

COMPANY VEHICLE POLICY

SecureCare (the “Company”) are pleased to provide relevant employees with a Company vehicle to allow for the effective performance of their duties.

Should you be provided with a Company vehicle you will have contractual terms and conditions detailed within your Contract of Employment on initial employment with the Company with further terms in the Company Policy document.

Objectives

It is our intention to ensure that you are provided with a properly serviced and maintained vehicle in good working order which is taxed, insured and has a current MOT.

On your part, you must also fully comply with our Company Vehicle Policy to help ensure vehicles are always maintained in good working order and should always drive safely and courteously. By developing a comprehensive policy dealing with Company vehicle use we intend to:

- Provide you with a safe working environment
- Promote safer driving
- Reduce accidents and injury to you and third parties to a minimum
- Reduce both direct and indirect costs arising from accidents
- Reduce vehicle running costs
- Reduce the number and size of insurance claims

General Guidance

You are responsible for ensuring your vehicles are in good working order and are properly maintained. Tyres, oil, water, anti-freeze, brakes and brake fluid levels should be checked regularly. The vehicle must always be kept clean, neat and tidy.

It is always your responsibility to familiarise yourself with the vehicle equipment and guidelines and to comply with them. You should plan your journeys taking into account distance, time and weather conditions to ensure you travel safely and arrive on time and unfatigued. Journeys should not be undertaken that involve excessive distance or time and you should ensure that on long journeys (greater than 2 hours) breaks should be taken at appropriate times.

The following items should always be kept in the vehicle:

- Personal Policy File which contains this Company Vehicle Policy Document
- Staff Handbook
- List of emergency telephone numbers
- Manufacturers vehicle guide
- First aid kit
- Warning triangle
- Pen and paper
- What to Do in An Accident Flowchart

Please let the Office know if you do not have these items.

Your Driving Status

You have a duty to inform us if, at any time, your circumstances or driving record changes, (or where applicable, those of your nominated driver change). This includes any change that may lead to an increase in insurance premiums, a refusal to insure or where continuing to drive would constitute a criminal offence. Copies of Full Driving Licences must be submitted to the Office Manager on a 12-monthly basis.

Insurance, Road Tax & Tolls

The Company pays for comprehensive insurance cover and road tax for your vehicle at all times up to an amount as if the employee was at least 25 and has a clean licence. The company contributes to the annual insurance costs that would apply as if the driver is over 25 and has a clean licence.

Any annual insurance costs over and above this amount because:

- the employee is over 25
- has pending or current fault or part fault claims, as determined by insurance companies
- has past or current fines and convictions - will be deducted from the employee's salary

On an ongoing basis, insurance policy excess payments and repairs to the Company vehicle or third party, vehicle or third party property, following own fault or part fault accidents, as determined by the insurance companies, are payable by the driver and will be deducted from the next salary.

The deductible amount will be put to you in writing. The deduction can be made over 2 months if you nominate.

Any work-specific legal parking charges, individual bridge or road tolls should be paid by you and reclaimed as part of your expenses and the necessary VAT receipt must be obtained. We will repay any such expenses to you in accordance with usual provisions for expense payments. If such payments have to be regularly paid by you, such as "congestion charges", we may at our sole discretion pay these charges on your behalf.

Vehicle Maintenance

You must ensure that your vehicle is regularly cleaned, serviced and maintained according to the manufacturer's specified service intervals. It is your duty to observe service intervals and inform the Office a month before they are due.

As the user of the vehicle you are responsible for the everyday maintenance of your vehicle, including the following:

- Using the appropriate fuel for the vehicle and ensuring that you have sufficient fuel for your journey
- Regularly checking and maintaining the engine oil level according to the manufacturer's instructions
- Regularly checking and maintaining the various water and coolant/anti-freeze levels according to the manufacturer's instructions
- Regularly checking the vehicle tyres, including any spare tyre for wear or damage and maintaining the tyre pressures in accordance with the manufacturer's specifications. Where any tyres are replaced the replacements tyres should be suitable for the vehicle
- Regularly checking wipers and lights for wear, damage or faults as applicable

You should also ensure that both the exterior and interior of the vehicle are kept clean.

If, in the first instance, the Company does not pay for maintenance expenses, we will repay the costs incurred through everyday maintenance to you in accordance with usual provisions for expenses payments.

Fuel Costs

We will provide you with a fuel card to be used at a garage/s nominated by the Company.

Road recovery

The Company will provide you with an AA card for repair or recovery of your vehicle if you are the driver and if you more than quarter of a mile from home.

Mobile phones

Our vehicles are fitted with hands-free kits. Mobile phones can be set for automatic answer and voice activated dialling. The use of mobile telephones when driving (except in hands-free mode) is strictly prohibited. Only incoming calls should be taken while driving. Dialling or text messaging is not permitted while the car is mobile. Even in hands-free mode, mobile phones can distract a driver's attention from the road, therefore where possible conversations should be kept to a minimum or, if likely to be prolonged, a safe parking position should be found, and the calls made when stationary. Any faults with hands-free kits should be reported to the Office manager who will arrange for a repair.

There will be a charge to the employee of £100 for the replacement of cracked screens or entire mobile phones or i-pads if lost or dropped or if damage is caused by negligence or improper use. We reserve the right to recover costs from wages.

Private Use of Vehicle

Your vehicle is only provided for company business. You should not at any time use your company vehicle for any other commercial or private purposes other than those directly connected to your employment with us.

Private mileage is deemed to be any deviation from a direct route to Company work sites or a direct route to/from home. Prior authorisation must be obtained before the vehicle is used for any other reason.

Only employees insured by the Company to drive that vehicle can drive the vehicle. Only company employees can be passengers in the vehicle.

Driving Policy & Rules

You are reminded that you should always drive in a manner that is courteous and considerate to other road users and pedestrians.

We reserve the right to place so-called "How is my driving" signs on any company vehicle to encourage courteous and considerate driving and minimise the risk of accidents.

We reserve the right to fit any company vehicle with an immobiliser, alarm, anti-theft and/or vehicle-tracking device. If a company vehicle is fitted with any such device they should be used whenever the vehicle is left unattended, even if the vehicle is within sight. Furthermore, items of any value belonging to either the Company or employee must never be left in clear view, even when the vehicle is occupied. Company tools must not be kept in the vehicle overnight or in an unlocked vehicle at any time.

You are always asked to abide by the terms and conditions of our insurance.

You must not pick-up hitchhikers at any time. If in an emergency, you wish to pick anyone up who is not a company employee then the Office should be phoned, and permission granted before doing so.

In the event of a breakdown you should contact the Company's nominated breakdown service or seek reasonable assistance by using a roadside telephone. You should activate the hazard warning lights on your vehicle as soon as the vehicle breaks down and keep them on until your vehicle is repaired or removed. The warning triangle should be placed 100 yds between the vehicle and oncoming traffic if it is safe to do so.

You should stay with your vehicle but, where possible, stand on the pavement or embankment away from the road and vehicle. If this is not feasible or in bad weather, you should sit in the front of the vehicle on the side nearest to the pavement or embankment.

You should not attempt to fix the vehicle where it is dangerous to do so, for example where the vehicle is partly blocking the road or a lane of a motorway or dual carriageway, or where the vehicle is on a bend or narrow section of road.

Please ensure that you travel with warm and preferably waterproof clothing in case you have to wait some time for assistance. If possible, you should also carry in your vehicle a torch, spare fuses and a mobile phone.

Expenses incurred to retrieve keys locked in the van we reserve the right to recover costs from your wages.

Accident or Injury

If either you or, (where applicable) the other nominated driver are involved in an accident, no matter how minor, whilst using a company vehicle you, as our employee, must inform both us and the police at the earliest possible opportunity.

If any accident causes personal injury, either to you or any other party, no matter how minor, you must inform both the company and the police at the earliest possible opportunity. If your failure to do so leads to a withdrawal of insurance protection for that vehicle by our insurers, we reserve the right to recoup any such losses directly from you. A written and signed statement of events is required at the Office the same day.

At the time of any accident and afterwards you are expected to co-operate fully with police, insurers and any other authority or body investigating the accident. After any accident, whether caused wholly or partly by you or a nominated driver, we reserve the right to review your use and entitlement to use any company vehicle.

In the event of an accident, we reserve the right to seek the whole or partial payment of any insurance excess from you, whether the accident is caused wholly or partly by you or a nominated driver. If, in any event, should you have a third accident within the company vehicle, we reserve the right to seek reimbursement from you through wages of any costs incurred. If at any time you expressly or impliedly give permission to a third party, (other than the nominated driver) to use a company vehicle and that vehicle is involved in an accident we reserve the right to seek payment of all company costs, third party claims and liabilities and repair costs from you.

Please ensure you have read and understood the 'Accident in a Company Vehicle' Flowchart.

Fines & Criminal Proceedings

The driver shall be personally liable for all parking fines, clamping releases and associated charges, towing charges which are not covered by insurance and any offence fines, speeding fines plus any expenses incurred, including towing or van repairs, if the wrong fuel is put in the vehicle.

Where the Company pays these charges, we reserve the right to recover the costs from the driver's wages.

You have the right to provide the external company charging the fine with evidence to counter any charges but any escalating charges if the counter claim is not upheld are payable by the employee. Any escalation of charges caused by the employee's non-compliance with requests to pay or incorrect method of payment or dispute with the fine which are not upheld shall be chargeable to the employee.

Any criminal act by you that leads to the loss of your licence may result in disciplinary action under our disciplinary procedure, in serious cases this may constitute gross misconduct and entitle us to terminate your employment without notice.

Termination of Contract of Employment

If your contract of employment is terminated, your use of any vehicle owned by us will end on your last day of employment. This applies irrespective of whether you work out your notice period or not. You will not be entitled to any monetary compensation or alternative benefit in lieu. We will pay any outstanding sums due to you, (salary and/or expenses) after the key/s and vehicle equipment, fuel card and AA card for the vehicle have been returned to us and the vehicle has been inspected.

Foreign Travel

It should be noted that no company vehicle may be driven outside the UK without prior permission from the Managing Director.

Company Vehicle verses Use of Own Vehicle

Drivers entitled and currently issued with a company vehicle can elect to return the issued vehicle to us and use your own private vehicle. We have no legal binding or obligation to the vehicle in this instance.

It will be your responsibility to insure, tax, service, obtain roadside assistance and maintain the vehicle in a roadworthy condition at all times and any other cost associated with the running of the vehicle.

The vehicle must enable you to efficiently and effectively carry out your duties. Your vehicle must be a modern white van, uphold the image the Company wishes to portray, and you must allow it to be sign written. Costs/devaluation incurred when sign writing is removed or any other devaluation of the van at the end of the employment is incurred by the employee or van owner.

If you are using your own vehicle, you may invoice the company 45p per business mile driven for the first 10,000 miles in a tax year and 25p at any additional business mile thereafter. This does not include trips from home to site or from the last job of the day to home.

This Policy will be regularly reviewed and updated as necessary. The management team endorses these Policies and is fully committed to their implementation.

This Company Vehicle Policy has been approved & authorised by:

Signature:

Signed by: ROBERT STEVENSON

Position: DIRECTOR

Date:

Review date: