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## **ORGANISATION VEHICLE POLICY**

This policy document regarding vehicle use forms part of the terms and conditions of employment for employees at *[Insert organisation name]*, ("the Organisation").

This policy applies to your employment at *[Insert organisation address]* and all other Organisation sites that you may be asked to work at from time to time.

For this policy to be effective it must be applied throughout the Organisation, this policy applies to all staff regardless of position.

Any breach of this policy may constitute a disciplinary offence and may lead to the withdrawal of your entitlement to use any Organisation vehicle.

### **1. Your Driving Status**

**1.1** You have a duty to inform the Organisation if at any time your circumstances or driving record change, (or where applicable, those of your nominated driver change). This includes any change that may lead to an increase in insurance premiums, a refusal to insure or where continuing to drive would constitute a criminal offence.

**1.2** If you are entitled to the use of a vehicle provided by the Organisation as part of your salary and benefits the Organisation will specify the maximum value of the vehicle or the exact make(s) and model(s) that you may be entitled to select. The Organisation may provide from time to time a list of vehicles that may be selected by you.

**1.3** The Organisation may also specify whether a vehicle currently used by the Organisation should be used or whether a specific vehicle not currently used by the Organisation should be provided.

**1.4** The Organisation reserves the right to review and amend the maximum value limits or list of specific makes and models allowable as Organisation vehicles.

**1.5** If you are able to select the vehicle of your choice you must first obtain written confirmation from both your immediate manager/supervisor and the Organisation's Accountant or Finance Director that the vehicle chosen by you is acceptable.

## **2. Vehicle Renewal**

The Organisation will replace or renew your vehicle at reasonable intervals to ensure the safety and reliability of the vehicle. The Organisation reserves the right to select and vary such intervals as it sees fit.

## **3. Vehicle Delivery**

Once you have taken delivery of your vehicle you should thoroughly read the manufacturer's handbook or other guide and familiarise yourself with the vehicle's features and controls.

## **4. Insurance, Road Tax, Tolls & Charges**

**4.1** The Organisation will pay for all comprehensive insurance cover and road tax for your vehicle at all times. You will ensure that all appropriate insurance details or copies of such insurance details are kept within the vehicle at all times. You will also ensure that any road tax disc (where required) or other road revenue disc, badge or device is properly displayed and readable at all times.

**4.2** Any specific individual bridge or road tolls should be paid by you and reclaimed as part of your expenses. The Organisation will repay any such expenses to you in accordance with usual provisions for expenses payments. If such payments have to be regularly paid by you, such as "congestion charges", the Organisation may at its sole discretion pay these charges on your behalf.

**4.3** Where it is your duty to pay any toll, congestion charge or other charge and fail to do so and this results in a fine or penalty notice being received by the Organisation, the Organisation reserves the right to deduct the equivalent amount from your pay.

## **5. Vehicle Maintenance**

**5.1** The Organisation will ensure that your vehicle is regularly serviced and maintained according to the manufacturer's specified service intervals.

**5.2** Whilst your vehicle is being serviced or repaired the Organisation will at its sole discretion make arrangements for you to have use of a suitable temporary replacement vehicle.

**5.3** However, as the user of the vehicle you are responsible for the everyday maintenance of your vehicle, including the following:

**5.3.1** Using the appropriate fuel for the vehicle and ensuring that you have sufficient fuel for your journey, or charge in the case of electric vehicles.

**5.3.2** Regularly checking and maintaining the engine oil level according to the manufacturer's instructions.

**5.3.3** Regularly checking and maintaining the various water, coolant/anti-freeze and other liquid levels according to the manufacturer's instructions.

**5.3.4** Regularly checking the vehicle tyres, including any spare tyre for wear or damage and maintaining the tyre pressures in accordance with the manufacturer's specifications. Where any tyres are replaced the replacements tyres should be suitable for the vehicle and of the same size and rating.

**5.3.5** Regularly checking wipers and lights for wear, damage or faults as applicable.

**5.3.6** You should also ensure that both the exterior and interior of the vehicle are kept clean. If the vehicle displays the Organisation name, logo, branding or colours the Organisation may introduce a "clean vehicle policy" at any time to ensure that the vehicle is cleaned regularly as required.

**5.4** The Organisation will repay the costs incurred through everyday maintenance to you in accordance with usual provisions for expenses payments; this excludes costs incurred keeping the exterior and interior of the vehicle clean, except where a "clean vehicle policy" is applied to your vehicle.

**Sample document – the remaining are clause headings only**  
**Full document contains all clauses**

**6. Conventional Fuelling, Electric Charging, Misfuelling**

**7. Private Use of Vehicle**

**8. Driving Policy Rules & Equipment**

**9. Accidents or Injury**

**10. Fines & Criminal Proceedings**

**11. Mobile Phone Use**

**12. No Smoking Policy**

**13. Termination of Contract of Employment**

**14. Date of Implementation**

**15. Contact**

**16. Alteration of this Policy**

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