are required to complete a driver declaration form during onboarding to allow this check to take place. Staff who drive company vehicles must provide authorisation for bi-annual licence checks by Head Office.

In addition, those in receipt of a car allowance are also required to annually submit a copy of their insurance, showing that they have insurance for business use and a copy of their MOT certificate if applicable.

In general, the use of agency staff for driving duties will be avoided, but where it is unavoidable, written confirmation will be obtained from the Agency that the individual is licensed to drive the type of vehicle and has no more than six points on their licence.

Risk assessments must be undertaken for all staff who have driving offences shown on their licence summary.

Driver risk assessments must be reviewed annually and in the event of any incident.

All road accidents that occur at work must be reported and investigated in accordance with Company accident reporting procedures.

It is illegal to smoke in a car (or other vehicle) with anyone under 18. Both the driver and the smoker could be fined £50. The law applies to every driver in England and Wales.

As part of our ongoing commitment to driver safety, wellbeing, and environmental responsibility, the Company is introducing the Lightfoot driver support system across selected vehicles. Lightfoot is a driver coaching and rewards platform designed to support safe driving behaviours, improve fuel efficiency, and reduce environmental impact.

The system provides real-time, in-vehicle guidance to help drivers make safer decisions, alongside access to an app where individuals can monitor their own performance and progress. Importantly, Lightfoot is not intended to be used as a disciplinary or punitive tool. Instead, it is designed to positively support and empower drivers, encouraging good practice through feedback, recognition, and incentives, including opportunities for rewards and participation in driver competitions.

The Company is committed to using Lightfoot in a fair, transparent, and supportive manner, with the primary aim of enhancing driver safety, promoting continuous improvement, and recognising positive driving behaviours across the organisation.

## Responsibilities

### Drivers

All Employees who are engaged in work-related driving must:

- be holders of a full current driving licence, valid in the UK, for the category of vehicle which they are driving (including automatic or manual);
- notify the DVLA immediately of any changes to their name or address.
- allow their licence to be checked on a regular basis, as outlined in the policy statement.
- accept responsibility for parking, speeding or any other fines incurred by themselves. The company cannot under any circumstances accept responsibility for these.
- any repetitive fines/incidents may result in disciplinary action.
- maintain their vehicles adequately - this includes regularly checking oil, water, tyres including that the tread of all tyres conforms to the minimum legal requirements, antifreeze, screen wash, battery and brake fluids etc. Should you feel this is beyond your capability the vehicle should be taken to the nearest available garage and checked by a competent person.
- ensure that servicing, MOT renewal etc is carried out at the correct time;
- ensure that the vehicle is booked into the designated Garage (can be obtained from Maintenance team).
- carry out minimum weekly safety and maintenance checks of company vehicles and recorded and actioned as necessary. It is the responsibility of the staff member conducting the checks to inform their line manager immediately of any defects discovered on the vehicle. If any serious defects are discovered, the vehicle must not be driven for any reason.

- Drivers are expected to engage with any in-vehicle driver support systems, including Lightfoot, where fitted. This includes responding appropriately to in-vehicle guidance to support safe driving practices and making reasonable use of any associated applications to review personal driving performance. Drivers should use the system as intended to support safe, efficient, and responsible driving behaviours. (*see Important Notes for information on Data Handling*)

Staff who drive on Company business are responsible for:

- ensuring their completion of the driver declaration form (Appendix 4);
- attending regular eyesight testing and wearing any corrective lenses as required for driving;
- observing road safety law and the guidance at all times;
- notify their line manager immediately if their licence has expired, been suspended, revoked or cancelled, or has had any limitation placed upon it;
- alerting their line manager to any medical condition, or medication, that might affect their ability to drive safely and, where required, reporting health problems to the DVLA and the HR team;
- ensuring they are familiar with, and follow, the procedures for reporting promptly any accidents;
- never using handheld mobile phones whilst driving and whilst driving only using hands free phones for making and receiving brief and essential messages;
- abide by the Guidelines in Driver Safety Information.
- taking a 15-minute break at least every 2 hours.

When transporting young people, employees must take extra care and vigilance. Employees should ensure that distractions are minimised (radio at an acceptable volume etc). If a young person's behaviour becomes dangerous, then the employees should pull over at the first nearest and safest place. It is the responsibility of the driver of the vehicle to ensure that all passengers are correctly restrained by a working seatbelt. Any young person below the age of 12 or below 4 feet 5 inches in height must also have a booster seat, as per Government legislation.

When escorting a young person in a vehicle with two or more members of staff the following points should be adhered to:

- the young person should never sit behind the driver when traveling alone.
- it is the duty of the second (and third) escorting member of staff to protect the driver.
- the young person should not be on their own in the rear seat with two members of staff in the front seats (same may apply if traveling with one staff member).
- please refer to the individual risk assessment for that young person.

In the case of theft of the vehicle, we and the police must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle, we and the police should be notified immediately.

**NB: Please note that only our property is insured by us, and you should make your own arrangements to cover personal effects.**

#### HR:

The HR department are responsible for:

- Coordinating matters relating to driver safety within Silver Birch Care Holdings.
- Organising and sharing the Company car policy (including the review of reports on online assessments, where applicable, or completion of the driving risk assessments, administering annual reviews of assessments and, where required, arranging driver training courses.

- Ensuring that the relevant staff member is aware of the requirements of the Company car policy and the DVLA online portal for licence and document checking prior to joining.
- Ensuring that those who drive on Company business are given a copy of the Vehicle and Driver Policy.

### Home:

Each individual home manager is responsible for:

- Maintaining a separate vehicle file for each vehicle available to them.
- ensuring that vehicles allocated to them are to be serviced as per the servicing schedule. The Home is responsible for ensuring that the vehicles are booked into the designated garage.
- Ensuring the home's vehicle is checked on a weekly basis using the Vehicle Check form held on ClearCare;
- Ensuring any issues found as part of vehicle checks are dealt with immediately.
- Advising the facilities team if issues involve repairs that need financial authorisation.
- Ensuring that staff are aware they do not have permission to use the EV charger at the home to charge any personal electric vehicle.
- Ensure any electric vehicle is put on charge at the home after use to ensure vehicles are always charged and ready to use. Always carry the EV charging cable in the vehicle to ensure that the vehicle can be charged at a public charger if the range becomes low during a long journey. Electric vehicles should never be allowed to run out of charge to prevent damage to the battery.

### Maintenance Team:

The Maintenance team is responsible for:

- Managing the Company motor insurance policy and ensuring that all pool vehicles and Company vehicles, of which they have been made aware, are included within the Company's fleet management arrangements, where applicable, and the Company's insurance arrangements.
- ensuring all company vehicles hold valid insurance, MOT, and road tax. A copy of the MOT certificate is to be held at the Home.
- providing approved garage lists for each area of the business.
- authorising vehicle repairs and services.
- coordinating vehicle maintenance and ensuring compliance with safety standards.
- The Maintenance Team is responsible for the coordination, installation, and ongoing maintenance of the Lightfoot driver support system across the Company's vehicle fleet. This includes liaising with approved suppliers for installation and servicing, ensuring all devices are functioning correctly, and addressing any faults or technical issues in a timely manner. The Maintenance Team will also ensure that systems are kept up to date and that vehicles fitted with Lightfoot remain compliant with Company standards. Where required, they will support the provision of relevant system information to HR and senior management to assist with driver safety, compliance, and continuous improvement initiatives.

### CEO, Directors and Senior Managers:

The Senior Management Team, within their area of responsibility, are responsible for:

- ensuring that the HR team (see above) is informed of all existing pool vehicles and authorised drivers associated with each vehicle.
- allocating one appropriate named individual to take responsibility for ensuring Company vehicles, such as people carriers, pool cars, motorbike, minivan, and vans, are regularly maintained and road worthy. The name of the individual must be notified to HR. (See Standard Operating Procedure 1 for details of pool vehicle maintenance requirements);

- ensuring that arrangements are in place to alert HR of new drivers and vehicles in order that appropriate staff and vehicle checks can be undertaken through the online portal before the individual is permitted to drive on Company business;
- ensuring that drivers of Company vehicles are notified in writing of the specific vehicles, or types of vehicles, that the individual is authorised to drive, taking into account particular DVLA requirements that may apply to the category or size of vehicle and the age and experience of the driver;
- ensuring, where it is unavoidable to use agency workers for driving duties, that they are inducted in their responsibilities and familiarised with the vehicle before working and that the Agency has confirmed in writing that the worker has the relevant licence, with no more than six points;
- actively promoting a work culture in which staff are not contacted on work business if it is known that they are driving and that drivers are discouraged from engaging in mobile telephone conversations whilst driving, even when using a hands free mobile;
- ensuring that a risk assessment is carried out for all drivers who are to drive on Company business;
- following Company procedures for investigating road accidents at work and ensure that, where applicable, incidents are reported immediately to the insurance provider;
- ensuring that following traffic incidents, through liaison with HR, the driver risk assessment is reviewed, and additional training is provided where this appears necessary.
- ensuring that any data from driver support systems is used proportionately, fairly, and in line with its intended purpose of supporting driver safety and development, rather than for punitive monitoring.

## Vehicle Maintenance and Checks

### Weekly Checks

- The home manager is responsible for ensuring that the home's vehicle MUST be checked on a weekly basis to ensure that it remains safe and roadworthy. Checks should be carried out using the Vehicle Check form held on Clear Care or via Maintenance team. Any issues found as part of this vehicle check should be dealt with immediately.
- If the issue involves a repair to the vehicle that needs financial authorisation, the home Manager must be advised, and the issue should also be reported to the facilities team for authorisation to be given.

### Daily Maintenance Responsibilities

Drivers must maintain their vehicles adequately, including regularly checking:

- Oil levels
- Water levels
- Tyre condition and tread depth (minimum legal requirements)
- Antifreeze levels
  - Screen wash
  - Battery condition
  - Brake fluid levels

Should drivers feel vehicle maintenance is beyond their capability, the vehicle should be taken to the nearest available garage and checked by a competent person.

## MOT Requirements

The Company has approved the use of certain garages in each area of the business. The home manager is responsible for ensuring that vehicles are booked into one of these approved garages in adequate time to ensure any work needed to pass the MOT can be completed, before the MOT expires.

If the vehicle fails its MOT, then you need to get a total cost of all necessary repairs and contact the facilities team for authorisation for the repairs to be completed.

## Vehicle Services

The home manager is responsible for ensuring that the home's vehicle has an annual service. When the service is due, the vehicle must be taken to one of the approved garages where a quote will be provided for the work to be done. The facilities team will approve the cost before proceeding with the service.

If there is a service book in the car you should ensure the garage update this with the service details. Some service records are now held online. In all cases you should complete the Service Schedule document stored in the vehicle.

## Vehicle Repairs

If your vehicle requires repairing, you need to call the facilities team with the details and get a quote from the approved garage. The repairs can only take place once the cost has been authorised.

## Vehicle Cleanliness and Condition

It is the home's responsibility to keep the vehicle in good condition, removing rubbish after each journey and ensuring it is always presentable and clean. A record of the mileage should also be completed on the Vehicle Mileage Record sheet.

## Use of Mobile Phones or Devices

It's illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle.

This means you must not use a device in your hand for any reason, whether online or offline. For example, you must not text, make calls, take photos or videos, or browse the web.

The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or in-flight mode

You can use devices with hands-free access, as long as you do not hold them at any time during usage. Hands-free access means using, for example:

- a Bluetooth headset
- voice command
- a dashboard holder or mat
- a windscreen mount
- a built-in sat nav

The device must not block your view of the road and traffic ahead.

Drivers must either make use of a hands-free kit that complies with the Regulation or refrain from using a mobile telephone when driving. Drivers must limit use of their hands-free mobile phone for brief and essential communication only.

## Insurance

The motor insurance arrangements include coverage for employees driving with permission and all trips made in Company vehicles.

Staff who use their own vehicle for regular Company business, including those staff who have a Company car allowance or choose a cash option instead of a Company car, are required to take out insurance which includes business cover and evidence of this will be required to be sent to HR.

Further details about insurance can be obtained from the Maintenance team.

## Checking Driving Licence – Pre-employment Checks

The Recruitment and Selection procedures require that, where an offer of employment is made to an applicant, it is conditional upon the successful completion of any pre-employment checks.

Driving licence checks form part of the pre-employment process whenever the Person Specification includes driving as an essential or desirable criteria. Where there is no requirement for driving as part of the duties of the post, the checking of a driving licence will not form part of the pre-employment process.

When a conditional offer of employment is made, the successful applicant will be asked to generate a 'check code' through the Share Driving Licence service via GOV.UK - <https://www.gov.uk/view-driving-licence>, which will allow information about their eligibility to drive to be shared with Silver Birch Care Holdings.

Interview candidates will be required to declare their eligibility to drive in the UK and any offences at the interview stage. Information about the successful applicant's ability to drive will subsequently be retained on their employee record.

As with all aspects of the pre-employment process, the successful applicant's status will remain "offered subject to successful completion of the pre-employment process" until full information has been obtained confirming that they are able to drive as part of their duties. Managers must not confirm an offer of employment to the successful applicant until they have been notified that all pre-employment checks have been duly completed.

If a successful applicant is unable to complete any element of the pre-employment process within a reasonable timescale, the offer of employment will be withdrawn.

## Checking Driving Licences – Existing Employees

Silver Birch Care Holdings, on an ongoing basis, will check that staff remain eligible to drive. HR will maintain a central record of all staff who drive.

HR will issue notifications to staff approximately one week before the check is due, this should allow adequate opportunity for the licence check to be carried out prior to or on the due date of the check.

Employees must, when asked, allow Silver Birch Care Holdings to check their driving licence via the Share Driving Licence service via GOV.UK. Failure to comply with this will result in withdrawal of the right to drive a company vehicle, or termination of car allowance if applicable.

By providing HR with a 'check code', the employee is authorising HR to access the Check Driving Licence facility on GOV.UK, to check the vehicle categories that the employee is authorised to drive and any endorsements or penalty points on their driving licence.

Employees can generate a 'check code' themselves online for free by accessing the Share Driving Licence service on GOV.UK - <https://www.gov.uk/view-driving-licence>, which should then be provided to HR who will conduct the check by accessing the Check Driving Licence facility on GOV.UK. Once generated, a 'check code' will remain valid for 21 days.

### Action Following Completion of a Check

If the check indicates that the licence is due to expire before the date of the next check, HR can amend the next licence check to coincide with the date that the current licence expires.

If, on checking the licence, it appears that an employee has failed to notify their line manager/HR of any endorsements or penalty points, consideration will be given to action in line with the company's Disciplinary Policy and Procedure.

Where the check indicates that an employee either in Group A or Group B (Appendix 2 for more information) is no longer eligible to drive (or not eligible to drive the category of vehicle for which they are employed), it will be necessary to immediately suspend the employee from driving duties and for consideration to be given to either the company's Disciplinary Policy and Procedure.

### Suspension from Driving

If an employee in Group A is suspended from driving on medical grounds, this will be discussed with the employee. Where the employee is unable to attend work, the absence will be managed in line with the company's Sickness Absence Management Policy and Procedure.

Subject to medical advice, it may be possible to temporarily redeploy the employee, if suitable and meaningful alternative duties can be found until the suspension is lifted. Where temporary duties are only available at a different grade, the employee will be paid at the mid-point of the applicable grade during the period that the temporary alternative duties are undertaken. Where the employee has been unable to return to their substantive post within a three-month period following the suspension from driving, consideration will be given to the option for permanent redeployment, subject to vacancies available at the time. Where there are no suitable vacancies available, it may be necessary to consider termination of employment.

Where an employee in Group B is suspended from driving on medical grounds, it may be possible to temporarily amend their duties to remove the need for driving in the substantive post. Where this is not possible consideration will be given to the steps in above.

If an employee is suspended from driving duties for non-medical reasons, where the loss of a licence has a significant impact upon their ability to perform their duties, consideration will be given to temporary redeployment as outlined above, whilst any necessary investigations take place. Managers may need to consider whether it is necessary for any action under the Company's Disciplinary Policy and Procedure. If there are no suitable alternative duties available, the employee may be temporarily suspended from work with no pay in line with the company's Disciplinary Policy and Procedure.

If the employee subsequently demonstrates that they are able to undertake driving duties, they will not normally receive any back pay for the period when they were unable to undertake their substantive duties, unless it is demonstrated that the employee was not at fault.

If a line manager has concerns that an employee is unfit to drive it may be necessary to prevent the employee from undertaking their normal driving duties until there has been appropriate investigation or consideration of the concerns, in line with other relevant company's policies.

## Accident Procedures

### Immediate Actions

You must, as soon as possible after any accident, complete an accident report form which is stored in the vehicle or can be obtained from the facilities team. This form must be completed and returned to the facilities team within twenty-four hours. All the information required on the form must be completed.

### Required Information

The following particulars should appear in the accident report form:

- the name and address of the other driver and the name and address of their insurers
- the names and addresses of all passengers in both our vehicle and the other 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, number, and division
- A detailed sketch 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

### Vehicle Recovery and Repairs

If our vehicle is un-drivable, you should first contact our breakdown provider to make 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.

An estimate of the repairs is required to be carried out, showing details and cost of both labour and materials, must be obtained, and sent to the facilities team as soon as possible. Under no circumstances may repairs be put in hand until the insurance company has given its agreement.

### Important Notes

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 above and nothing more.

It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence (this must be done via the Home Manager in the first instance).

All no third-party accidents must be reported, with the appropriate accident form completed (Incident/Accident Report) and a written statement of what happened.

Data generated through driver support systems such as Lightfoot will not be routinely monitored in real time. Information will only be accessed where necessary, including in emergency situations, safeguarding concerns, accident investigations, or where the system identifies patterns of driving that may require support, coaching, or further review.

## Accident Procedure for third party accidents and collisions.

It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence (this must be done via the Registered Manager in the first instance).

You must, therefore, as soon as possible after the accident obtain an accident report form from the Maintenance Team, which must be completed and returned to Maintenance team within twenty-four hours. All the information required on the form must be completed.

You should note that whenever possible the following particulars should appear in the 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 other 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, 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 un-drivable, you should first contact our breakdown provider to make 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.

An estimate of the repairs is required to be carried out, showing details and cost of both labour and materials, must be obtained, and sent to us as soon as possible. Under no circumstances may repairs be put in hand until the insurance company has given its agreement. Maintenance team will be notified when this has been done.

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 above and nothing more.

All no third-party accidents must be reported, with the appropriate accident form completed (Incident/Accident Report) and a written statement of what happened. The Registered Manager of the Home must investigate and complete the appropriate report into each accident to establish the facts and identify whether staff were being negligent. If such concerns are raised, this should be reported to the Director of Operations and HR immediately. Any accidents where staff are found to be negligent will result in disciplinary action and staff concerned may be required to pay any excess in the subsequent insurance settlement/claim.

When an employee uses their own vehicle for company business, they must maintain it in a roadworthy condition and have current tax and relevant business insurance. Where applicable the vehicle must have a valid MOT certificate. Staff must be able to produce these documents when requested and before driving their vehicle for company business.

All accidents must be reported by quickest means to their Line Manager or Homes Manager. The accident form must be filled in as soon as possible.

All equipment associated with the vehicle must be checked and maintained.

All vehicles must carry a warning triangle, first aid kit, fire extinguisher, and fluorescent vest.

## Vehicle Security

It is the Staff's responsibility to ensure the security of the Home Vehicle by using the following steps:

- Young People should never be given the home vehicle keys under any circumstances. Should Young People require any item from the car, Staff are to obtain this for them.
- When not used the home vehicle should always remain locked.
- When not in use, home vehicle keys should be kept ALWAYS locked in the office safe.
- Should an incident occur whereby it is found that Young People have been given car keys, or staff have not followed policy, Staff may be subject to disciplinary action.

## Compliance

Employees are expected to fully comply with these arrangements and should be encouraged to do so by management. If employees have any concerns or questions these should be directed to their line manager at the earliest opportunity. If an employee fails to comply with any part of the Policy, consideration will be given to action in line with the Company's Disciplinary Policy and Procedure.

## Appendix 1 – Breakdown Cover

**Breakdown Provider:** RAC BUSINESS CLUB BREAKDOWN COVER (Part of Allianz Insurance Cover)

**Account number:** 33011101

**Phone number:** 0333 2000 999

## Appendix 2 – Group A and Group B Information

Please visit <https://www.gov.uk/view-driving-licence> for more information.

## Appendix 3

Please visit <https://www.legislation.gov.uk/ukpga/1974/37/contents> for information.

## Appendix 4

### COMPANY CAR AUTHORISATION/DECLARATION FORM

As part of your role within the Company it has been identified that from time to time you may be required to drive a Company vehicle. In order to ensure that you are fully covered by our insurance you must ensure that you comply with the following requirements:

- All nominated drivers must possess a full, current UK driving licence (and have held this licence for a minimum period of 12 months) and be eligible for insurance cover.
- When driving the Company vehicle, it is advised that you carry your driving licence with you should you be stopped by the police. The company will not take any responsibility for any penalties charged to you.
- Nominated drivers are required to notify their Line Manager, in writing, of any motoring offence with which they have been charged or convicted, so that the Company's insurers can be informed. A nominated driver who receives a driving disqualification is prohibited from driving any Company vehicle, until such time as the licence has been reinstated and the company have been notified of insurance status.
- A Company vehicle will not be discharged to any individuals who are not of good health should the nature of the ailment be deemed sufficient to warrant possible danger to any passengers or road users.
- If damage is caused to any vehicle as a result of improper use, neglect, or reckless/dangerous driving, the driver will be required to reimburse the Company for all appropriate repair costs incurred.
- All drivers MUST declare if they have more than 6 points on their license, failure to declare points shall result in drivers being liable for accidents due to non-declaration of points to our insurers.
- All nominated drivers are required to exercise due care when in possession of a Company vehicle and to ensure that it is driven in compliance with current road traffic regulations.
- Individuals shall be directly responsible for settling any parking or other motoring fines/penalties incurred, whether these be levied on the driver or on the Company directly. The Company does not accept any responsibilities in this respect and claims for reimbursement shall not be accepted.
- Nominated drivers must ensure that the following documents are kept safely in the vehicle:
  - Copy Insurance Certificate
  - Car Manual/Handbook
- Drivers shall be responsible for the security of vehicles and for the safekeeping of all Company and private property left within. Under no circumstances should **anything** be left in the car overnight and the nominated driver must ensure that the car is secured/locked when not in use. The Company will not accept responsibility for personal possessions stolen from any vehicles.
- Unauthorised passengers must not be carried in any Company vehicle.

- Should you have an accident whilst driving the Company vehicle you must obtain details of the other parties involved, including the names and addresses of any witnesses. An accident report form is kept in each vehicle for your use in this event. This form must then be forwarded to the Maintenance team at Head Office.
- Inappropriate use of mobile phones while driving is a criminal offence which is prosecutable with a 6-point penalty charge and up to £200 fine. The use of hand-held devices or mobile phones is not permitted by drivers unless mounted on an approved handsfree cradle. In line with company policy the illegal use of mobile phones while driving can be treated as gross misconduct.
- Seat belts must be worn by all occupants, at all times.

**Employee Declaration:**

I declare that I:

- a. Have no pending prosecutions at the date this document is signed.
- b. Do not have any medical condition which could affect driving ability and that I will notify the Company immediately there is any change to my current health status.
- c. Possess a current, valid driving licence which fully meets the Company's regulations set out above and that I will notify the Company of any change to the status of any relevant driving licence.
- d. agree to pay:
  - i. any accidental damage due to gross negligence, i.e. **speeding, Hand brakes turn, use of mobile phone.**
  - ii. any repairs occasioned by misuse of the vehicle or those that have not been authorised by the Company insurers in advance.
  - iii. any fines for traffic or parking offences.
  - iv. the excess payment specified by the insurance company if I am involved in an accident where the insurance company confirms I am 'at fault'.

Print Name: ..... Department/Home: .....

Signed: ..... Date: .....