

## Operational Policy

### P40 A8

## Company vehicle policy

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## 1. Purpose

The purpose of this Operational Policy is to outline how Transport for London operates and manages road vehicles in line with current legal requirements and industry best practice. Also, this policy outlines the exceptional use of personal vehicles driven on company business.

## 2. Scope

This Operational Policy applies to TfL.

## 3. Statement

3.1 The policy reflects Transport for London's commitment to the goals set out in the Mayor's Transport Strategy, namely: improving safety and security of all Londoners and reducing transport's contribution to climate change. The policy draws on the Mayor's Air Quality Strategy and workplace road safety initiatives such as the Vision Zero action plan. The policy extends to use of personal vehicles for the purposes of carrying out TfL business referred to in this document as grey fleet and should be read in conjunction with the Travel at Work Policy. The policy has been revised to recognise the increased responsibility and scope which Vehicle Logistics Management (VL) will own to deliver cost, safety, environmental and compliance benefits. In particular, this document introduces and strengthens the following areas across the entire fleet:

- VL responsibility for determining the best vehicle to meet the business purposes, while ensuring it is the safest, lowest-emission and most cost effective available.
- VL will consider environmental impacts when selecting vehicles and will monitor and report on relevant air pollutant emissions and CO<sub>2</sub>. Ultra-Low Emission Vehicles (ULEVs) will normally be chosen where they meet operational needs.
- All vehicles under 3.5t supplied will be Fleet Operator Recognition Scheme (FORS) ([www.fors-online.org.uk](http://www.fors-online.org.uk)) compliant and aligned to TfL's Work Related Road Risk (WRRR) requirements.

**Note:** That management of HGV's and the O' Licence is covered by separate policies and under VL's direct Management.

- VL will endeavour to choose vehicles with a Euro National Car Assessment Programme (NCAP) at the optimum rating.
- Acquiring vehicles on optimum renewal cycles and mandatory reallocation of older vehicles to meet departmental requirements including short term requirements i.e. mandatory reallocation.
- Vehicle Telematics across the entire TfL fleet to monitor compliance with the policy with a view to reduce the fleet size and optimise vehicle sharing opportunities. It will also encourage safe driving practices and any accident/incident investigation.
- Driver RFID (Radio Frequency Identification) which allows identification and tracking across the entire fleet. Only TfL RFID cards issued by Vehicle Logistics must be used to log into company vehicles.



- Rollout of Intelligent Speed Assistance (ISA) across the entire TfL fleet to ensure compliance with all speed limits.
- VL will be required to maintain a register of Approved Drivers. To be approved to drive Company vehicles or a personal vehicle for business purposes, drivers are required to give TfL permission to access their records directly with the DVLA to ensure their eligibility and suitability to drive vehicles under this policy. Drivers will also need to complete online assessments and attend training. The training requirements are listed under Road Vehicle section 4 of this document.
- Managers to record vehicle usage including for home to work journeys, any personal use of company vehicles is strictly prohibited. See appendix 8 for guidelines.
- Grey fleet should only be used in exceptional circumstances as it contradicts TfL's promotion of safer and cleaner vehicles for business use in London. Furthermore, company obligations and liabilities are difficult to manage. VL will utilise short term hire options to reduce costs and risks associated with the use of employees' personal vehicles for business purposes. VL will decide which option is preferable depending on journey length and resulting total costs including hire, fuel and insurance.

- 3.2 This policy is applicable across all road vehicles (except buses and road vehicles over 3.5 tonnes). Vehicles over 3.5t are subject to a separate policy which also addresses additional issues such as tachograph records, the FORS Standard, HGV safe working practices and CPC Management of HGV drivers. These vehicles are under direct control of VL and listed on the O' Licence. These vehicles are driven by VL drivers, ERU operatives and BTP officers (when using blue lights).
- 3.3 This policy is designed to ensure that the obligations set out in the Health & Safety Executive's guidelines relating to safe driving at work are complied with and clearly understood by all who drive whilst at work on behalf of Transport for London and their respective managers. This policy therefore applies to all managers and employees who use or drive vehicles on behalf of Transport for London and includes contractors approved to use Transport for London vehicles (under 3.5t). This policy also applies to employees occasionally requiring a vehicle when public transport is not available for work related road travel undertaken on behalf of Transport for London.
- 3.4 Transport for London has a responsibility to ensure the safety of all its employees, passengers, and the public with whom they interact whilst driving or as a passenger on company business in a company vehicle. The aim of the Company Road Vehicle Policy is to maintain a high level of safety awareness and to foster responsible driver behaviours.
- 3.5 In addition, Transport for London has a responsibility to support the Mayor's objectives for reducing air pollutant and carbon emissions in the Capital. This policy means we can lead by example in reducing such emissions from our fleet.
- 3.6 Whilst Transport for London has implemented best practice and cost effective measures with a view to operating vehicles legally and efficiently, it is ultimately those driving or using vehicles on company business that are responsible for ensuring that these measures are successfully applied.





3.7 This policy should be read in conjunction with the [Company Road Vehicle Handbook](#), see section 7.2 for a summary of the Handbook contents or appendix 7

#### 4. Road vehicle strategy

4.1 As provider of public transport services, Transport for London promotes the use of public and active transport e.g. walking, cycling by its employees, wherever possible, when they are travelling to and from work and whilst at work in the course of Transport for London's day-to-day business.

4.2 However, there are some aspects of Transport for London work where the use of road vehicles is necessary, and in these circumstances, the company policy is to provide appropriate vehicles to approved drivers. Company vehicles are provided strictly for business use only. This document sets out that policy in detail.

4.3 This Vehicle Strategy provides the framework through which Transport for London will ensure the following objectives are supported:

- Compliance with all health and safety obligations for employees and the public
- Delivery of the Mayor's Transport Strategy, Mayor's Climate Change and Energy Strategy and Mayor's Air Quality Strategy
- Cost Control & Fleet Reduction with associated cost benefits
- Provide leadership in 'best practice' vehicle procurement policy.
- Fully compliant with operating at the required Fleet Operator Recognition Scheme (FORS) standard and TfL's Work Related Road Risk (WRRR) requirements.

4.4 To enable achievement of these objectives, governance processes have empowered Vehicle Logistics Management with the ability to fully enforce all aspects of this Company Road Vehicle Policy. Standardisation and limitation of vehicle choices combined with a cost effective vehicle replacement cycle will optimise the cost reduction opportunity and leverage maximum supplier discounts.

4.5 At all times, complete consideration is given to ensure that every vehicle provided for business use is fully fit for purpose, operationally safe and having minimal environmental impact. VL will select the most appropriate make, model and fuel type including electric and other ultra-low emission options. VL will monitor and report on the fleet CO<sub>2</sub>, PM and NO<sub>x</sub> emissions where information is available and on the number of Ultra Low Emission Vehicles, in support of the Mayor's strategies and the Environmental Policy and associated targets. The Support Fleet Environmental Policy is designed to achieve on-going reductions in vehicle CO<sub>2</sub> emissions, and therefore reduce fuel consumption and lower operating costs. It establishes CO<sub>2</sub> targets by year and by broad vehicle category and is structured to permit operational flexibility while targeting an overall downward trend in total fleet CO<sub>2</sub> emissions. The policy is subject to periodic review in light of performance against previous targets, developments in vehicle technology and the availability of ULEVs.

VL will consider using alternatives in place of grey fleet, namely short term hire vehicles where possible.



## 5. Road vehicle policy principles

### 5.1 Policy objectives

- Define when a road vehicle will be made available, to whom and on what terms.
- Set out the governance in support of vehicle use including eligibility to drive a company vehicle.
- Describe the roles and responsibilities in relation to vehicle use including the driver, the driver's line manager and the provider of the vehicles.
- Set out and monitor the competency and training requirements for drivers of Company vehicles.
- Set out Health, Safety and Environmental guidance relevant to vehicle use.
- Lead by example: to promote best practice to public and private sector organisations.
- Compliant with legislative requirements.

### 5.2 Policy ownership, maintenance and adherence

- Policy Ownership – Vehicle Logistics Management are authors and owners of the Company Road Vehicle Policy.
- Policy Maintenance – Vehicle Logistics Management are responsible for ensuring that this policy is maintained and made available to all businesses within Transport for London.
- Policy Adherence – no business unit within Transport for London can develop local guidance, which conflicts with this policy either in part or in its entirety. All concerns with existing collective local agreements will be processed through the machinery for negotiation.
- Policy Queries - questions regarding this policy should be directed to Vehicle Logistics Management.
- Annual reviews of the Company Vehicle Policy will take place chaired by the VL manager with representatives of each main area and the TU to constantly ensure it is fit for purpose.

### 5.3 Scope and responsibilities

- Drivers - all drivers are bound by and must be familiar with the Policy and shall be fully compliant with the requirements set out in the [Company Road Vehicle Handbook](#) - all vehicles (company owned, leased, hired, rented or privately owned) driven on Transport for London company business are to be operated in adherence with this policy.
- Line Managers - all driver line managers are responsible for ensuring both their drivers and vehicles used meet the requirements of the road vehicle policy and that they themselves adhere to their responsibilities under this policy. Managers must only authorise Company vehicles for home to work and return to home use where it is essential to meet business need. Records of the



authorisation should be recorded and retained for 1 year. Use of personal vehicles for business purposes is discouraged and must only be authorised after other options have been exhausted and then staff must be registered as an Approved Driver and have evidence that the employee has personal insurance for business purposes, and that vehicles are taxed, have a current MOT and are fully roadworthy.

- Company - business units have a responsibility to support its managers and drivers in complying with the requirements of this policy.
- Policy Adherence – on behalf of Transport for London, Vehicle Logistics Management will guide and support users in adherence to, and with the policing of the policy.
- Breach of Company Road Vehicle Policy – breaches of the Policy could lead to investigation and any employee who breaches this policy may be removed from the Approved Driver list.

#### **5.4 Service provision – vehicle logistics management**

- Fleet Supply – Vehicle Logistics Management will provide operational road vehicles for all business units, which are fit for purpose, safe and cost effective with minimal environmental impact. All vehicles under 3.5t supplied will be FORS compliant and aligned to TfL's Work Related Road Risk (WRRR) requirements.
- Vehicles may be allocated to departments or may be acquired specifically to meet short term hire requirements. Grey Fleet, use of personal vehicles for business purposes, is actively discouraged. VL will meet short term requirements from use of pool vehicles and short term rental.
- Fleet Support – Vehicle Logistics Management will ensure the provision of fleet support to all engineering and operational activities, this includes maintenance, fuel provision, insurance, accident repair, fine and congestion management, and short term vehicle hires.
- Management Information - Vehicle Logistics Management will provide business unit managers with management information and exception reporting to manage compliance and cost in line with company policy and best practice.

### **6. Road vehicle eligibility**

#### **6.1 Scope**

- 6.1.1 A "Company Vehicle" is classified as a car, car derived van, light commercial vehicle or a large goods vehicle.
- 6.1.2 A "Grey Fleet Vehicle" is classified as a personally owned vehicle, not belonging to or provided by or insured by Vehicle Logistics Management that is used to carry out Transport for London business.
- 6.1.3 An "Approved Driver" is classified as anyone (permanent employee, temporary employee or approved contractor) who has been registered by VL as meeting the criteria to be eligible to drive Company Vehicles or personal vehicles for business purposes.



- 6.1.4 A “Manager” is classified as anyone who has line management responsibility for anyone (employed, temporary or contracted worker) who drives while working for Transport for London on company business.

## 6.2 Driver and road vehicle eligibility

- 6.2.1 Vehicle Provision - Vehicle Logistics Management will provide a company vehicle to employees who are registered as an ‘Approved Driver’ for the following purposes:

- To transport employees between work sites when no other public transport means is available. This Policy should be read in conjunction with the [Travel at Work Policy](#).
- To transport equipment and/or materials in an appropriate vehicle to and from work sites where it is inappropriate to use public transport.

Vehicle provision can be short term or for a fixed period and will be subject to appropriate provision of business case approval.

- 6.2.2 Vehicle Use - Vehicle Logistics Management will provide employees with vehicles to be used solely and exclusively for business. The use of those vehicles and associated equipment for personal use, whether for gain or otherwise, or for other than on the authorised business of Transport for London may be considered as Gross Misconduct under the Company Disciplinary Procedures. Any authorised use for home to work journeys will only be acceptable where written approval from the driver’s Line Manager has been given to meet essential business use. Such authorisations may be block authorised.

- 6.2.3 Eligibility Criteria - in order to be eligible to drive a vehicle you must be an Approved Driver and meet the conditions set out in 6.3 “Approved Driver Conditions”.

- 6.2.4 Approved Driver - this classification applies to employees and contractors that are required to use vehicles for business purposes.

- Managers requiring employees or contractors to use company vehicles must complete and sign a “Declaration of Agreement to Company Road Vehicle Policy” before a vehicle can be allocated (see **Appendix One**).
- The requirement relates to the demands of the job and not to the circumstances of the individual; the eligibility for a vehicle is not an individual’s contractual benefit.

## 6.3 Approved driver conditions

Transport for London Approved Driver Conditions – the following conditions apply to ALL drivers of company road vehicles (including agency drivers and sub-contractors and any use of personal vehicles for TfL business).

- 6.3.1 An employee not on the list of Approved Drivers will not, under any circumstances, be permitted to drive any vehicle on company business.

- 6.3.2 Vehicle Logistics will provide an employee with a company vehicle provided the vehicle eligibility criteria is met and the driver meets the following conditions:

- The employee holds a current and valid UK Driving Licence, as confirmed by the DVLA, for the class of vehicle being driven. Non-UK driving licence holders





are required to complete and submit to Vehicle Logistics Management the “Non-UK Driving Licence Holder Declaration” – see **Appendix Two**.

- Additional licence requirements are required for some types of trailers – VL will inform of the type of additional licence requirements.
- An Approved Driver DVLA Consent Form has been signed. Drivers will be asked to complete and submit to Vehicle Logistics Management, a mandate (D906 – see **Appendix Three**) giving permission to access their records directly with the DVLA. The DVLA will provide exception reports in an electronic format. Data protection regulations will apply to all data held at the DVLA (the D906 mandate is valid for three years). Data protection will be managed through a dedicated team.
- An Online Risk Assessment has been completed (required every three years) and the results taken into account after completion. You will be notified when renewal is due. Upon successfully completing the online Risk Assessment a new driver will be issued with RFID card confirming their status as an authorised driver.
- Driver induction day at Vehicle logistics completed.
- E Learning and other training required for FORs compliance or recommended by VL must be completed (FORS E learning to be completed in line with the requirement).
- The employee has the responsibility to notify the company of any material changes to their licence, health or eligibility to drive.
- The employee agrees to the terms of the Company Road Vehicle Policy.
- The employee has agreed to ensure that the rules and guidelines specified in the Company Road Vehicle Driver Handbook are adhered to at all times.
- All vehicles are maintained and driven in line with this Company Road Vehicle Policy and the Company Vehicle Driver Handbook at all times.
- Review Process – “Approved Driver” status will be reviewed / renewed whenever there is a change in the driver’s circumstances which affects eligibility to drive or, as a minimum twice per annum, or after any incident or accident.

6.3.3 Appropriate Evidence - failure of drivers to provide evidence of legal entitlement to drive will result in loss of Approved Driver status.

6.3.4 Review Criteria - Approved Driver status should be reviewed if:

- Driver has more than one “driver to blame” accident, while on Company business, in a twelve-month period. Driver has more than three accidents, while on Company business, in a twelve-month period.
- Vehicle Logistics Management are notified by the DVLA (or otherwise) of restrictions to driving.

- The employee's business unit request that he no longer has authority to drive based on the outcome of a disciplinary investigation or professional medical advice.
- Driver is identified as "high risk" from telematics data, accident history, conviction history, customer complaint or other source.

6.3.5 Improvement Plan - should concerns be raised by Fleet Compliance Manager, TfL Group Insurance or the Insurance Provider then an improvement plan will be developed in conjunction with the driver's line manager, which can include:

- Resitting the Online Risk Assessment
- Practical Assessment and Training
- Toolbox talk or some retraining requirements specific to subject

6.3.6 Subsequent Breach - any subsequent breach will result in a further review of Approved Driver status which is then likely to be revoked. The final decision regarding removing Approved Driver status rests with Vehicle Logistics Management.

## 6.4 Excluded drivers

6.4.1 In the following circumstances, the Approved Driver designation will not be granted or will be withdrawn:

- Is not in possession of a full, valid UK Driving Licence or relevant foreign or international licence for the category of vehicle being driven.
- Is a learner driver (the Policy does not permit provisional licence holders to utilise company vehicles).
- Has less than one year's driving experience or is not experienced for a specialist vehicle (this exclusion may be waived if a vehicle familiarisation course is taken). Contact Vehicle Logistics Management for further details.
- Has pending any prosecution for a motoring offence such as dangerous driving, causing death by dangerous driving, driving under the influence of drink or drugs, failing to stop after an accident.
- Is not adequately insured to drive a private vehicle on company business.
- Has committed any other offence or combination of offences which has or might result in disqualification from driving.
- Suffers from a medical condition that would disqualify them from holding or obtaining a relevant current driving licence.
- Has not undertaken approved driver training.
- Fails to drive to a satisfactory standard during a practical driving assessment, conducted by a VL qualified driving assessor.

## 6.5 Occasional drivers

Employees who occasionally drive vehicles not owned by Transport for London that are used to carry out Transport for London business, otherwise referred to as grey fleet must also meet all approved driver conditions in Section 4.3 and be subject to

the same exclusions in Section 4.4. (See Section 5.8 for conditions for use of personally owned vehicles for business purposes.) Use of Grey Fleet Vehicles is strongly discouraged and can only be justified in exceptional circumstances. Use of Grey Fleet Vehicles can only occur if all other options (i.e. pool car, short term hire) are unavailable or are deemed unsuitable due to journey purpose.

## **6.6 Changes in circumstances**

- 6.6.1 It is the driver's responsibility to ensure that their line manager is informed of any changes in their circumstances which would affect the driver's eligibility or capability to drive. Vehicle Logistics Management, at its absolute discretion, can rescind permission to drive should information become available, which affects compliance with the eligibility criteria. Any employee who fails to notify their line manager of any relevant information that could affect their eligibility to drive, such as prosecutions or serious accidents, will be liable to an investigation that could lead to disciplinary action.

## **7. Road vehicle operation**

### **7.1 Authority to obtain a company road vehicle**

- 7.1.1 Selection of vehicles - Business Units will be required to complete a Request for New or Replacement Departmental Vehicle form (as shown in Appendix Four).

The form must be completed by the Business Unit Manager and authorised by their Senior Manager and VL (Vehicle Logistics Management).

From the information provided Vehicle Logistics Management will decide on the make, type and specification of vehicle that the Business Unit is provided with to meet its operational requirements. Full consideration is given to the requirements and the final decision on vehicle selection rests with the Vehicle Logistics Management. Should there be any dispute over the VL selection, this will be reviewed by the VL Manager and the Departmental Manager and if necessary, referred to the appropriate HSC Manager.

- 7.1.2 Areas of consideration are:

- Role – load type (passengers and equipment)
- Utilisation – anticipated mileage
- Environmental impact with ULEV's to be selected where suitable and emissions considered
- Euro NCAP rating
- Compliance with TfL's Work Related Road Risk requirements (including of FORS standards)
- Drivers trained on the safety of vulnerable road users i.e. Van Smart Driver Training
- Working environment
- Stabling/Parking



- Standardisation of vehicle types to satisfy varying Business Unit operating requirements
- Cost

7.1.3 Once a vehicle need has been identified and authorised a suitable vehicle will be acquired from VL approved suppliers or through reallocating a suitable vehicle from the existing Fleet.

7.1.4 Compliance - all vehicles will be fully compliant with current and expected safety legislation, fit for purpose and suitable for the role they are to perform.

## 7.2 Further information and guidance

The vehicle policy must be read in conjunction with the Company Road Vehicle Handbook.

All vehicle users shall read and agree to the provisions and requirements of this policy and handbook as a condition of driving any vehicle and to ensure that a copy is kept in the vehicle at all times. A copy of handbook and this Policy will be available on the management system.

The Company Road Vehicle Handbook contains advice and guidance on all aspects of driving company vehicles, contents summary as follows:

### **Contacts and useful numbers**

### **Maintenance and breakdown**

Covers servicing, maintenance, repair, breakdown and pre-use vehicle checks.

### **Loading**

Information on safe and legislative compliance relating to loading of goods and carrying of hazardous materials.

### **Insurance**

Covers information on company policy and instructions on reporting accidents, damage and stolen vehicles.

### **Fuel**

Covers use of company fuel cards reporting of lost and stolen cards and process relating to mis-fuelling.

### **Fines and congestion charging**

This covers instructions on parking speeding and other offences. Also, information on congestion charging and penalty infringements.

### **Vehicle records**

Covers requirements for recording vehicle use including vehicle logs, Radio Frequency Identification (RFID).





## **Eligibility to drive**

Covers registration of approved drivers, online risk assessments and licence checks.

## **Welfare**

Covers policies and guidance relating to fatigue and tiredness, medical conditions, eyesight tests, drugs and alcohol, smoking policy.

## **General advice**

Covers information on Health and Safety, Legislative compliance, good driving practice, unusual driving conditions, use of electronic equipment (inclusive of mobile phones) and environmental considerations.

## **7.3 Vehicle tracking**

7.3.1 Fitment – all company vehicles are fitted with tracking devices which track the vehicles' location and monitor vehicle and driving activity. See Appendix Six for process.

7.3.2 Data Protection coverage and Use - a dedicated team will be the only members of staff that have access to this information that will be shared in line with appendix 6:

- The personal data processed will be used to monitor that our company vehicles are being used appropriately and to provide personal data in support of insurance claims. The personal data TfL processes will assist in monitoring fleet utilisation and identification of opportunities to reduce fleet size and associated savings.
- Any data (including personal data, statistical data etc) received from the device that highlights a breach of the Vehicle Policy will result in an investigation into the misuse.
- Any personal data that identifies opportunities to improve driver behaviour and safety will be discussed with the driver and Line Manager and be used to determine future training needs and development plans if required.

7.3.3 Stolen vehicles - if a vehicle is stolen, the tracking device will enable a vehicle's location to be identified.

7.3.4 Vehicles will be fitted with a RFID immobiliser system; the purpose is to identify the driver and may prevent the theft of vehicles.

7.3.5 Identification - when a Company Vehicle is installed with a tracking device it will be clearly marked that one is installed.

## **7.4 Ongoing safety development**

7.4.1 Vehicle Logistics will research, trial and develop a strategy for the introduction and installation of blind spot, forward facing camera monitoring systems and other vehicle safety technology. VL will consider EURO NCAP rating in selecting vehicles.

#### 7.4.2 Safety cameras benefit drivers, employers and insurers by (reference Appendix 5):

- Proving driver's innocence and showing what really happened
- Defending against driving offence allegations
- Protecting against complaints
- Mitigating whiplash and other personal injury claims
- Reducing accident frequency.

### 7.5 Parking fines and traffic offences

Drivers should ensure they drive and park in an appropriate manner to ensure they do not incur a contravention. Drivers are responsible for any fines and penalties they receive (except where their Line Manager confirms that no reasonable alternative was available to meet operational requirements). Please refer to Company Road Vehicle Handbook for further details.

### 7.6 Insurance

- 7.6.1 Cover – Transport for London vehicles are insured for business use only and personal use is not permitted.
- 7.6.2 Passengers – the carriage of non-business passengers is not permitted.
- 7.6.3 Company property – company property stolen from a vehicle is not covered by TfL's vehicle insurance. Anything of value (such as laptops, mobile phones or sensitive information), should be removed if left unattended.
- 7.6.4 Personal property – personal property stolen from a company vehicle is not covered by TfL's vehicle insurance. Drivers might choose to extend their household insurance to provide cover, but anything of value should be removed if left unattended.
- 7.6.5 Further information – further insurance information (such as accident reporting procedures, reporting of stolen vehicles, details of TfL's insurers and Certificates of Motor Insurance) are available from Vehicle Logistics Management upon request. The information can be obtained through the Company Road Vehicle handbook.
- 7.6.6 Department will be liable for full cost of replacement vehicle if stolen and the keys and driver's RFID were in the vehicle at time of theft.

### 7.7 Tax - company and personal

- 7.7.1 Company vehicles provided by Vehicle Logistics Management are for business use only and private use is strictly prohibited. No company or personal tax liability will arise for vehicles solely used for business purposes.
- 7.7.2 There will be circumstances when the line manager authorises a vehicle to be taken home by an employee to meet operational requirements. Where an employee has been authorised to take a company vehicle home, the vehicle must not be used for private purposes, and the route taken to and from home must be the shortest practical one. In such cases, any tax liability may be settled by the Company.



- 7.7.3 All approved employees will also be asked by the Payroll department to submit a declaration of benefits form annually which includes confirming any vehicle use for home to work journeys.
- 7.7.4 The Company's tax liability in respect of its company vehicles will depend on whether the vehicle is classified as a Commercial vehicle (van) or a car, the value of the vehicle and its CO2 emission. The type of vehicle allocated to a department will take account of these factors and will be the most cost effective vehicle which meets the department's requirements.
- 7.8 Grey Fleet Vehicle – Should only to be used in exceptional circumstances**
- 7.8.1 Definition - a "Grey Fleet" Vehicle is a personally owned vehicle that is not owned, leased, hired or insured by Transport for London, which is being used on company business or activities. Most commonly this means employees' own vehicles.
- 7.8.2 Alternative policy - the use of "grey fleet" is to be actively discouraged and should only occur in an emergency outside normal working hours. Only when all other alternatives have been considered should a "Grey Fleet Vehicle" be used.
- 7.8.3 Consider alternatives – pool vehicles or short term hire vehicles are available from Vehicle Logistics Management. These vehicles will be fit for purpose and selected taking safety, emissions and other environmental factors into consideration and be fully serviced and insured for business use.
- 7.8.4 Duty of care - Transport for London has a legislated duty of care to ensure that if used (only envisaged in an emergency), "grey fleet" vehicles are suitable for purpose, roadworthy and appropriate for the working conditions. It is the responsibility of the employee to ensure the vehicle is in good working condition and has been regularly maintained. It is the responsibility of the Manager to ensure that both the driver and vehicles are approved for business purposes.
- 7.8.5 Pre-event Driver Approval Process - all drivers must be on the Approved Drivers Register; please refer to section 4.5.
- 7.8.6 Pre-event Vehicle Approval Process - all managers of "grey fleet" drivers must complete the following check of the employee's vehicle. A copy and record should be kept of:
- The vehicles insurance certificate (the vehicle must be covered for use on business purposes) the vehicle is not insured under the TfL insurance policy
  - Vehicle service history
  - MOT certificate (if required)
  - Proof of Road Fund Licence
- 7.8.7 Audit – the user's department manager must ensure that these records are available for audit by Vehicle Logistics Management or any other Authority at any time.

## 8. Company road vehicle policy responsibilities

### 8.1 Vehicle logistics management responsibilities

The following provides a high level overview of the responsibilities and services undertaken by Vehicle Logistics Management on behalf of Transport for London in the provision of Fleet Services support to the individual Business Units.

#### 8.1.1 Provision of vehicle services to the individual Transport for London Business Units, including:

- Fleet strategy
- Road Vehicle Policy (authorisation, maintenance and compliance)
- Vehicle selection, procurement and allocation to individual Business Units
- Vehicle design and specification
- Vehicle short term hire and pool vehicle management
- Vehicle administration services
- Procure, manage and maintain supply chain:
  - Vehicle manufacturers
  - Vehicle conversions
  - Leasing Companies and funders
  - Insurance
  - Telematics
  - Fuel and fuel card suppliers
  - Maintenance providers
  - Accident management provision and investigation
- Maintenance planning and booking
- Monitor, manage and report vehicle utilisation
- Establish and manage a corporate database for registering approved drivers
- Risk management services (licence checking, and risk assessments)
- Compliance with TfL's Work Related Road Risk requirements
- Provide training solutions for driver compliance associated with this document
- Training on the safety of vulnerable road users i.e. Van Smart Driver Training
- Registration and allocation of RFID cards
- Monitor, manage, report and investigate non-compliance issues
- Reallocating returned vehicles as appropriate
- Management of MID (Motor Insurance Database)
- Disposal, end of life management and end of lease settlement.

### 8.2 User manager responsibilities

Maintaining compliance and the safe and efficient operation of the Transport for London road vehicle fleet within budget requires the support of individual Business Units in the efficient management of road vehicles and drivers. The following provides a high level overview of areas that require individual Business Unit and Business Unit managers to manage:





### 8.2.1 Vehicles

- Adherence to overall company road vehicle policy and guidelines
- Vehicle condition and running order
- Vehicle maintenance and operation in accordance with the road vehicle policy
- Daily vehicle checks records (retained and available for audit for a period of 15 months)
- Grey Fleet Vehicle checks (records retained and available for audit for a period of one year) Grey Fleet should only to be used in **exceptional circumstances**
- Business to home authorised vehicle usage (records retained and available for audit for a period of three years).

### 8.2.2 Drivers

- Adherence and compliance with vehicle policy and guidelines
- Driver log sheets completed, and RFID used where vehicle is fitted with the technology
- Driver licence checks to confirm capability to drive allocated vehicles, including any special requirements such as trailers
- Ensure drivers are compliant with corporate recommendations for FORS and trained on the safety of vulnerable road users i.e. Van Smart Driver Training and Cycle Safety e-learning
- Accident / Incident forms, review and investigation
- Breaches of policy investigations
- Risk management and mitigation
- Grey Fleet driver checks (if using personal vehicle with permission)
- Inform Vehicle Logistics of new staff members that may be required to drive.
- Notice of leavers to be removed from licence checking

### 8.2.3 General

- “Near Miss” reports (in line with FORS collision reporting requirement)
- The Manager must record all eyesight checks undertaken in accordance with FORS requirements.

## 8.3 Driver responsibilities

- 8.3.1 Drivers need to ensure they are compliant with this policy and meet the requirements of the FORS operating standard. This includes providing managers with copies of their licence and advising of any changes and endorsements and to give permission to access DVLA records and undertake training on the safety of vulnerable road users i.e. Van Smart Driver Training. The level of training required is to be decided and agreed by all groups. This must include vehicle checks and cycle awareness.



8.3.3 General - drivers have a number of duties to perform which are detailed in the “Company Road Vehicle Handbook”. The Handbook must be read and fully understood before any driver is allowed to drive a company vehicle. A copy of the Handbook should be kept in the vehicle at all times. A copy of the handbook and this Policy will be available on the management system.

Separate additional rules and policies apply for vocational drivers and large goods vehicle drivers.

8.3.4 Experience and driver training – driver must ensure that they have an appropriate licence for the vehicle driven including trailers. As there are some fundamental differences in the handling characteristics of certain vehicles such as 4-wheel drive, vans and “people movers”, drivers with little or no experience of these vehicles are encouraged to take further training. Driver training or additional assessment for specific types of vehicles is available and can be booked by the driver’s line manager. Please contact Vehicle Logistics Management for further details.

8.3.5 Policy adherence - drivers provided with the use of a vehicle are expected to ensure that the rules specified in the Company Road Vehicle Driver Handbook are adhered to at all times (a copy is found in all vehicles, except short hire vehicles). Employees must adhere to the following general instructions:

- The vehicle must only be used for Company business, private use is strictly prohibited.
- The Driver is responsible for pre-use checks, reporting any faults or damage and should not drive any unroadworthy vehicle.
- When driving a company vehicle, the employee is an ambassador of the company, consequently, must drive defensively and courteously, be alert, not aggressive, always drive within the speed limits and observe the rules set out in the Highway Code.

8.3.6 Driving incidents - discourteous or aggressive driving incidents will be thoroughly investigated.

#### 8.4 Additional policies relating to vocational drivers and large goods vehicle responsibilities

**Note:** Other policies exist that relate to Large Goods Vehicles (LGV), Emergency Response Unit (ERU) and specialist vehicles.

#### 9. Person accountable for this document

Name	Job title
[REDACTED]	Senior Logistics Manager, APCD

#### 10. Definitions

Term	Definition	Source
Grey Fleet Vehicle	This is a personally owned vehicle that is not owned, leased, hired or insured by Transport for London, which is being used on company business or activities. Most commonly this means employees’ own vehicles.	Jargon Buster

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## 11. References

Document no.	Title or URL
<a href="#">R2683</a>	Company Road Vehicle Handbook
<a href="#">P047</a>	Travel at Work Policy

## 12. Document history

Issue no.	Date	Changes	Author
A1	April 2010	HR Company Vehicle Policy	
A2	June 2012	HR Company Vehicle Policy produced as per DRACCT no. 1341	
A3	October 2016	Change no. 04229 – updated to cover all TfL	██████████
A4	July 2018	Annual Review and update as per change No CR-10501.	██████████
A5	December 2019	Annual Review with minor changes and person accountable name changes. Change No. CR-12057.	██████████
A6	January 2021	Annual Review with minor changes and person accountable name and title change. Change No. CR-14253	██████████ ██████████
A7	February 2022	Policy reviewed and updated to address GDPR, cameras and telematics information as per change request No. CR-14459.	██████████ ██████████
A8	March 2024	Minor change to align travel at work references to the new pan-TfL policy as per CR-18990.	██████████ ██████████

## 13. Appendices

### 13.1 Appendix one – Declaration of agreement to company road vehicle policy

I  confirm that I have read and understood the Company Road Vehicle Policy, the Company Road Vehicle Handbook and associated documents. I agree to abide by the terms and conditions set out. I also confirm that:

- ✓ I have a valid driving licence
- ✓ I will inform my manager and Vehicle Logistics Management, if I incur any points on my licence for any reason or as soon as I become aware of any impending prosecution
- ✓ I will inform my manager and Vehicle Logistics Management, if I have my driving licence withdrawn and cease driving immediately
- ✓ I understand my responsibilities to drive in safe and courteous manner at all times and I fully understand and agree to drive as required under The Highway Code
- ✓ I understand my responsibilities with regard to the maintenance of the vehicle
- ✓ I understand my responsibilities with regard to having completed approved training Work Related Road Risk training and the safety of vulnerable road users i.e. Van
- ✓ Smart Driver Training
- ✓ I will comply with all requirements of the Transport for London Health & Safety Policy
- ✓ I will comply with all requirements of the law and Transport for London policies relating to Drugs and Alcohol.
- ✓ I will comply with all requirements on driving restrictions whilst ill or on medication
- ✓ I will comply with the law regarding mobile phone usage and smoking in vehicles
- ✓ I understand that if I do not abide by the contents of the Transport for London Company Road Vehicle Policy and Company Road Vehicle Handbook the approval to drive company road vehicles will be removed
- ✓ I understand that I am only allowed to use Company vehicles for TfL business and not allowed to use Company vehicles for personal use. I am only allowed to use the vehicles to travel to and from my place of residence if I have been given written permission by my line manager which will only be granted to meet essential operational requirements

<b>Driver Signature:</b>	
<b>Driver Name:</b>	
<b>Employee Number:</b>	
<b>Date:</b>	





Please pass signed copy of this form to your manager (a copy of which will be kept on your Personal File)

### 13.2 Appendix two - Non-UK driving licence holder declaration

Name:	
Date of Birth:	
UK Address:	
Address on Driving Licence:	
Country of Issue:	
Driving Licence Number:	
Driving Licence Expiry Date:	
Vehicle Categories/Class(es) with FULL Entitlement to Drive:	
Details of Any Unspent Convictions or Endorsements in the Country of Origin	
Date UK resident since / or number of days annually spent in the UK:	
I, <input type="text"/> , declare that:	
<ul style="list-style-type: none"><li>✓ The information I have provided above is correct</li><li>✓ I have read, I am familiar with and understand The Highway Code</li><li>✓ My driving licence entitles me to drive in the UK.</li><li>✓ I have not had my licence revoked or been disqualified from driving, in its country of issue, for any reason (including medical)</li><li>✓ I will inform my line manager and Vehicle Logistics Management if my driving licence becomes invalid for any reason and immediately cease driving.</li></ul>	
Driver Signature:	
Driver Name:	
Date:	



### 13.3 Appendix three - Approved driver DDVLA consent form



## Driving licence information fair processing declaration form

D906

#### Guidance notes for the driver – please read these notes before you fill in this form

- 1 DVLA handles your personal data in accordance with road traffic law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at [www.gov.uk/dvla/privacy-policy](http://www.gov.uk/dvla/privacy-policy) or request a written copy by phoning 0300 790 6106.
- 2 You should only fill in this form if you have read and understood how your driving licence information will be processed by the company or companies in Section 1. The company making the enquiry must first fill in Sections 1 and 2. You must then fill in Section 3 and sign and date the declaration in Section 4. DVLA will not accept forms if they haven't been signed and dated by you. If you change any information on this form, you must initial and date these changes.
- 3 In some instances, the company asking for information from your driving licence record (the 'enquirer') may be requesting for the company you are connected to. The enquirer should fill in details of all the companies who will process this information in Section 1.
- 4 If your connection with the company or companies named in Section 1 stops, you have the right for your information not to be requested or processed by them. Please refer to the fair processing information and privacy policy for the named company or companies in Section 1.
- 5 You can also view or share your driving licence information online at [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
- 6 If the details on your driving licence are not up to date, return it to DVLA and tell us about the changes we need to make. By law, you must tell us immediately if you change your permanent address or name. You could be fined up to £1,000 if you do not tell us about these changes.
- 7 If your licence has been lost, stolen or destroyed you will need to apply for a replacement. You can find out how to do this online at [www.gov.uk/apply-online-to-replace-a-driving-licence](http://www.gov.uk/apply-online-to-replace-a-driving-licence)  
Or, as long as you have not changed the details on your photocard licence, you can apply for a replacement licence using a debit card or credit card by phoning 0300 790 6801 between 8am and 7pm Monday to Friday, and between 8am and 2pm on Saturdays.

#### Guidance notes for the company

- 1 You must fill in Sections 1 and 2 before the driver signs the declaration in Section 4.
- 2 If you require Certificate of Professional Competence (CPC) or Digital Tachograph Card information or both, please contact the Driving & Vehicle Standards Agency ([www.gov.uk/government/organisations/driver-and-vehicle-standards-agency](http://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency)).  
Please note this D906 form should not be submitted to DVSA. You can check full Driver Qualification Card (DQC) information and periodical training information at [www.gov.uk/check-your-driver-cpc-periodic-training-hours](http://www.gov.uk/check-your-driver-cpc-periodic-training-hours)
- 3 You must tell DVLA the reason for requesting the driving licence information in Section 2. You must only use this information for this reason. If you do not provide enough information or do not make sure this form is signed by the driver, it will become invalid and will be rejected. We will carry out checks to verify the information you provide.
- 4 DVLA has a duty under data protection law to protect personal information. To ensure adequate protection, DVLA requires that the driver (the data subject) is informed and understands how their driving licence information will be processed.
- 5 DVLA will only release driving licence information to confirm entitlement to drive and holds it in accordance with data protection law. Data controllers must comply with any notification requirements under data protection law. Driving licence information must be requested and processed in accordance with the terms and conditions provided by DVLA.
- 6 It is an offence to unlawfully obtain personal data which is contrary to data protection law. The penalties for these offences are fines issued in the magistrates' court or Crown Court.
- 7 If we receive a legitimate complaint about information obtained unlawfully, we may pass it on to the Information Commissioner. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.



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D906

**IMPORTANT:** Please read the notes over the page before filling in this form and write clearly in **black ink** using **CAPITAL LETTERS**.

**1. Company details** (to be filled in by the company making the enquiry before driver file in Sections 3 and 4):

Company name and address (the company): TUBE LINES DISTRIBUTION SERVICES 130 BOLLO LANE ACTON LONDON Postcode: W 3 8 B Z	Account number: J 9 5 2 Reference number: Are you making an enquiry on behalf of another company? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please give the company name below: TRANSPORT FOR LONDON
---	--

**2. Reason for processing information** (to be filled in by the company making the enquiry before driver file in Sections 3 and 4):

COMPLIANT WITH COMPANY VEHICLE POLICY

**3. Driver details** (to be filled in by the driver):

Surname:	Middle name(s):
First name:	
Date of birth: DDMMYY	
Current address: Line 1 Line 2 Line 3 Post town Postcode:	Address on licence (if different):* Line 1 Line 2 Line 3 Post town Postcode:
Driver licence number:	

\* You must tell DVLA about any changes to your address. If you don't, you could be fined up to £1,000.

**4. Driver information fair processing declaration** (to be filled in by the driver):

**IMPORTANT:** Please read the notes over the page before signing this form. Do not sign if Sections 1 and 2 are not filled in.

**Declaration:**  
I am the person referred to in Section 3. I understand the company or companies listed in Section 1 will ask DVLA for my driver record information, as and when they require, for the purpose set out in Section 2.  
I understand DVLA will disclose to the company or companies in Section 1 all relevant information held in the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, valid endorsements and disqualifications (if relevant) and photo images.  
This declaration will expire when I stop driving in connection with the company or in any case, three years from the date of my signature.

SIGNATURE: \_\_\_\_\_ DATE: DDMMYY





## 13.4 Appendix four – New, replacement or extension vehicle request form



### Request for New, Replacement or Extension of Departmental Vehicle(s)

Submitted by:

Company:  
 Department:  
 Cost Centre:  
 Asset area:

Date:

Please find below details of vehicle(s) under the stated cost centre above. Can you please review your full vehicle fleet and advise if these vehicles require replacements or if your area can reduce numbers. These vehicle(s) need returning ASAP as the contracts have expired. If new vehicle(s) are required, please complete this paper with Head of Department approval and return to [redacted]@tfl.gov.uk

Section A – to be completed by Vehicle Logistics	
Fleet Information & Overview for :	
Number of vehicles in Department :	
Reduction target (2020/2021): x vehicles	Reduction achieved: X out of X vehicles
Vehicle to be replaced:	Average use for 6 periods: X% (xx/xxx days)
	Number of Fleet with Telematics: xx/xx
<i>{Vehicle Logistics to input Telematics Data}</i>	
The above is the Telematic data for the last 6 months on the current fleet usage. Can this please be reviewed and where possible utilise current resources. If this is not possible please provide details below for replacement/new vehicle.	

The below is a view of the current Vehicle Fleet for this cost code

*[Vehicle Logistics to Fleet Data]*

Section B – to be completed by Department applying for a vehicle	
<b>1.0 Introduction</b>	
1.1	Brief introduction to the purpose of the paper stating what is required. Is this a request for Replacement, Additional or Extension of Departmental Vehicle(s)
<b>2.0 Background</b>	
2.1	Provide brief details for the use of vehicle(s). <ul style="list-style-type: none"> <li>• What the vehicle(s) is/are used for (carrying people, equipment or both)</li> <li>• What is the min/max payload required)</li> <li>• Where the vehicle(s) is/are located/stationed</li> <li>• Additional usage information including daily mileage estimates, shift patterns i.e. days, nights, 24/7 as well as a basic profile of use.</li> <li>• Indication of any work to home use, if so, please detail authority given.</li> <li>• Vehicle Internal requirements/fitout and reasons for them including equipment weight, dimensions etc.</li> </ul>

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### 13.5 Appendix five - TfL vehicle safety camera usage guidelines

The data generated via the Safety Cameras in our vehicles falls within the definition of personal data as defined by the General Data Protection Regulation (GDPR). Personal data is defined as any information that can be used to identify a living individual. Given the range of monitoring that is carried out on our company fleet; TfL will process such data generated via its Safety Cameras and dashboards in accordance with the provisions contained within the UK's Data Protection Act 2018 (DPA Act 2018) and GDPR.

The viewing of "live" images is not possible from the safety cameras fitted.

The Fleet Compliance Manager (FCM) is responsible for the control of any personal data received from vehicle safety cameras.

Personal data processed on our safety cameras and dashcams will be used for the following purposes including

- Collision Investigation
- To defend against allegations and insurance claims
- Investigating complaints against the drivers of TfL vehicles
- To assess our driver's compliance against the Highway Code when they use our fleet.
- Where appropriate to carry out Driver risk assessments
- Developing driver improvement strategies
- Defending TfL reputations against malpractice or alleged malpractice.

Requests for personal data will only be considered from those recipients that have a legitimate need and reason for it; such recipients include

- The Police or other Investigating Authority for the purposes of the prevention or detection of crime
- Insurance companies for the purposes of responding to claims
- The driver via a Subject Access Request made under Article 15 of the GDPR )
- Investigation through Vehicle Logistics for the purposes of investigating and resolving complaints into a driver conduct in our fleets.

The safety camera personal data will only be able to be accessed by authorized VL staff.

Personal data will only be stored until the completion of an investigation such personal data will be retained for as long as necessary in accordance with the principles contained within the GDPR and will be deleted once the employee/driver no longer has a relationship with us.

Details on who to contact to access safety camera evidence will be displayed and in all safety camera fitted vehicles.

### 13.6 Appendix six – Telematics measurement and management

The rollout of Vehicle Telematics across the entire TfL fleet is to monitor compliance with the policy with a view to reduce the fleet size and optimise vehicle sharing opportunities. It will also encourage safe driving practices and assist in any accident/incident investigation. \*

The Fleet team at VL are responsible for the processing of the personal data generated via the Telematics system and advising the driver and/or the line manager of any notable incidents.

Notable incidents that are monitored and may be reported on will include:

- Speeding
- Vehicles not being utilised
- High idling vehicles
- Vehicles outside M25
- Driver showing as driving two vehicles simultaneously
- If a driver logs in for 7 consecutive days
- Camera activation
- Harsh cornering
- Acceleration
- Harsh braking

Personal data processed via the telematics system will only be used for;

- Collision Investigation
- To defend against allegations and insurance claims
- Investigating complaints against the drivers of TfL vehicles
- Investigating alleged breaches of the Highway Code
- Driver risk assessments
- Developing driver improvement strategies
- Optimising cost-effective deployment and use of vehicles in the fleet

Requests for information will only be considered from those recipients that have a legitimate need and reason for it; such recipients are likely to include

- The Police or other Investigating Authority
- Insurance companies and solicitors
- The driver (Subject Access Request, made under Article 15 of the General Data Protection Regulation)
- Investigation through Vehicle Logistics

\* Telematics data is subject to GDPR. Drivers may access data held on them by contacting Vehicle Logistics Management at [driverrisk@tfl.gov.uk](mailto:driverrisk@tfl.gov.uk).



## 13.7 Appendix seven – Company road vehicle handbook

[R2683](#) 'Company road vehicle handbook'

## 13.8 Appendix eight – Work to home guidelines/ requirements for company vehicles

These guidelines cover the use of a Company Vehicle where authority has been granted for it to be taken to and from a home or private address, due to the necessity of the required work, and where public or other transport means are not a feasible option:

### 1 Home to work use

- a) Written justification and authority must have been granted by a Line Manager prior to vehicle use, and records maintained accordingly. Such records will be subject to audit to ensure compliance with the requirements of the Company Vehicle Policy.
- b) Job Use – If the job warrants the need for a vehicle to be taken home due to an on-call, ad-hoc or rostered basis (suitable records must be kept for a period of no less than three years to support vehicle use)
- c) If the nature of the job requires access to the work by either commencing or finishing at a private address – (such as regular “timetabled” works) then suitable records must be available to demonstrate allocation of vehicle).
- d) The route to and/or from a home or private address must be the most practical and appropriate – without any unnecessary detours or stops.
- e) Drivers must be Approved, which includes license check; On-Line Assessment and Van Smart training as per the Company Vehicle Policy, and this must be maintained. Section 4.3 of the Company Vehicle Policy refers.
- f) Any breach of these guidelines or the Company Vehicle Policy may result in an investigation being held.

### 2 Managers Responsibilities

- a) To ensure records of staff use of vehicles for work to home use is maintained as detailed above. Failure to comply with this requirement could result in an investigation being held.
- b) Ensure driver “Approval” status is kept up to date.

### 3 Employees responsibilities

**Staff may not,**

- a) Use the vehicle for any form of personal use. Insurance is provided for business activities only. Authorised work to home use impacts upon the Company’s recovery of VAT and requires settlement with HMRC for “personal” tax use. This is in accordance with section 4.2 of the Company Vehicle Policy.
- b) Carry passengers– unless they are authorised co-workers in connection with the business requirement.
- c) Make their own decision, due to circumstances that they believe gives them authority to take a vehicle home.

