

**Data Tech Holdings Ltd**

**Company Vehicle Policy**

**for all**

**Authorised Drivers**

## DRIVERS DECLARATION

***Please sign date and return to HR at the Woolwich Office as soon as possible.***

I have read, understood and will comply with the Company Vehicle Policy and the associated Policies as listed below and any other pertinent documentation issued.

I will further comply with the requirements as applicable of the Highway Code and the Road Traffic Act and give the Company permission to check my license details online as required.

I acknowledge the link for access to the Highway Code as detailed in section 20 and will keep myself updated on the contents.

Associated policies appended to this document

- Health and Safety Arrangements
- Counter terrorism policy
- Collision Management Policy
- Driving at Work Policy
- Transport Infringements Policy
- Fuel & Emissions Policy
- Routing Policy
- Passenger Safety Policy

**I have provided an accurate collision history below.**

Collision History – Please give last 5 years details

<b>Employee Name (Print)</b>	
<b>Employee Signature</b>	
<b>Date</b>	

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## 1. SCOPE

This policy covers the allocation and use of Company vehicles and the responsibilities of both Company and driver.

“Company” is defined as “Data Tech Holdings Ltd” (DT).

“Associates” is defined as authorised subcontractors and consultants.

The Company reserves the right to update, modify, or cancel the provisions of this policy without notice, as business needs dictate.

This policy will be regularly reviewed.

**All drivers are required to sign and date the attached declaration and return it to the office.**

## 2. ALLOCATION OF VEHICLES

Vehicles will be issued to employees and associates for specified contracts or functions, subject to the needs of the business. Allocation will be reviewed subject to the requirements of the time and the transport demands on the business.

Vehicles may be transferred between drivers for short periods in order to support current works. All such movements must be recorded with a vehicle check sheet.

Data Tech may decide, at its absolute discretion to change, or withdraw the allocated vehicle at any time.

Final decisions on allocation will be the responsibility of the Company Directors.

### 2.1 ALLOCATION AGREEMENTS

Authorised drivers allocated Company vehicles are required to sign a copy of the relevant **COMPANY VEHICLE ALLOCATION AGREEMENT** as below which will be counter signed on behalf of Data Tech.

**Allocated Vehicles** DTQ/SQS/FHR/0006

**Pool Vehicles** DTQ/SQS/FHR/0008

### 2.2. ALTERATIONS TO VEHICLES

Authorised drivers are not permitted to carry out any alterations to Company vehicles, including the fitting of radios, stereo equipment, fog lamps or other accessories without written authorisation from Data Tech.

Where Data Tech authorises the fitting of accessories or additional equipment connected with safety or function, the Company will bear the cost.

## 3. AUTHORISATION OF DRIVERS

### 3.1 AUTHORISATION PREREQUISITES

Employees or associates must provide the following information:

- Copies of current full driving licence.(Driving licences must show entitlement to drive the applicable vehicle group).
- Proof of date of birth.
- Completed Health Questionnaire (Form DTQ/SQS/FRM/0001 including all medications)

## 3.2 AUTHORISATION REQUIREMENTS

Company vehicles may only be driven by employees or associates of the Company who:

- Are over 25 years of age unless a dispensation is agreed by our insurers.
- Hold a full UK or EC driving licence.
- Have provided all required information.
- Been duly authorised by the Fleet Manager.
- Have passed a sight test of reading a number plate at 20.5m and a driver assessment.
- Have undergone a drivers assessment.
- Give permission to the Company to carry out license checks at whatever intervals the Company specifies.

It is a requirement of the Company that all authorised drivers, both employees and associates, adhere in full to all items contained within this document along with all other pertinent procedures and policies.

**Authorised drivers are required to show proof that they have a valid driving licence on demand by both Company Management and Police.**

Drivers shall Inform the Company of any change to their fitness, medication or medical condition that may affect their ability to drive.

Where prescribed, drivers must wear optical corrective devices for driving.

## 3.3 ADDITIONAL NOTES

Copies of employee's driving licences may be passed to our insurers in cases where drivers have had serious convictions in the past or accrued 9 points on their licence.

In these instances, our insurers may impose an increased insurance excess which will be borne by the individual in the event of an accident, deemed to be "at fault" by our insurers.

The Company reserves the right to withdraw a Company vehicle from any person whose driving licence is endorsed with 9 points or has any other serious endorsements. These cases will be reviewed on an individual basis.

The Company does NOT allow any driver who is not an employee or associate of the Company to drive a Company vehicle unless written authorisation has been given by a Director.

## 3.4 EMERGENCY AUTHORISATION

In an emergency any fully licensed driver may drive the Company vehicle.

An emergency is defined as any situation in which the vehicles authorised driver is unable to drive due to an accident, incapacity, or ill health and where the use or relocation of the vehicle is essential.

## 4. COMPANY RESPONSIBILITIES

The Company shall be responsible for ensuring the payment of road fund license, insurance, MOT testing and all standard servicing and maintenance charges in addition to Dartford tolls, congestion charge and ULEZ charge.

The Company reserves the right to install technology in any of its vehicles (e.g.: tracker, telematics, camera etc). The purpose of these devices will be to monitor vehicle usage to ensure compliance to our ISO14001 environmental obligations, to support business cost effectiveness and to enhance our duty of care to our employees.

Should the technology highlight any questionable use of the vehicle, the Company will undertake an investigation and implement the Disciplinary Procedure, as necessary.

## 5. DAMAGE/DEFECTS TO THE VEHICLE

Authorised drivers shall report damage to Company vehicle(s) to Data Tech as soon as possible so that repairs/spares can be organised.

A written report shall be supplied on request detailing how, when and where the damage occurred.

During short term vehicle reallocations, it is the allocated drivers' responsibility to report any damage or defects that occur whilst the vehicle is not in their possession and forward this information in writing to the [Fleet Manager](#) as soon as possible. Failure to do this will result in the allocated driver incurring any repair costs.

In the case of permanent vehicle reallocations, all damage and defects noted must be the subject of a written report before the vehicle is used by the new driver. Any damage incurred to the vehicle whilst in the use of the employee or associate will be repaired at their cost or deducted from future payments.

## 6. DRIVERS DECLARATION

All drivers are required to complete a declaration on every year. Form DTQ-SQS-FRM-0100 shall be used.

## 7. DRIVING STANDARDS

Drivers shall ensure that good driving standards are maintained at all times both for their own safety and that of other road users particularly children, the elderly and cyclists.

This shall be accomplished by:

- Not driving if tired, taking medication that may cause drowsiness or has an effect on vision.
- Not taking illegal substances or driving under the influence of alcohol.
- Not driving if suffering from stress, depression, anxiety or other mental health issue.
- Obeying speed limits.
- Anticipating and adjusting to road and traffic conditions.
- Ensuring that only the number of passengers are carried for which the vehicle is designed.
- Driving smoothly, avoiding sudden braking and rapid acceleration to avoid destabilising any load and to minimise environmental impact.
- Refraining from eating, drinking and smoking whilst driving.
- Avoiding distractions and concentrating on driving.
- All occupants are wearing seat belts when travelling.
- Ensuring that the vehicle is roadworthy and all safety devices are functioning correctly.
- Not being drawn into confrontations with other road users.
- Showing due regard to vulnerable road users including cyclists, children, the elderly, those with disabilities and learner and newly passed drivers.
- Always parking the vehicle in a safe and considerate manner, where it does not interfere with other road users nor cause obstruction.
- Not using "in vehicle technology", mobile phones etc., unless safely parked.
- Adhering to the conditions of Law and Highway Code.
- Ensuring that loads are secure and the payload is evenly distributed and within the capacity of the vehicle.

## 8. EMERGENCY CONTACT DETAILS

Specific individual procedures and contact details will be issued to each vehicle on a separate "Emergency Contact Details" card. that outlines procedures to be taken covering all circumstances.

This will be kept in the glove box of each vehicle.

## 9. HEALTH, FITNESS AND MEDICATION

Drivers shall ensure that they are fit to carry out their duties in a safe manner at all times. Any changes to their fitness, eyesight, medication or medical condition, which may affect their ability to drive, must be reported to the Fleet Manager without delay.

All medication and changes thereof must be immediately reported to both Fleet and Compliance Managers so that an assessment can be carried out and, where necessary medicals or medical assessment arranged to determine any actions to ensure the driver is suitably fit and safe to continue.

Any driver who feels that they may be suffering from fatigue, stress, anxiety, depression or any mental health issue (irrespective of cause) shall inform the Fleet and Compliance Managers so that assistance can be provided or arranged.

## 10. HIGHWAY CODE

The Highway Code may be freely accessed via [www.gov.uk/guidance/the-highway-code](http://www.gov.uk/guidance/the-highway-code).

## 11. INSURANCE

Company vehicles are insured for Fully Comprehensive. This means that the driver of a Company vehicle is covered (including passenger liability), provided that he/she is an authorised driver using the vehicle for a purpose for which it has been approved. The motor insurance policy does not provide for payments or compensation to the driver for any injury sustained.

In the event of an accident in which a passenger of the Company's vehicle is injured caused by the negligence of the driver of that vehicle then the passenger should have a right of claim against the driver who, if at fault, is indemnified by the passenger liability insurance under the Company's motor policy. Otherwise the driver and/or passengers will need to pursue a claim against the person responsible for the accident.

**There is no insurance cover for personal property and the Company will not compensate any authorised driver, passenger or Associate for any loss incurred. It is therefore the individual's responsibility to insure against any such risk under a household or other insurance policy if they so wish.**

Company property carried on a Company vehicle is not normally insured. It is therefore extremely important to ensure that all security systems provided for use with such Company equipment and/or vehicle are used at all times and that vehicles containing valuable equipment should not be left unattended and should certainly never be left unlocked.

Master insurance certificates in respect of the Company's motor policy are held at the Company's office.

### 11.1. INSURANCE EXCESS

If at any time an individual Company or Associate driver has a claim recorded against him/her as a result of an accident of which the Company insurers impose an excess payment, the authorised driver will be charged an excess payment as determined by the Company, depending on the drivers' history. Typically this would be £500. Any excess additions (due to age, convictions etc) will be notified individually and must be accepted before driving company vehicles.

## 12. LICENSE CHECKS

The company will, to satisfy the requirements of our insurances and FORS, carry out license checks to verify licence details and penalty points via the DVLA online system at the following intervals:

- Less than 6 points – 3 monthly
- 6 points or more – monthly

### 13. MOTORING OFFENCES/FINES

The authorised driver of the vehicle must comply with all relevant legislation including:

- Traffic signs, signals and statutory speed limits are observed.
- The vehicle is sensibly and legally parked and not in breach of any regulations.

When a temporary non-fleet vehicle is issued the driver is responsible for ensuring tolls, congestion and ULEZ charges are paid. These can then be reclaimed via the expense procedure for company business.

Where fines or charges are imposed it is the responsibility of the authorised driver to whom the vehicle is allocated or the authorised Company driver in possession of the vehicle to pay all charges.

The Company will not accept responsibility for the payment of any penalty which may be imposed upon the vehicle user, excepting in the case of parking fines occasioned as a result of no alternative for accessing the worksite.

Any outstanding fines paid by the Company will be deducted from the employees or associate's salary.

Employees or associates are required to notify the Company in writing of any motoring offences which they have been charged or convicted.

**Additionally, all company vehicle drivers are required to notify the Fleet Manager of any potential legal action against them or potential change in their licence status. This must be done as soon as possible after the incident/police stop has taken place.**

### 14. PERSONAL USE OF COMPANY VANS

**Personal use of company vans is not permitted under any circumstances without the express permission of the Fleet Manager. Should this be permitted the driver will be liable for all costs incurred.**

### 15. ROAD TRAFFIC ACCIDENTS

In the event of an accident involving the vehicle, employees are required to notify the Company and, where appropriate the police, as soon as possible after the accident.

The authorised driver is responsible for obtaining particulars of any person involved in the accident as well as the names and addresses of witnesses. Details of other information to be obtained can be found on the reverse of the emergency contact list.

**An accident report form must be completed within 24 hours of the accident and forwarded to the Fleet Manager. Where possible, photographs of both vehicles and the location/environment of the accident are to be taken and sent in with the report.**

Employees are required to pass on to Data Tech any correspondence received, unanswered. These matters will be dealt with promptly by the Company.

### 16. SECURITY

Employees or associates are responsible for ensuring that vehicles are secured and locked (deadlocked where fitted) when unattended and always parked in a safe manner, where it does not cause interference with other road users or the general public.

- High value portable equipment shall not be left in the vehicle during non-working times.
- Pass cards, permits, ID cards or personal licenses shall not be left in vehicles at any time.

### 15. THEFT/LOSS OF THE VEHICLE

Authorised drivers shall immediately report the loss of Company vehicle(s) to the Police and to the Company and provide a written report when requested.

An insurance form must be promptly completed and returned to the Fleet Manager.



## 16. TRAINING

All drivers shall attend/carry out any such training as may be required to satisfy company policies or our FORS accreditation, and repeat at such intervals as may be required. All training certificates shall be supplied to the Company.

## 17. VEHICLE CHECKS -MANDATORY FOR ALL VEHICLES

The authorised driver is responsible for keeping the vehicle in good repair and ensuring the following checks are carried out and recorded:

**Daily** – walk around check.

**Monthly** - full vehicle check in accordance with and recorded on form DTQ/SQS/FRM/0036 which must be emailed to the Fleet Manager.

The vehicle shall be maintained in an efficient and roadworthy condition, complying with legal requirements at all times and the driver shall be responsible for the following:

- Checking and topping up of all lubricant reservoirs, coolant Adblue and antifreeze levels where applicable.
- Checking and maintaining tyre pressures.
- Checking and reporting tyre tread depth on the monthly sheet, ensuring a minimum 2mm tread across  $\frac{3}{4}$  of the tyre width;
- Checking and maintaining washer levels and wiper operation and effectiveness.
- Checking operation of all brakes and lights and beacons (where fitted);
- Ensuring that the vehicle is maintained in a clean and tidy condition, both internally and externally;
- Identifying the service date(s) in line with the vehicle logbook and mileage record and to make the appointment for service with the vehicle supplier;
- Ensuring that the vehicle is secured and locked (deadlocked where fitted) when left unattended;
- Notifying the Company in writing of any motoring offences with which they have been charged or convicted.

A vehicle check sheet (DTQ/SQS/FRM/0036) MUST be completed on allocation/collection, transfer or return to the company, or on request.

Periodic audits may be carried out on vehicles – if anything is noted the driver will be responsible for getting the issue resolved.

## 18. VEHICLE USAGE

Company vehicles shall be used only in connection with Company business within the UK only, and in accordance with this policy unless otherwise authorised by the Company.

The vehicle shall not be used for:

- any business purposes other than those undertaken on behalf of the Company.
- hire or reward (either goods or passengers).
- driving tuition of any nature.
- towing except a Company approved trailer or similar or, another company vehicle in times of emergency, providing the towing vehicle has a suitable towing device or point fitted. The manufacturers specified maximum tow load shall not exceeded.
- racing, pace making, rally driving or any other competitive event.

Should the vehicle be used in contravention of these conditions, any resulting damage will be the absolute responsibility of the authorised driver, to whom the vehicle has been allocated.

Furthermore, such use will render the employee liable to disciplinary proceedings and to the withdrawal of the vehicle.

## **19. WITHDRAWAL OF VEHICLE**

Authorised drivers are required to make all necessary arrangements for the prompt return of the vehicle in the following circumstances:

- termination of employment.
- long term ill health (mental or physical).
- any medical condition or treatment which prohibits driving.
- extended leave, given by permission of the Company.
- violation of the Company Vehicle Policy.
- careless driving, repeated accidents, disqualifications or convictions.

The Company reserves the right to withdraw or exchange the vehicle should the holders job or duties change to the extent that a different vehicle is required or a company vehicle is no longer necessary for the duties performed.

Where applicable the vehicle shall be returned to the Company's premises in a clean and roadworthy condition and with a full tank of fuel as when issued.