

Fleet Vehicle Policy

Provided that you hold a current full driving licence and over the age of 25 years, we may allow you use of a company van whilst working BP Installations Ltd (BPI). All vehicles will remain the property of BPI.

If you are required and/or permitted to utilise a company van, BPI shall be responsible for payment of all reasonable standing and running costs of the van including insurance, MOT, maintenance, and repair and shall bear the cost of fuel incurred during business mileage.

Drivers of company vans must drive responsibly and in adherence with the current legislation governing the highways. They must also comply with the provisions of this policy.

The authorised driver shall:

- 1) Take good care of the van and ensure that the provisions of BPI Vehicle Policy as amended from time to time are observed.
- 2) Ensure that the provisions of BPI's policy of insurance relating to the van are observed. A copy of the policy of insurance will be available for each vehicle.
- 3) Be responsible for payment of all liable fines incurred for traffic offences and parking fines.
- 4) Not smoke whilst inside the company van at any time
- 5) Notify fleet management of any accidents involving the company van (whether these take place while the employee is on company business)
- 6) Immediately inform fleet management if you are convicted of a driving offence or disqualified from driving.

BPI shall provide you with a business fuel card for use whilst using the van. These are registered for the van and should always remain within it. Mileage to be recorded at every purchase.

BPI retain the right to swap vans as necessary in support of business operations.

BPI has the right to terminate employment without notice or payment in lieu of notice if the Employee is convicted of a serious driving offence or disqualified from driving.

BPI reserves the right to amend its procedures and regulations relating to company vans at any time.

Condition of Use

Company vans are primarily intended to facilitate BPI business as necessary transportation; to maintain operations as business demands.

1) Medical Examination

Whilst not an initial requirement, BPI reserves the right to ask an employee to attend a medical examination if deemed appropriate. The cost of a medical examination will be met by BPI.

2) Drivers Licence

A company van can only be driven if formally authorised to do so by fleet management:

- a) All drivers must co-operate fully when asked to provide online access to check their licence. A check will be carried on new employment and 6 monthly thereafter. BPI reserve the right to randomly check as required.

- b) Any existing offences will be factored into any approvals.
- c) It is the responsibility of the driver to update BPI of any changes to their licence.
- d) Excessive offence levels may result in the use of company vans being withdrawn from drivers.

Alcohol and non-prescribed drugs

Drivers are not permitted to drive any van whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness.

Conduct Whilst Driving a Company Van

Professional conduct is paramount whilst in charge of a company van and drivers are obliged to always demonstrate due care and attention. Any inappropriate behaviour while using a company van will result in disciplinary action and may result in the use of the company van being discontinued by that employee.

1) Speed of Driving

Drivers must adhere to speed limit restrictions on the respective roads they travel on. BPI will not intervene on behalf of a driver, should they breach any legislation documented by the Driving Standards Agency. Any penalty due because of a speeding offence will be the liability of the individual driver.

2) Parking

Vans should comply with any parking restrictions in place. Illegally parked vans may incur parking fines. Any fines deemed to be the responsibility of the driver will be presented back to them for prompt payment.

Maintenance and General Upkeep

Van maintenance is managed centrally by fleet management; however, it is the responsibility of the individual driver to liaise with them to ensure the van is maintained in a roadworthy condition and in good order.

RAM Assist

RAM Assist is a fleet management phone application that enables users to remotely record maintenance, purchases, and compliance requirements for each van. **RAM Assist** holds no personal data other than log in credentials which are assigned centrally.

Conditions of van use may require designated drivers install and use the App in accordance with this policy and its issued guidelines.

Where there are no individual log-in requirements, your Line or Fleet Manager will confirm the process separately.

Van checks

All drivers are responsible for basic safety checks prior to use of van. Anything identified that affects driver safety must be rectified prior to its use. Contact fleet management if support is needed to do this.

On a monthly basis the driver of the van must complete a check form via **RAM Assist** and submit in accordance with the application.

All defects to the company van that may render it un-roadworthy (or should any warning light appear) must be reported as soon as detected via the **RAM Assist** App and if urgent, directly to fleet management. Failure to do so may result in further damage to the van and could be treated as negligent behaviour.

Cleanliness

While it is accepted that the vans are used for works activities, it is still the responsibility of the driver to maintain the van to a basic standard of cleanliness both internally and externally. Failure to do this may result in the use of the van being withdrawn and disciplinary action being taken.

Use of Mobile Phones

There is no expectation from BPI, for any employee to use mobile phones while in charge of a company vehicle. Whilst some vehicle will have fitted hands free or sat nav equipment, it is the user's responsibility to ensure compliance with current and modified legislation.

Modified legislation comes into force this year giving police authorities the power to stop any driver if they seem to be distracted on the road. This law still applies even if the vehicle is at a stop or while awaiting traffic lights.

MOT Certificate

This is managed centrally by fleet management.

Accidents

Should a driver of a company van be engaged in any road traffic accident, they must do the following:

1) *Immediately after a road traffic accident involving a company van:*

- a) Call the police on 999 only if there are injuries or the road is blocked.
- b) However, minor you think the accident is, YOU MUST STOP. Failure to do so is an offence under the Road Traffic Act.
- c) You should make sure your van's engine is switched off and then turn your hazard lights on to alert other road users to your presence.
- d) Look around and if anyone has been injured in the accident, you should call the police (and an ambulance, if necessary) as soon as possible.

2) *Giving details after a road traffic accident*

- a) When you are involved in a road traffic accident, you are obliged to give your name and address to anyone else involved. However, you should avoid saying accepting blame for the accident until you know precisely what happened, as it could be held against you later.
- b) You should stop and give your details if you crash into something on or near the road, even if there are not any other people involved. If you hit a parked car, for example, you should leave your details on the windscreen.

- c) Call the police straight away if someone leaves the scene of the accident without giving their details.

3) *Collecting details after a road traffic accident*

After an accident, **RAM Assist** will enable you to collect details and submit remotely. These could include:

- a) The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model.
- b) The time and date of the accident
- c) Photos of vehicles involved.
- d) A description of the weather conditions, plus anything unusual you notice about the road quality or lighting.
- e) The names of any witnesses or police officers at the scene
- f) A list of damage to vehicles, and a description of any injuries sustained by pedestrians, drivers, and passengers.
- g) Report immediately to your manager

Once you have gathered all information you must immediately contact your line manager or fleet management to report the accident and, if the van was damaged and cannot be driven, to arrange for it to be taken to a repair centre.

Personal Liability for Damage to Vans

Where any damage to one of our vans is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

Repeated instances may result in the use of the van being withdrawn and/or disciplinary action being taken.

Breakdown & recovery

BPI provides breakdown and recovery through a third-party service provider. Contact details and policy number are available within the RAM Assist app.

- (a) All incidents where this service is used should be reported back to fleet management.
- (b) Where there is evidence of additional costs in getting the van back on the road, pre-approval from line manager or fleet management will be required.

Loss

- 1) In the case of theft of one of our vans, the police and Fleet management must be informed immediately. Full details of the contents of the van must also be given. If any contents are stolen from the van the police and line manager should be notified immediately.
- 2) Please note that only company property is insured by BPI, and you should make your own arrangements to cover personal effects.

- 3) The van should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot. If a van is stolen, we are required to prove to the Insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

Tax and Insurance

BPI accepts responsibility for arranging tax and appropriate levels of insurance cover for all company vans. This should not encourage negligent behaviour from our drivers.

Should you as a company van driver be engaged in an accident for which you are found liable through carelessness, negligence, or recklessness. You will be expected to reimburse BPI for any costs incurred up to the insurance excess amount (currently £500).

BPI reserves the right to make such deductions from your wages. You will be advised in writing of any deductions due prior to this action.

Permitted Use

Subject to the restrictions already stipulated, our vans may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with line manager or fleet management.

This is a discretionary approval not contractual and can be withdrawn without notice, particularly if abuse is prevalent.

They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

At the end of each month drivers are required to report their van odometer readings (Via **RAM Assist**)

BPI reserves the right to investigate usage of the van for related and unrelated company business by monitoring mileage per van, fuel consumption cost reports, and through discussion with the individual user.

Leaving Employment

Should you leave BPI, you must liaise with fleet management regarding the return of your van to company premises or other location, as required. Unless otherwise agreed in writing you must return your van at an agreed time and deliver the keys to the office.

Van Tracking

The vehicle tracking system, **RAM Tracking**, has been installed in company vans, primarily for the purposes of improving safety, security and efficiency as set out as follows:

1) Safety

The system provides peace of mind that drivers are adhering to speed limits and driving time restrictions as well as general safety on the roads.

The system can be used to provide information as a defence for staff and BPI in contentious situations such as third-party claims or disputable vehicle incidents.

2) *Security*

The system permits 24-hour visibility of the fleet and could be used to track vans which due to unexpected movement, would be under suspicion of being stolen.

3) *Efficiency*

- Visibility of moving time and downtime of each van.
- 24-hour visibility increases efficiency of deliveries and responses to customer orders.
- Visibility of fuel consumption and efficiency through route monitoring.

4) *Corrective action*

There will be no direct use of the vehicle tracking information for disciplinary purposes, except as laid out below.

Misuse of Company Van

Stage 1

Where concerns about the use of the van or employees' conduct arise (for example: speeding, unauthorised use of vans e.g., for private purposes where not permitted), there will be an informal conversation with the employee to raise these concerns. Coaching, counselling, and relevant training will be given to employees, where appropriate, to support behavioural or performance change, within an agreed timescale. BPI would expect employees to positively respond to this.

Stage 2

BPI Disciplinary procedure may be invoked where employees fail to respond positively in the first instance. It should be noted however that any tampering or misuse of the Vehicle Tracking system or procedures will automatically result in BPI moving to Stage 2.



Brendan Payne (Director)
14 February 2022