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Van Policy 2015

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Van Policy 2015

POLICY PURPOSE, SCOPE AND OVERVIEW

Purpose

The purpose of this policy is to clarify the responsibilities of any Morris & Spottiswood employee who is in charge of a van hired or provided by the company.

Scope

The policy applies only to employees of Morris & Spottiswood, not employees of any other third party or organisation.

Policy Overview

The Policy gives instruction on procedures to be followed when driving, using, hiring (or off-hiring) vans for the company; how a van should be maintained by the person responsible for it and what should happen in the event of an accident.

It also covers the rules on insurance, road traffic offences and the use of mobile telephones whilst driving.

It is a formal company policy, not simply guidance. Vehicles are expensive – and sometimes dangerous – and failure to follow this policy could result in the company being exposed to unnecessary cost or litigation.

Key Point for Drivers: about keeping to this policy

- **It is therefore essential that you follow the policy, and the procedures contained in it.**
- **In the event that you do not follow the policy, disciplinary action may be taken against you.**

- **Key contacts for making sure you comply with this policy are:**
  In the first instance:
  - Your line manager

  Procurement Business Partners:
  - Fitout (Glasgow & Edinburgh): Jennifer Strain on ext. 2478 (0141 425 2478)
  - Housing & Fitout Warrington : Gordon Bain on ext. 2432 (0141 425 2432)
  - Maintenance & M&E: Terri Chisholm on ext. 4940 (0141 425 4940)

  The policy may be updated from time to time; the most current version will be found on Our Way.

  If you are in any doubt as to whether this document is the most recent issue, or have any other queries, please contact your relevant HR Business Partner:
  - Bud 1 Warrington: Susan Hughes on ext 2452 (0141 425 2452)
  - Bud 3 Edinburgh, Bud 4, Group & Central: Paula Colville on ext. 4934 (0141 425 4934)
  - Bud 3 Glasgow & Bud 2 M&E: Fiona McInnes on ext 2443 (0141 425 2443)

1.0 VAN DRIVERS: GENERAL NOTES

1.1 Van Condition

All vans must be maintained, by the user, in accordance with the vehicle's service manual and the manufacturer's guidelines. The Hire Company will be responsible for the cost of servicing, including tyres, windscreen replacement and the management of any servicing/replacement requirements.

Maintenance – good practice

Vans will be subject to regular periodic inspections (no less than one per month) by Morris & Spottiswood departmental management (Ref to Appendix 1) to ensure they are maintained to an appropriate standard of repair and cleanliness. There is a potential cost to the company on return to the Hire Company if vans are not properly maintained.

Key Point for Drivers: about maintaining your vehicle

- **Vans should be cleaned / washed at least once a week, more often in winter if necessary.**
- **Oil, water and tyre pressure levels should be checked daily.**
- **You must not smoke in the van.**
- **Failure to maintain the vehicle appropriately may result in disciplinary action being taken against you in accordance with the company's disciplinary procedure.**

Maintenance – negligence

The business unit for which the vehicle was provided will bear any costs resulting from the abuse or poor care of the vehicle during the hire period.

Key Point for Drivers: about negligent treatment of the van or accessories

- **All vans will have vehicle inspections carried out on them on a regular basis by their line manager**
- **Any damage must be recorded in the course of these inspections, and reported immediately to the relevant Operations Manager or Director (as appropriate)**
- **As the named driver on the company's records, you will be held responsible for any abuse or poor care and again this may result in disciplinary action being taken and / or deductions from your pay to cover costs incurred.**
- **Genuine general wear and tear is accepted, and you should report any damage – no matter how minor – to your manager as soon as you can.**
- **If the vehicle is involved in an accident / incident which requires an insurance claim, you must report this immediately – see section 11 "What to do in the event of an accident"**
- **If you have a second blameworthy accident within a rolling 12 month period, you will required to repay the insurance excess (£500) or the full cost of the damage (if it is less than the excess – as outlined in the key drivers points document. This will be deducted from your pay.**
- **Abuse definition examples: Note – this list is not exhaustive**
  - **Vehicle interior is excessively soiled**
  - **Damage to interior trim – cab area**
  - **Damage to rear loading deck**
  - **Waste material is left in the vehicle prior to off-hire**

- **Incidental damage to the bodywork – determined by off hire process incorporating vehicle condition declaration**
- **Refuelling with incorrect fuel type**
- **Smoking in the vehicle**

- **Loss of van keys and / or a fuel card may result in an administration charge for which you will be responsible.**
- **Repeated losses of such items may result in disciplinary action being taken against you.**
- **For repeated accidents or significant damage to company vehicles, we reserve the right to instigate the formal disciplinary procedure at any time.**

1.3 Driving Licences

You should submit your driving licence for inspection (both photocard and supporting paper copy). A verified copy of this licence will be forwarded to the Human Resources dept. for record purposes.

Key Point for Drivers: driving licences

- **You cannot drive a van, hired or leased by Morris & Spottiswood, without a copy of your driving licence being held by the company and your details logged with the external agency (currently DriverCheck), who monitor the status of employees' driving licences with DVLA.**
- **You must complete a mandate form to authorise DriverCheck to do this before they drive a company van.**

DriverCheck will notify Morris & Spottiswood of any penalty points acquired by you. A driving disqualification will automatically result in the withdrawal of authorised driver status, and may have an impact on your continued employment with the Company

Morris & Spottiswood reserve the right to refuse any employee permission to drive a hired vehicle.

1.4 Authorised users

Where required, Morris & Spottiswood will provide short-term hire vehicles for use by direct employees of the company. Authorisation for hired vehicles may only be provided by Operational Managers / Directors.

Morris & Spottiswood will not provide short-term hire vehicles for use by third party companies e.g. sub-contractors.

Morris & Spottiswood will not provide a hire vehicle to individuals who have a car allowance arrangement or have been issued with a company car, without prior approval from a Trading Board member.

There is no contractual right to a company van or hired vehicle; any such vehicle is issued due to business requirements and may be withdrawn at any time.

1.5 Van allocation control

If a van is transferred from one contract to another the line manager must notify Procurement to ensure that the costs are transferred to the new contract. Not doing so will result in the misallocation of costs against contracts.

Also, unrecorded changes of the van drivers may render the company insurance cover invalid (refer Section 2.1 below) with the possibility of the company being fined for failure to accurately disclose its insurance liability.

Key Points for Drivers: transferring vans between drivers

- **You cannot transfer a van to another driver without the prior authorisation of your line manager and without both you and new driver completing a Vehicle Inspection Check Sheet (See Appendix 1/6).**
- **Both drivers must carry out an inspection and complete the vehicle inspection check form prior to any transfer of vehicle between employees. If this is not completed then the original driver of the vehicle will be held liable for any damage done to the vehicle which appears at the next vehicle inspection even if the most recent driver was responsible for it. Failure to do so will result in you being held accountable for another driver's carelessness.**
- **When you are on holiday or if you are off sick, your van will be reallocated for use by another driver during this time.**
- **If the hire company exchanges a van directly as a result of a service, recall or similar occurrence, you must inform the Procurement department immediately (see contacts.**

2.0 INSURANCE RESPONSIBILITY

2.1 General

Morris & Spottiswood must comply with the current EU Motor Insurance Directive that requires fleet policyholders to provide their vehicle data to the Motor Insurance Database. Failure to comply with the Directive may result in financial penalties being applied to the company. The company may seek to recover costs from the individual concerned dependant on the circumstances surrounding the non-compliance in line with Section 1.5 above.

2.2 Insurance cover

Key Points for Drivers: safeguarding contents of a van

- **You must lock your van at all times when it is unattended.**
- **The company does not accept responsibility for personal items lost or stolen from a van. This includes tools.**
- **All equipment should be placed out of sight in the vehicle, if the vehicle is left for a short period of time.**
- **When parking overnight, you must ensure that any personal belongings and any other valuable equipment are removed from the vehicle and kept securely elsewhere.**
- **All company issued equipment should be treated in the same manner as personal items.**
- **Should negligence on your part be proven with regard to a loss or theft then the company reserves the right to seek compensation from you, as well as the possibility of you facing company disciplinary procedures.**

2.3 Responsible behaviour

Key Points for Drivers: driving offences and conduct behind the wheel

- **Any road traffic offences will be your responsibility, as the driver at the time of the offence. If the company has to pay fines resulting from road traffic offences then**

you will be required to pay back to the company the full amount of the fine plus all associated administration fees.

- **You must drive with consideration to other road users as required by the Highway Code. Reports of poor driving or abusive behaviour on the part of any driver may result in disciplinary procedures.**

2.4 Blameworthy Accidents

Key Points for Drivers involved in accidents

- **Where a van is involved in an accident which is deemed by the company to be the fault of the driver, you will be spoken to in the first instance to determine what has happened. Where investigations show that the employee was to blame disciplinary action may be taken. For the first blameworthy accident you will not be asked to repay the cost or repay the excess.**
- **If an employee then has a second blameworthy accident within a rolling 12 month period, the employee should be advised that they will be required to repay the excess (£500) or the full cost of the damage (if it is less than the excess, but you will already have agreed to this in the drivers points). This will be deducted from your pay.**
- **For repeated accidents or significant damage to company vehicles, we reserve the right to instigate the formal disciplinary procedure at any time.**
- **The company will not look to seek further costs over the excess amount from the employee.**
- **You should inspect your van daily to check for general wear and tear and any damage incurred whilst parked. Accidents where a van is damaged while parked or unattended should not be treated as blameworthy, however if you develop a track record of such incidents, this view may change and will be reviewed on a case by case basis. If you fail to report any damage in a timely manner this may be treated as a blameworthy accident.**

3.0 VAN RENTAL OPTIONS:

Vans can only be hired through the Procurement department, and with the authorisation of an appropriate manager (Business Unit Head or Operations Director).
The following list of vehicle types will apply to all rentals

Vehicle Description

- Small Van – Connect Type
- Transit (size) Van
- LWB Van
- High Roof
- Crew Cab
- 7.5 tonne
- Luton Box Van

4.0 VAN HIRE – SHORT TERM

All vehicles must be hired through the Procurement department supported by the Vehicle authorisation form (see Appendix 1/1). The completed form is to be countersigned by the Business Unit Head or Operations Director.

The instruction to supply a vehicle must include the following details:

- The contract cost centre*
- The type of vehicle required
- The delivery or collection address
- The delivery date required
- The hire duration
- The vehicle driver name

*Cost Centre clarification: Within Fitout, all vans will be costed against the relevant office vehicle hire account number.

The process of allocating costs to the actual contracts will be the responsibility of the relevant Business Unit Head / Operations Director. This will be done – in Fitout only - on a monthly basis by completion of a hired vehicle monthly allocation sheet which will be forwarded to the Finance Dept within 2 days of the month end close.

5.0 VAN HIRE – LONG TERM

Vans on long term hire should be hired through the Supply Chain department at the request of a Business Unit Head or Operations Director. The information must include the following details:

- The type of vehicle required
- The delivery date required
- The delivery or collection address
- The hire duration e.g. 36months
- Hands-free requirements (hard wired or Bluetooth)
- Vehicle tracking system (current tracking system device installation, Minimum hire period 6 months)
- The vehicle drivers name

6.0 VAN "ON-HIRE" PROCEDURES

All hired vans, where practicable, will be delivered to one of Morris & Spottiswood's offices (Glasgow, Edinburgh and Warrington). The vehicles will be received by the manager responsible of ordering the vehicle, and will be checked in accordance with the following procedure:

- The vehicle suppliers on-hire contract document will be checked to ensure it reflects the correct detail
- The vehicle condition sheet provided by the Hire Company will be completed following a thorough visual inspection.
- All damage is to be noted on the vehicle condition sheet.
- Under no circumstances should a vehicle be accepted if it is believed to be unroadworthy.
- If a vehicle is refused at the point of delivery, this must be communicated to the relevant Procurement department immediately.

- The Procurement department will retain copies of both these documents for future reference.

All Hire Company contracts including vehicle condition sheets/records provided at the time of vehicle supply and collection are required to be forwarded to the relevant Procurement department.

Key Point for Drivers when accepting a new van

- **Notwithstanding the check carried out by Management, on receipt of the van, satisfy yourself that the vehicle is roadworthy prior to commencing using the vehicle.**

7.0 VAN "OFF HIRE" PROCEDURES

All hired vehicles are to be off hired through the Procurement department and returned to the point of delivery (Glasgow, Edinburgh or Warrington). At this point the vehicles will be received by the manager responsible for ordering the vehicle (refer to 6.0 above) and will be off hired in accordance with the following procedure:

- The Procurement department will off hire the vehicle with the vehicle Hire Company.
- If regular van inspections have been complied with then the chances of a vehicle being returned damaged should be low, however, if this is the case then the Procurement department should be advised beforehand to enable repairs to be arranged, or if there has been an accident / incident, for an insurance claim to be made, before the van is returned.
- The Hire Company should issue a collection number, which Procurement will record on the purchase order form.
- The vehicle and vehicle keys are returned to the manager responsible for ordering the vehicle.
- On collection, the Hire Company and the manager responsible for ordering the vehicle will jointly inspect and record the vehicle condition on the Hire Company's vehicle condition sheet.
- The Hire Company's off hire contract and vehicle condition sheet is signed and a copy of the contract and the vehicle condition sheet retained by the Nominated Business Unit Representative and returned to the Procurement department.
- Any invoices received in support of repairs / insurance claims are to be forwarded to the Finance Director.
- All damage notified will be treated both consistently and on an individual basis. If the company concludes after investigation that there was negligence on the part of the driver it may decide to take disciplinary action.

Key Points for Drivers when returning a van

- **Before you return a van, make sure you report any damage, either via our insurers if accident damage or via your line manager.**
- **This allows the company to manage the repair costs before we hand the vehicle back to the hirer.**
- **At the end of the hire you should ensure the fuel tank is re-filled before the van is off-hired.**
- **Sending a van back without a full tank will result in the company being charged to have it filled.**

- **This charge is likely to be levied at a premium rate and the company reserves the right to charge you for the excess amount plus any administration fees incurred.**

Where circumstances dictate that the vehicle cannot be returned to the point of delivery and the short-term hire vehicle is to be collected from remote sites, the following process is to be followed. In addition to any points above regarding damage:

- The vehicle driver notifies the Procurement department of the requirement to off hire the vehicle.
- The Procurement department and the vehicle driver/line manager agree a time and date for the collection.
- The Procurement department off hires the vehicle with the Hire Company informing them of location, date and time of collection required.
- The driver's details and contact number will be passed to the Hire Company.
- The Hire company issues a collection number that is recorded by the Procurement department on the original purchase order.
- On collection the driver/line manager will undertake the vehicle off hire and vehicle condition checking procedure as detailed above.
- All the off hire paperwork is to be forwarded, by the driver/line manager, to the relevant Procurement Department immediately after the off hire.

8.0 FUEL CARDS

General:

The company will provide fuel cards to registered drivers of hired vehicles, for the purchasing of DIESEL and OIL only

8.1 Types & Usage

The Company will issue fuel cards of the following type & usage.

Card Type	Card Information	User
DR	Includes Vehicle Registration, to Enter Miles	Leased vehicle user
DS	Includes Division + spare	Short hired vehicle user

The Procurement department manages the spare fuel cards. Use of a spare fuel card has to be authorised by a Business Unit Head / Operations Director. In the Edinburgh and Manchester office due to the absence of a Procurement department the spare cards in that office will be managed by Senior Managers.

8.2 Use of Fuel Cards

Key Points for Drivers: usage of fuel cards

- **You must comply with the procedures for your fuel card, by providing the van registration number and mileage.**
- **You should at all times aim to purchase fuel from cheaper outlets such as supermarkets. Buying fuel from Motorway services should be avoided wherever possible.**
- **The fuel card is to be used for the purchase of diesel and oil only - relating to the use of the vehicle.**
- **In the case of DR Cards – which carry the registration number of the van – these can only be used for that van, and no other.**
- **Transferring or lending fuel cards to other drivers is not permitted.**
- **The use of the fuel card for personal vehicles is strictly prohibited and abuse of this will lead to disciplinary action being taken.**

8.3 Fuel Usage

Key Point for Drivers: fuel mileage log

- **You should complete a weekly van mileage/fuel log (See Appendix 1/3) and return this, every Monday, to the Operations Manager or Director who authorised the hire of the vehicle.**
- **Failure to complete your weekly van mileage / fuel log may result in disciplinary action and in HM Inland Revenue being notified of the taxable benefit element of the private use.**

The hired vehicle will normally be supplied with a full tank of fuel at the beginning of the hire.

Key Point for Drivers: sending vans back with a full tank of fuel

- **At the end of the hire you should ensure the fuel tank is re-filled before the van is off-hired.**
- **Sending a van back without a full tank will result in the Company being charged to have it filled.**
- **This charge is likely to be levied at a premium rate and the company reserves the right to charge the driver for the excess amount plus any administration fees incurred.**

The Procurement department will notify HR of any vans being returned unfilled.

8.4 Fuel Card withdrawal

The Company reserves the right to withdraw a fuel card at any time.

9. PARKING FINES / SPEEDING OFFENCES

9.1 Parking Fines

The procedure in relation to parking offences operates as follows:

1. The company only receives notification of parking tickets if these have not been paid or queried promptly. By this time, the amount of the fine will have increased from the base charge. Where the company receives such notification, this will be passed to the individual driver for action, as above. Given that the company is now directly involved at this stage, confirmation that the ticket has been paid, or otherwise dealt with, will be required from the driver.

2. Where no action is taken following the notification received by the company in 1 above, a further notification will be received by the company, by which time the fine will have increased further. If such notification is received, the company will pay the fine and the relevant amount will be deducted from the individual's next salary payment. Clearly this is the most expensive scenario.

3. In situations where the company receives a notification as in 1 above, however where no ticket was received at the time of the offence, this should be raised immediately by the individual with the relevant authority. This will stop the process reaching the stage where the company receives further notification.

Key Points for Drivers: parking tickets

- **Any parking tickets will be your responsibility, as the driver at the time of the offence.**
- **You should pay any fines within the time limit on the ticket**
- **If the company has to pay fines resulting from road traffic offences then you will be required to pay back to the company the full amount of the fine plus any associated administration or late payment fees.**
- **This includes deducting the amount from your pay.**
- **If you dispute a penalty ticket, you must raise it with the relevant authorities at the time.**

- **Failure to pay parking tickets may result in disciplinary action being taken against you.**
- **Accumulating multiple parking tickets may also result in disciplinary action being taken against you.**

The above process also applies to London Congestion Charging and any fines received re non-payment of the appropriate charge.

9.2 Speeding Offences

If the company receives a notice of speeding, this will be distributed to the individual driver for verification that the notice is valid.

The company will then pass all necessary information regarding the driver of the van to the police within the time scale noted to avoid further police action.
The police will then contact the driver direct.

Key Point for Drivers: speeding tickets
- **If for some reason you fail to confirm details for the police in time and additional costs are incurred by the company, the company reserves the right to make a deduction from your pay of any amounts due.**

10. MOBILE PHONES: ACTION FOR ALL EMPLOYEES

10.1 Hand Held Mobile Phones

Key Points for Drivers: using a hand-held mobile phone
- **Never use a hand held mobile phone whilst driving; only do so if the vehicle is parked in a safe location with the engine switched off.**
- **A mobile phone – even if used with a Bluetooth earpiece – is still considered handheld unless it is in a cradle.**

10.2 Mobile Phone Hands Free Use

It is recognised that even with the use of a proper hands-free kit, driving ability is significantly reduced. All drivers must follow the following guidance on their use:

Key Points for Drivers: using a hands-free phone
- **Don't attempt to dial numbers or make calls from a hands-free mobile unless the vehicle is parked in a safe location.**
- **If you receive a call via a hands-free mobile whilst driving, you should explain to the caller that you are driving and request to return the call at a later time unless the communication is of extremely short duration.**

Any employees identified as non-compliant with these instructions may be subject to disciplinary action in accordance with Company procedures.

11. WHAT TO DO IN THE EVENT OF AN ACCIDENT

11.1 Van Accident Notification

Key Points for Drivers: how to report an accident

- **If you have an accident, please contact the company's insurers below as soon as possible**
- **Please ensure that all relevant facts are disclosed to Allianz Insurance as failure to do so may affect Morris & Spottiswood's rights to claim under our policy.**
- **Please also notify David Hendry in the Glasgow office on 0141 425 2426 or by email at david.hendry@morrisandspottiswood.co.uk of all claims reported, either direct or via your line manager, to ensure that these can be followed through promptly with Allianz.**

Allianz Insurance staff will be available 24 hours a day to answer your call.

"INSURER :	**Allianz Insurance**
POLICY NUMBER :	**BV / 22623323**
CONTACT NUMBER :	**0800 58 7 58 58**

Information required by Allianz is likely to include, as a minimum :

- your personal contact details;
- details of the accident including location, weather conditions, date / time;
- details of any third party involved including driver, vehicle owner, registration, vehicle type, damage and insurance details;
- details of any witnesses, including contact address and phone number;
- details of any injuries sustained by any party involved in the accident;
- police details if in attendance, including officer name and identification number, police station address and crime reference number.

Key Points for Drivers: what else to do if you have an accident

- **Do not discuss or admit liability on behalf of Morris & Spottiswood or Allianz, nor offer to make payment to any third party following an accident.**
- **If your van is stolen, or damaged as a result of theft or attempted theft, report this to the police in addition to contacting Allianz as above.**
- **Also notify David Hendry as soon as possible as this will also need to be notified to the leasing company.**
- **If your vehicle cannot be safely driven following an accident, Allianz will arrange recovery within one hour. In any event, within 24 hours Allianz will contact you with details of a dedicated claims co-ordinator.**
- **Allianz will contact you direct to advise details of the nearest approved repairer if any repair is required, or to arrange for inspection of your vehicle at a repairer to be mutually agreed.**
- **Allianz will also arrange a courtesy vehicle if required.**
- **Should any letter or other correspondence be received from a third party or their representative following an accident, please forward unanswered to David Hendry.**

APPENDIX 1/1 – VEHICLE AUTHORISATION FORM (ONE-OFF HIRES)

Hire / Lease Vehicle Request form

Contract No. **Driver's Name:**

Licence data Full ☐ HR Copy ☐ Endorsements ☐ Disqualification ☐

Vehicle Type

☐ Small Van ☐ Transit Van ☐ LWB Van ☐ High roof ☐

☐ Crew Cab ☐ 7.5 tonne ☐ Luton Box Van ☐

Special requirements (e.g. tail lift)

Start date: **End date:**

Justification:

Prelim. Cost ☐ Waste disposal ☐ Collections ☐ Other ☐

Reasons for Hire:

(continue on a separate sheet if required)

Requested by: **Position:**

Authorised by: **Operations Director / Manager***

Acceptance of Responsibility:

I understand that this vehicle is my responsibility and is to be operated in accordance with the manufacturer's recommendations. I will be responsible for any costs incurred as a result of my negligence in this respect.

I accept responsibility for all traffic offences and fines whilst this vehicle is allocated to me.

I understand that this vehicle must be maintained in a clean condition, internally and externally, throughout the hire period and is to be returned clean at the time of off hire. I accept liability for any subsequent cleaning charges submitted by the Hire company.

I understand that all accidental damage sustained by this vehicle whilst on hire is to be reported to the Procurement department immediately.

I understand that under no circumstances is this vehicle to be transferred to another driver or contract without reference to the Procurement department

I accept that all drivers must complete out a weekly hired / lease vehicle mileage / fuel log and submit to the relevant Operations Director/ Manager

Drivers Signature **Print Name:**

IMPORTANT NOTE: When hire vehicles are supplied with a full tank of fuel they must be returned/off hired with a full tank of fuel. Failure to comply will result in a recharge to the driver

* If signed by Operations Manager a copy of this form must be sent to the Operations Director by fax or email within 24 hours

APPENDIX 1/2: VEHICLE AUTHORISATION FORM COMPLETION PROCEDURE

This procedure applies to the hire of all commercial vehicles throughout Morris & Spottiswood in accordance with sections 4.0 & 5.0 of the Commercial Vehicle Policy. All vehicles MUST be hired by completion of a request / authorisation form (Reference Number OPF4 / I) which must then in turn by used to create a materials requisition form to be submitted to the local procurement department.

The Manager requesting the hire must complete this form in the first instance.

Form OPF4 / I is available from the Intranet within both the Procurement Department and Management Sections in a protected cell format and should be completed as follows: -

Note: - Protected cell format requires that the user need only tab between sections to allow for electronic completion.

- **Contract Number**
  Enter details of the contract to be charged. If the vehicle is to be used over a number of contracts the vehicle will be costed to one contract only, however ALL contract numbers MUST be communicated to procurement. The contract charged will be recorded on the purchase order. Allocation of costs to the remaining contracts is the responsibility of he Operations Manager / Director and the Contract Surveyor.

- Drivers Name
  Enter details of the person who will be driving the hire vehicle and is responsible for its upkeep.

- **Drivers licence data**

Full	Check that the intended driver has a full driving licence – tick box after check has been satisfactorily undertaken
HR Copy	Ensure that the HR Department have a copy of the full driving licence on their records
Endorsements	Log the number (points) of endorsements on the licence
Disqualification	**MUST** enter **NO**. If potential driver is disqualified they **MUST NOT** be allowed to drive **ANY** vehicle on behalf of Morris & Spottiswood.

- **Vehicle Type**
  Tick box of type of vehicle required

- **Special Requirements**
  The Originator must stipulate the exact requirement of the vehicle.

- **Start Date**
  The date when you want the hire to commence

- **End Date**
  A projected date when the hire period should finish. If this date needs to be extended please contact the procurement department to advise them accordingly

- **Justification**
  What is the reason for the hire? Tick the appropriate box(s) – prelim cost, waste disposal, long term lease, collection or 'other'. A full and detailed explanation of the reason for the hire is required for **ALL** requests. This must also include cost justification / comparison i.e. 'A cost comparison has been done with respect to paying travelling expenses and the vehicle hire cost for the period in question will save £ x amount''

- **Authorisations**
  The signature of the person who is making the application including their position must be completed.

  The signature of either the Operations Manager / Director is required to approve the hire. **The hire will not be processed without this information.**

  If an Operations Manager signs the authorisation a copy of the form **MUST** be sent to the Operations Director by fax or e-mail within 24 hours.

At this point the relevant information contained on the form should be used to create a purchase order which should be submitted to the local procurement office (Glasgow or Warrington). Once received from procurement, a copy of the order should then be attached to the hire vehicle request form.

The person making the request must then ensure that when the vehicle is received that they not only check the vehicle for faults / defects but they complete the hire vehicle request form by ensuring that the driver signs the form to accept responsibility for its safe upkeep. The vehicle registration number as well as the model and make must also be entered onto the hire vehicle request / authorisation form.

APPENDIX 1/3 WEEKLY VAN MILEAGE / FUEL LOG

Registration _____ **Make & Model**_____ **Week Ending – Sunday**_____

Mileage Log						Fuel Log	
Day	**Date**	**Journey**	**Distance**	**Start Mileometer Reading (Day)**	**Finish Mileometer Reading (Day)**	**Fuel Taken (Litres)**	**Mileometer Reading**
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Drivers name:_____ **Drivers Signature:**_____

APPENDIX 1/4 : WEEKLY VAN MILEAGE/FUEL LOG COMPLETION PROCEDURE

This procedure applies to all employees of Morris and Spottiswood who drive hired commercial vehicles and is used to record both the business mileage driven and the fuel used in doing so, all in accordance with section 8.3 of the Hired Vehicle Policy.

All Hired Vehicle drivers must complete the Weekly Van Mileage / Fuel Log forms on a weekly basis and return it to their line manager every Monday for sign-off and approval.

Line managers will then pass this form on to the Operations Manager or Director responsible for authorising the vehicles hire. The form will then be retained for records by the administration department within the relevant Morris and Spottiswood office.

A Weekly Van Mileage / Fuel Log Weekly Van Mileage / Fuel Log along with a completed sample of this form is available of the Intranet within the Human Resources Section. The form should be printed out and completed as follows: -

Vehicle Details

- **Vehicle Registration** – enter the registration in full
- **Vehicle Make and Model** – enter the manufacturer and specific model (eg Ford, LWBTransit)
- **Week Ending** – always enter the date as the Sunday

Mileage Log

- **Date Column** – enter the date against the corresponding day of the week noted in the previous column.
- **Journey** – enter a brief description of each journey made throughout the day, clearly indicating the start and finish points of the trip. Please also list any detours or variance from the direct route due to deliveries, collections or diversion due to road closures etc. This section should also list the journeys to and from your home to your place of work
- **Distance** - enter the total number of miles driven during that day for each of the individual journey's detailed in the previous column, rounding up to the nearest full mile.
- **Start Mileometer Reading (day)** - enter the vehicle's mileometer reading at the start of that day. Note: this should always be the same reading as the final mileometer reading for the previous day.
- **Finish Mileometer Reading (day)** - enter the vehicle mileometer reading at the end of that day. Note: this should always be the same reading as the start mileometer reading for the next day.

Fuel log

Entries should only be made in this section on the days during which the vehicle is filled with fuel (i.e. it does not need to be completed daily). The following information should be entered:

- **Fuel Taken (litres)** – enter the number of litres used to fill the van
- **Mileometer reading** - enter the mileometer reading at the point of refuelling. Note: this is not the daily start or finish mileometer reading but the mileage at the time of filling up.

Drivers Details

- **Drivers Name** – the driver must enter their name in clear print format
- **Drivers Signature** - the driver must enter their signature

The completed form must then be passed to the drivers line manager for authorisation, prior to forwarding to the relevant Operations Manager/Director. The form will be passed to admin for record retention.

Note – failure to complete and submit this form on a weekly basis will result in HM Inland Revenue being notified of the taxable benefit element of the private use of the vehicle. This is a personal taxable benefit that will require to be paid by the driver.

Scope of Policy

This policy is intended for all employees who drive a van on behalf of the company, its revision effective from the approved date shown below. It will remain in place until further notice. Morris & Spottiswood Ltd reserves the right to amend or withdraw this policy at any time.

morris & spottiswood fitout housing maintenance

APPENDIX 1/5 – VEHICLE INSPECTION CHECK SHEET.

Employee Name - **Date -** **Road Tax Expiry Date -**

Vehicle Reg - **Make/Model -** **Odometer Reading -**

☐ **: Vehicle Handover - Employee Name:**

☐ **: Management Check -**

Vehicle Damage
Damage Key: M - Missing, D - Dent, S -Scrape, C - Chip, H - Hole, CR - Cracked
Comments:

	Yes	No	Action/Comment
Is the vehicle clean externally?			
Is the vehicle clean internally?			
Any damage to the windscreen?			
Is the 1st aid kit intact and in date?			
Is the fire extinguisher present and in date?			
Routine Service due?			
Is the oil at the correct level?			
Is the water at the correct level?			
Do the seatbelts fully function?			
Does the van have a spare wheel jack?			
Washer Fluid ok?			

	Tyres	Exhaust	Mirrors	Lights - Front	Lights - Rear	Fog Lights	Reg Plates
Good Condition (√)							
Poor Condition (√)							
Action/Comment							

Drivers Signature: _____

Date: _____

Checking Manager / Employee Handover

Signature: _____ **Date:** _____

Note - This form must be completed Monthly and returned to your Line Manager

APPENDIX 1/6: VEHICLE INSPECTION CHECK SHEET PROCESS

This procedure applies to the Monthly Management and Individual Handover Check Sheet throughout Morris & Spottiswood in accordance with sections 1.1 of the Commercial Vehicle Policy. All vehicles MUST checked by the individual drivers on a regular basis and if handing over the vehicle to another employee.

The Vehicle Inspection Check Sheet is to be completed by the driver and counter signed by the new driver receiving the vehicle, as they will be responsible for any existing damage to the vehicle.

The full sheet is to be completed in accordance with the headings.

Should the driver receiving the vehicle not be satisfied with the overall cleanliness or condition of the vehicle, they may refuse to take the vehicle and report the condition of the vehicle to their Line Manager for further inspection.

Should the Line Manager agree that the overall condition of the vehicle is not satisfactory disciplinary action may be taken against the previous driver of the vehicle.

Responsibility for managing the van inspection process lies with line management.

Van Policy 2015: Key Points For Drivers

Office Copy - To be signed and returned by the driver

This document summarises the key points contained in the Morris & Spottiswood Company Van Policy 2015. This document does not replace the full policy and you should familiarise yourself with its contents. You are being issued with a copy of the full policy at the same time as you receive this document.

Breaches
Failure to adhere to the key points contained in this document may result in disciplinary action and you may be liable for all costs incurred as a result of your failure to comply.

User Declaration
I have received and read the key points for driver's and understand and accept its contents. I also understand and accept that it is my responsibility to read and adhere to the full company policy and procedures and to face any consequences if I fail to do so.

I further agree that, in the following circumstances, where costs are incurred by the company owing to acts or omissions on my part, I will repay these to Morris & Spottiswood if requested to do so, and by signing below I give my consent for deductions to be made from my pay in respect of these.

- Loss of van keys and / or a fuel card.
- Costs incurred as a result of incorrect fuel having been put into a van assigned to me
- Negligence on my part with regard to a loss or theft from a van.
- Fines plus any administration / late payment fees resulting from road traffic offences committed by me.
- For two or more blameworthy accidents in a rolling 12 month period, the cost of the company's insurance excess (or full repair costs if less than £500).
- For returning a van to the hire company without a full tank, any charge made by the hire company in terms of fuel premium and / or administration fees.
- If I fail to complete a vehicle inspection form prior to allowing another employee to drive my vehicle at the point of transfer and they cause damage to it.

Name:…….. **Date:……**

Signed:…….

Please return a signed copy of this summary to your line manager or HR Business Partner.

You should retain the second copy on the next page for yourself

Van Policy 2015: Key Points For Drivers

Driver's Copy – to be retained.

This document summarises the key points contained in the Morris & Spottiswood Company Van Policy 2015. This document does not replace the full policy and you should familiarise yourself with it s contents. You are being issued with a copy of the full policy at the same time as you receive this document.

Breaches
Failure to adhere to the key points contained in this document may result in disciplinary action and you may be liable for all costs incurred as a result of your failure to comply.

User Declaration
I have received and read the key points for driver's document and I understand and accept its contents. I also understand and accept that it is my responsibility to read and adhere to the full company policy and procedures and to face any consequences if I fail to do so.

I further agree that, in the following circumstances, where costs are incurred by the company owing to acts or omissions on my part, I will repay these to Morris & Spottiswood if requested to do so, and by signing below I give my consent for deductions to be made from my pay in respect of these.

- Loss of van keys and / or a fuel card.
- Costs incurred as a result of incorrect fuel having been put into a van assigned to me
- Negligence on my part with regard to a loss or theft from a van.
- Fines plus any administration / late payment fees resulting from road traffic offences committed by me.
- For two or more blameworthy accidents in a rolling 12 month period, the cost of the company's insurance excess (or full repair costs if less than £500).
- For returning a van to the hire company without a full tank, any charge made by the hire company in terms of fuel premium and / or administration fees.
- If I fail to complete a vehicle inspection form prior to allowing another employee to drive my vehicle at the point of transfer and they cause damage to it.

Name:…….. **Date:……**

Signed:…….

You should retain this page for your own records

Van Policy 2015: Key Points For Drivers

KEEPING TO THIS POLICY

- It is essential that you follow the policy, and the procedures contained in it.
- In the event that you do not follow the policy, disciplinary action may be taken against you.
- Do not use your van for personal use as you are not insured for this and you will be taxed on it as a benefit in kind. You may also be disciplined for doing so.

MAINTAINING YOUR VEHICLE

- Vans should be cleaned / washed at least once a week, more often in winter if necessary.
- Oil, water and tyre pressure levels should be checked daily.
- Failure to maintain the vehicle appropriately may result in disciplinary action being taken against you in accordance with the company's disciplinary procedure.
- You must not smoke in your van.

NEGLIGENT TREATMENT OF THE VAN OR ACCESSORIES

- All vans will have vehicle inspections carried out on them on a regular basis by their line manager
- Any damage must be recorded in the course of these inspections, and reported immediately to the relevant Operations Manager or Director (as appropriate)
- As the named driver on the company's records, you will be held responsible for any abuse or poor care of the vehicle.
- This may result in disciplinary action being taken and / or deductions from your pay to cover costs incurred.
- Make sure to inform your Line Manager of ANY damage to your vehicle even if that damage was not caused by you but the vehicle is in your possession.
- You are liable for the state of the van at the time it is in your possession unless you notify your Line Manager otherwise.
- Genuine general wear and tear is accepted, and you should report any damage – no matter how minor – to your manager as soon as you can.
- If the vehicle is involved in an accident / incident which requires an insurance claim, report this immediately – see section 11 of the full Van Policy document "What to do in the event of an accident"
- Abuse definition examples: Note – this list is not exhaustive
  - Vehicle interior is excessively soiled
  - Damage to interior trim – cab area
  - Damage to rear loading deck
  - Waste material is left in the vehicle prior to off-hire
  - Incidental damage to the bodywork – determined by off hire process incorporating vehicle condition declaration
  - Refuelling with incorrect fuel type
  - Smoking in the vehicle
- Loss of van keys and / or a fuel card may result in **an administration charge, for which you will be responsible**.
- Repeated losses of such items may result in disciplinary action being taken against you.

Van Policy 2015: Key Points For Drivers

DRIVING LICENCE

- You cannot drive a van, hired or leased by Morris & Spottiswood, without a copy of your driving licence being held by the company and your details logged with the external agency (currently DriverCheck), who monitor the status of employees' driving licences with DVLA.
- You will have to complete a mandate form to authorise DriverCheck to do this before you drive a company van.

TRANSFERRING VANS BETWEEN DRIVERS

- Don't transfer a van to another driver without the prior authorisation of your line manager and without both you and new driver completing a vehicle inspection check sheet (See Appendix 1/6 of the full Van Policy document).
- Both drivers must carry out an inspection and complete the vehicle inspection check form prior to any transfer of vehicle between employees. If this is not completed then the original driver of the vehicle will be held liable for any damage done to the vehicle which appears at the next vehicle inspection even if the most recent driver was responsible for it. Failure to do so will result in you being held accountable for another driver's carelessness.
- When you are on holiday or if you are off sick, your van will be reallocated for use by another driver during this time.
- If the hire company exchanges a van directly as a result of a service, recall or similar occurrence, inform the Procurement department immediately (see contacts.

SAFEGUARDING THE CONTENTS OF YOUR VAN

- You must lock your van at all times when it is unattended.
- The company does not accept responsibility for personal items lost or stolen from a van. This includes tools.
- All equipment should be placed out of sight in the vehicle, if the vehicle is left for a short period of time.
- When parking overnight, ensure that any personal belongings and any other valuable equipment are removed from the vehicle and kept securely elsewhere.
- All company issued equipment should be treated in the same manner as personal items.
- Should negligence on your part be proven with regard to a loss or theft then the company **reserves the right to seek compensation from you**, as well as the possibility of you facing company disciplinary procedures.

DRIVING OFFENCES AND CONDUCT BEHIND THE WHEEL

- Any road traffic offences will be your responsibility, as the driver at the time of the offence. If the company has to pay fines resulting from road traffic offences then **you will be required to pay back to the company the full amount of the fine plus all associated administration fees.**
- Drive with consideration to other road users as required by the Highway Code. Reports of poor driving or abusive behaviour on the part of any driver may result in disciplinary procedures.

Van Policy 2015: Key Points For Drivers

BLAMEWORTHY ACCIDENTS

- Where a van is involved in an accident which is deemed by the company to be the fault of the driver, you will be spoken to in the first instance to determine what has happened. Where investigations show that the employee was to blame disciplinary action may be taken. For the first blameworthy accident you will not be asked to repay the cost or repay the excess.
- If an employee then has a second blameworthy accident within a rolling 12 month period, the employee should be advised that they will be required to repay the excess (£500) or the full cost of the damage (if it is less than the excess. This will be deducted from your pay.
- For repeated accidents or significant damage to company vehicles, we reserve the right to instigate the formal disciplinary procedure at any time.
- The company will not look to seek further costs over the excess amount from the employee.
- Accidents where a van is damaged while parked or unattended should not be treated as blameworthy, however if you develop a track record of such incidents, this view may change and will be reviewed on a case by case basis.

WHEN ACCEPTING A NEW VAN

- Notwithstanding the check carried out by Management, on receipt of the van, satisfy yourself that the vehicle is roadworthy prior to commencing using the vehicle.

WHEN RETURNING A VAN

- Before you return a van, make sure you report any damage, either via our insurers if accident damage or via your line manager.
- This allows the company to manage the repair costs before we hand the vehicle back to the hirer.
- At the end of the hire you should ensure the fuel tank is re-filled before the van is off-hired.
- Sending a van back without a full tank will result in the Company being charged to have it filled.
- This charge is likely to be levied at a premium rate and **the company reserves the right to charge you for the excess amount plus any administration fees incurred**.

USAGE OF FUEL CARDS

- You must comply with the procedures for your fuel card, by providing the van registration number and mileage.
- You should at all times aim to purchase fuel from cheaper outlets such as supermarkets. Buying fuel from Motorway services should be avoided wherever possible.
- The fuel card is to be used for the purchase of diesel and oil only - relating to the use of the vehicle.
- In the case of DR Cards – which carry the registration number of the van – these can only be used for that van, and no other.
- Transferring or lending fuel cards to other drivers is not permitted.
- The use of the fuel card for personal vehicles is strictly prohibited and abuse of this will lead to disciplinary action being taken.

Van Policy 2015: Key Points For Drivers

FUEL MILEAGE LOG

- You should complete a weekly van mileage/fuel log (See Appendix 1/3 of the full Van Policy document) and return this, every Monday, to the Operations Manager or Director who authorised the hire of the vehicle.
- Failure to complete your weekly van mileage / fuel log may result in disciplinary action and in HM Inland Revenue being notified of the taxable benefit element of the private use.

PARKING TICKETS

- Any parking tickets will be your responsibility, as the driver at the time of the offence.
- You should pay any fines within the time limit on the ticket
- **If the company has to pay fines resulting from road traffic offences then you will be required to pay back to the company the full amount of the fine plus any associated administration or late payment fees**.
- This includes deducting the amount from your pay.
- If you dispute a penalty ticket, you should raise it with the relevant authorities at the time.
- Failure to pay parking tickets may result in disciplinary action being taken against you.
- Accumulating multiple parking tickets may also result in disciplinary action being taken against you.

SPEEDING TICKETS

- If for some reason you fail to confirm details for the police in time and additional costs are incurred by the company, the company reserves the right to make a deduction from your pay of any amounts due.

HAND HELD MOBILE PHONES

- Never use a hand held mobile phone whilst driving; only do so if the vehicle is parked in a safe location with the engine switched off.
- A mobile phone – even if used with a Bluetooth earpiece – is still considered handheld unless it is in a cradle.

MOBILE PHONE HANDS FREE USE

- Don't attempt to dial numbers or make calls from a hands-free mobile unless the vehicle is parked in a safe location.
- If you receive a call via a hands-free mobile whilst driving, you should explain to the caller that you are driving and request to return the call at a later time unless the communication is of extremely short duration.

HOW TO REPORT AN ACCIDENT

- If you have an accident, please phone the company's insurers, **Allianz Insurance**, as soon as possible on **0800 587 58 58** (24 hrs)
- Quote **Policy No: BV / 22623323**
- Please ensure that all relevant facts are disclosed to Allianz Insurance as failure to do so may affect Morris & Spottiswood's rights to claim under our policy.
- Please also notify David Hendry in the Glasgow office by email at david.hendry@morrisandspottiswood.co.uk of all claims reported, either direct or via your

line manager, to ensure that these can be followed through promptly with Allianz Insurance.

WHAT ELSE TO DO IF YOU HAVE AN ACCIDENT

- Do not discuss or admit liability on behalf of Morris & Spottiswood or Allianz, nor offer to make payment to any third party following an accident.
- If your van is stolen, or damaged as a result of theft or attempted theft, report this to the police in addition to contacting Allianz as above.
- Also notify David Hendry as soon as possible as this will also need to be notified to the leasing company.
- If your vehicle cannot be safely driven following an accident, Allianz will arrange recovery within one hour. In any event, within 24 hours Allianz will contact you with details of a dedicated claims co-ordinator.
- Allianz will contact you direct to advise details of the nearest approved repairer if any repair is required, or to arrange for inspection of your vehicle at a repairer to be mutually agreed.
- Allianz will also arrange a courtesy vehicle if required.
- Should any letter or other correspondence be received from a third party or their representative following an accident, please forward unanswered to David Hendry

Vehicle Policy: Company Cars

Aim of Policy

The aim of this policy is to clarify the responsibilities of any employee who is in charge of a car hired or provided by the company.

Our Policy

- Company cars will be allocated from an appropriate selection of vehicles based on the individual employee's grading within the business structure.
- Company car drivers are expected to drive safely, within the law, and to show consideration for other road users. It is the drivers' responsibility to make sure the vehicle is roadworthy.
- Cars must be properly maintained in accordance with the service manual and manufacturer's guidelines.

Policy Details

- The Company engages an external agency, DriverCheck, to manage employees' driving licenses via the DVLA. All company car drivers must comply with the requirement of the agency in this regard.
- All company car drivers must submit monthly mileage returns. Authorised returns must be submitted by the 15th of the month following the month to which the return relates.
- If you are on long-term sickness absence (i.e.20 days plus), the company reserves the right to withdraw the company car for use elsewhere in the business, until such time as you return to work.

Employee Responsibilities

- You must keep your company car locked at all times when it is unattended. Any items of value should be placed in the vehicle's boot, if you leave the vehicle for a short period of time. No equipment should be left in the vehicle overnight. If staying in

a hotel overnight, ensure that laptops and any other equipment are removed from the vehicle and placed in the hotel room.

- Any parking fines or speeding tickets incurred are your responsibility and should be paid within the relevant time scale.
- All accidents involving company cars must be reported to David Hendry, Finance Director (0141 425 2426) immediately as well as your line manager.
  If you have an accident, please phone Allianz Insurance on 0800 58 7 58 58 where staff will be available 24 hours a day to answer your call. You may be asked to quote our policy number which is **BV/22623323**.
- Where a company car is involved in an accident which is deemed by the company to be the fault of the driver, you may be held responsible for the company's insurance excess, or for the cost of any repairs should this be below £500.

Consequences of breaching this policy:

- If you breach the policy you may be liable to action under the company's disciplinary procedure, including dismissal for serious or repeated breaches.
- Such circumstances (i.e. serious or repeated breaches) may also be considered as gross misconduct under the company's disciplinary policy.
- In addition to disciplinary action being taken, the entitlement to a company car for personal use may be withdrawn for non-adherence to the procedures laid down in this policy. The effect of this would be to limit the use of the car to business usage only, with no personal use of the vehicle for evenings or weekends or other non-work time.
- As the driver of a company car you may be in breach of this policy if you fail to report an accident or a fault involving your vehicle.

Scope of policy

This policy is intended for all employees, its revision effective from the approved date shown below. It will remain in place until further notice. Morris & Spottiswood Ltd reserves the right to amend or withdraw this policy at any time.

Vehicle Policy: Personal Cars

Aim of Policy

The purpose of this policy is to clarify the responsibilities of any Morris and Spottiswood employee who uses their own personal car for business purposes, both those employees who receive a car allowance, and those who do not.

Policy Details

Personal cars must be properly maintained in accordance with service manual and manufacturer's guidelines. Cars should be taxed and MOT'd as and when required by law.

Personal cars used for business purposes must be insured for business use through your own insurance policy.

Mileage Rates – Drivers with Car Allowance

For drivers with a car allowance the current rates for business mileage (both for diesel and petrol cars) are

- 28p per business mile for the first 10,000 business miles in a calendar year, and
- 18p per business mile thereafter

This is based on the calendar year running from January to December.
If you join mid-calendar year, this will be pro-rata'd (e.g. if you join in July – the limit for the higher rate mileage reimbursement will be 5,000 business miles for that year).

The company does not pay for private fuel or for private mileage. Note that 'commuting' (i.e. driving from home to your contractual place of employment - normally one of the three Morris & Spottiswood offices) is always private mileage and cannot be claimed.

Please ensure that your car is insured for business use on your first day of employment.

Drivers with a car allowance can also claim individual tax relief between the above rates and the HMRC Car Scheme rates, by submitting a P87 Form to HMRC. P87 forms are available from HR.

If you have a car allowance and drive more than 10,999 business miles per year, you will be entitled to a high mileage payment at the end of the year, equating to £100 per full 1000 miles travelled over 10,999 business miles, up to a maximum of £500. As above, this will be on a pro rata basis should your employment start part way through the year.

If you travel with another employee on a business journey, you are entitled to claim an additional 5p per business mile if, by taking the employee, you are saving a journey for which the company would have paid.

Mileage Rates – No Car Allowance

For drivers without a car allowance the current rates for business mileage (both for diesel and petrol cars) are:

- 45p per business mile for the first 10,000 miles in a calendar year, and
- 28p per business mile thereafter

This is based on the calendar year running from January to January.
If you join mid-calendar year, this will be pro-rata'd (e.g. if you join in July – the limit for the higher rate mileage reimbursement will be 5,000 business miles for that year).

Details of any business journeys in personal cars must be submitted on a monthly basis using the same mileage return form as completed by company car drivers. The total mileage claimable should be transferred onto an expense claim form and both documents authorised by the line manager. Authorised returns must be submitted as soon as possible and certainly no later than 2 months after the month to which the return relates.

If you travel with another employee on a business journey, you are entitled to claim an additional 5p per business mile if, by taking the employee, you are saving a journey for which the company would have paid.

Employee Responsibilities:

- The Company engages an external agency, DriverCheck, to manage employees' driving licenses via the DVLA. You are expected to comply with the requirement of the agency in this regard.
- The company does not accept responsibility for personal items lost or stolen from a personal car.

- If company property is stolen from your car while unattended, you may be held liable for all or part of the cost, and this may be deducted from your salary.
- If you receive a car allowance this will be subject to tax and N.I. deductions, but does not count towards any company pension calculations.

Consequences of breaching this policy:

- Any employee who breaches the policy may be liable to action under the company's disciplinary procedure, including dismissal for serious or repeated breaches.
- A driver using a personal car on company business may be held responsible if involved in an accident due to a failure to attend to this or report a fault in the vehicle.
- Such circumstances may also be considered as gross misconduct under the company's disciplinary policy.
- Any driver who receives a car allowance but who fails to demonstrate that the vehicle is taxed, MOT'd and / or insured for business purposes may have their car allowance withdrawn until such time as the necessary corrective action has been taken.
- Failure to take the necessary corrective action may result in disciplinary proceedings being initiated.

Scope of policy

This policy is intended for all employees, its revision effective from the approved date shown below. It will remain in place until further notice. Morris & Spottiswood Ltd reserves the right to amend or withdraw this policy at any time.

Please complete the section below, sign and date it to acknowledge your receipt and acceptance of the Vehicle policy, and return it to your HR Business Partner at the Glasgow Office, Morris & Spottiswood Ltd, 54 Helen Street Glasgow G51 3HQ. Keep a copy of the policy for your own records.

Name: …… Job Title: ……

Signed: …… Date: ……