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TITLE	Policy and Procedure for Usage of Company Vehicle	ISSUE	1	DATE	07/08/2018
REF	HR-001 – Company Vehicle Policy	REVIEWED	O Cowan	APPROVED	N. Rowland



Policy and Procedure for Usage of Company Vehicle

This policy, together with the Employee Employment Handbook, forms part of your Contract of Employment and sets out particulars of the main terms on which you may use Premium Facades vehicles.

Overview:

As an authorised driver of a company vehicle, you assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and otherwise, following the policies and procedures outlined in the following:-

Vehicle Fleet Purpose:

Company vehicles are provided to support business activities and are to be used only by qualified and authorised employees. They may not be used for personal use. They are not to be considered a part of an employee’s compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

Licence:

Company drivers and anyone authorised to drive the company vehicles must have a valid EU Driver’s License issued for the class of the vehicle being operated. An annual check shall be carried out on all driving licences. Any changes to the licence, including endorsements and restrictions, shall be notified to the Fleet Manager as soon as the facts are known.

Qualifications:

Obtaining a driver’s license is a personal expense and qualifications are as follows:

- Authorised employee of company.
- Must be at least 25 years of age.
- Have at least one year of experience in the class of vehicle operated.
- Must meet licensing requirements.
- Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences: been convicted of a crime, been convicted of sale, handling or use of drugs, has automobile insurance cancelled, declined or not renewed by a company, been convicted of an alcohol- or drug-related offense whilst driving, had driver’s license suspended or revoked, been convicted of three or more speeding violations or one or more other serious violations.

Fuel Card:

A Fuel Card accompanies the vehicle. The vehicle mileage and car registration must be presented, together with the fuel card, when making payment at petrol stations. Details regarding Fuel Cards can be found in our Fuel Card Policy, ref. HR-002

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Car Tax and Insurance:

All vehicles must have a valid tax and insurance disc on display on the windscreen. Any queries regarding same should be directed at the Accounts Department.

Eflow Tag:

All vehicles are fitted with an eflow tag. Please ensure that tags are securely fastened to the windscreen. Any issues regarding tags should be directed at the Accounts Department.

Fleet Management Tracker:

All company vehicles are installed with a vehicle tracking device. The software being used is Verizon Connect. The purpose of this tracking device is to improve customer service and reduce the time spent calling drivers for updates. A monthly report detailing the journeys for each vehicle is sent to the respective driver for monitoring purposes.

Appearance:

Keep the vehicle tidy and clean at all times. Please have the vehicle washed at least once a month; the cost for one car wash a month is incorporated into the Fuel Card. Random audits will be carried out on all company vehicles to ensure that it is being maintained at all times.

Accessories:

Accessories for work or private use must not be fitted to organisation vehicles without the authority of the Fleet Manager. These items may include any vehicle approved equipment including roof racks, towing brackets and associated equipment.

Personal possessions:

Do not leave personal possessions or the company phone and laptop in the car as they are not covered by insurance.

Fines:

You will be responsible for illegal parking, speeding fines and other traffic violations and associated costs.

Rules Applying to Use of Company Vehicles:

- Only authorised employees may use company vehicles and must meet all driver qualifications and rules in this agreement.
- Learner Drivers are excluded.
- The company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- The company vehicle is prohibited from being used to carry passengers for hire or reward.
- Driver and all passengers must wear available seat belts.
- Report any accident immediately to An Garda and the Fleet Manager.

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- Any exceptions to these rules requires advance, written approval by Premium Facades.
- Violation of these rules will result in disciplinary action which may range from removal of driving privileges to termination of employment.

Standards of Driving:

Premium Facades is justifiably proud of its client care policy and this standard of care is totally extended to all of the organisation’s policies, especially in respect of the standards that we expect from our drivers. Drivers of organisation vehicles must fully understand that they must not become involved in any incident that may fall within this category – including provocation from or reaction to other drivers. Should an incident occur, it must be diffused immediately and under no circumstances shall organisation drivers react by using signs, foul language, aggressive behaviour or driving to intimidate. Any incident that is reported will be fully investigated and appropriate action taken. Drivers must adhere to the Rules of the Road at all times and they must ensure the safety of others whilst on clients’ properties.

Maintenance:

Authorised drivers are required to properly maintain their company vehicles at all times, i.e. conduct weekly safety checks to include, oil levels, water levels, windscreen washer levels and tyre pressures. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Please refer to the Vehicle Checklist on Fastfield for weekly and monthly checks.

Servicing Arrangements:

Company vehicles must be serviced in accordance with the manufacturer’s recommendation or as soon as the driver is aware the vehicle is in need of a service by informing the Fleet Manager.

Private Car Use for Business Purposes:

Employees must seek prior approval before undertaking any journey in their private vehicle on behalf of the organisation. The authorised responsible person must consider other methods of transport including the use of organisation vehicles before granting permission. A copy of the private vehicle’s current NCT Certificate and Insurance Certificate must be placed on file prior to use. The insurance must provide cover for the use of the vehicle for business purposes. Employees can claim reimbursement for authorised business mileage.

Traffic Violations:

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the employee. The company will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to the Fleet Manager within 24 hours. This requirement applies to violations involving the use of the company vehicle while on company business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment.

Mobile phones:

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The use of mobile phones whilst driving can only be operated on a hands free or ‘blue tooth connection’ basis. Drivers must ensure that the phone is connected to this system before setting off. It is not permitted for drivers to text messages or read emails whilst operating a vehicle. If required, drivers must pull over to a safe stopping place and switch off the engine.

Accidents Involving Company vehicle:

In the event of an accident, contact the Gardaí and alert Premium Facades immediately. An incident form must be completed, which is obtainable on Fastfield.

On all accidents:

- Obtain a copy of the Gardaí report.
- Do not admit negligence or liability. Do not attempt settlement, regardless of how minor.
- Obtain name, address and phone number of injured person and witnesses, if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Turn all information over to Premium Facades within 24 hours. Premium Facades insure all employees whilst driving on Premium Facades business.

Thefts of Vehicle or Contents:

- If your vehicle is broken into, stolen or vandalised the circumstances must be immediately reported to the Gardaí and Premium Facades.
- An Incident Form must be completed, which is obtainable on Fastfield.
- Whenever an organisation vehicle is left unattended it must be locked and all alarms, immobilisers and anti-theft devices must be fully used. Under the terms of the insurance policy, private items may not be covered whether on or in the vehicle.
- Valuable items including mobile telephones, computers, briefcases, handbags, jackets, etc. must not be left on display whilst the vehicle is unattended. Where possible, they should be removed from the vehicle or placed in the boot.
- Detachable radios and control panels shall be removed when the vehicle is parked unattended for extended periods.
- When refuelling and the vehicle is unoccupied, ensure that all windows are closed, keys are removed from the ignition and all doors are locked.
- All drivers of commercial vehicles should ensure that spare wheels, ladders etc. are secured in position by a security device. Tools and equipment must not be left in vehicles when parked overnight.

Parking:

The vehicle must be parked in a safe and legal parking area, when not in use.

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Driver Responsibilities:

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver’s responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment or fellow drivers.
- Obey all traffic laws.
- The use of seat belts is mandatory for driver and passengers.
- Adhering to manufacturer’s recommendations regarding service, maintenance and inspection.
- Vehicles should not be operated with any defect that would prevent safe operation. Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorised driver.
- Reporting the occurrence of moving violations. Accurate, comprehensive and timely reporting of all accidents by an authorised driver and thefts of a company vehicle to Premium Facades.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

Preventable Accidents:

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Safety Guidelines to Prevent Accidents:

- Do Not Follow too close.
- Do Not Drive too fast for conditions.
- Do Not Fail to observe clearances.
- Do Not Fail to obey signs.
- Do Not Make Improper turns.
- Do Not Fail to observe signals from other drivers.
- Do Not Fail to reduce speed.
- Do Not Park improperly.
- Do Not Pass improperly.
- Do Not Fail to yield.
- Do Not Back up improperly.
- Do Not Fail to obey traffic signals or directions.
- Do Not Exceed the posted speed limit.
- Do Not Drive While Intoxicated (DWI) or Drive Under The Influence (DUI) or similar charges.

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Winter Driving Precautions:

During winter, additional driving hazards have to be considered. These include adverse weather (rain, snow, frost, standing water) and longer hours of darkness. The following advice will help to ensure your safety when driving in these conditions:

- Make sure you have plenty of fuel.
- Allow extra time for the journey and reduce speed.
- Increase the distance between your vehicle and the vehicle in front in ice and snow, stopping distances are ten times larger.
- In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- Remember snow is visible but ice, especially black ice, is often invisible.
- Avoid sudden braking or harsh acceleration or steering manoeuvres.
- Keep all windows and mirrors clean, clear of snow and ice and free of mist. Keep lights and indicators clean.
- Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack and a hot drink, especially if you are driving through isolated areas.
- If you are planning a long journey, advise someone of your destination and approximate expected arrival time. Carry a mobile phone with you, ensuring it is fully charged. However, remember not to use it whilst driving.
- If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether your journey is necessary at that time or whether it can be postponed. Consider whether an alternative method of transport would be better.
- If stranded by bad weather, try to ensure that you are not blocking access for emergency vehicles. Remain with the vehicle unless there is shelter nearby. Maintain your circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over ensure that an airway is maintained.

Return of Vehicles:

Whenever a vehicle is returned, the driver must ensure that the interior and exterior are cleaned and tidied and that all equipment etc. belonging to Premium Facades is returned to the department concerned and not left in or on the vehicle. Any damage over and above wear and tear may be charged to the driver. Ignition keys and fuel cards must be returned to Premium Facades.

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Removal of Vehicles:

Premium Facades may withdraw the use of a company vehicle at any time. Employees must return company vehicles within 24 hours of employee contract termination.