

**Company Vehicle Policy****1. Policy Statement**

Keltech is committed to safe practices in relation to the use of a vehicle for business purposes.

**2. Purpose**

This policy outlines the procedures to be followed when using a company vehicle.

**3. Scope**

This policy applies to all employees of Keltech.

**4. Responsibilities****4.1. Employer**

- 4.1.1. Keltech will ensure that the company vehicle is adequately insured, taxed and has successfully completed an NCT.
- 4.1.2. Keltech will ensure that the company vehicle is regularly serviced and maintained.
- 4.1.3. Keltech will ensure employees meet the eligibility criteria prior to granting them permission to drive the company vehicle.
- 4.1.4. Keltech will provide PPE for example high visibility jackets for forklift drivers.
- 4.1.5. Promote good driver behaviour amongst staff.
- 4.1.6. The company will report to the HSA any road traffic accidents that prevent an employee performing their normal work duties for more than three calendar days.

**4.2. Employee**

- 4.2.1. Employees are required to familiarise themselves with and adhere to the provisions outlined in this policy.
- 4.2.2. Employees are required to produce a copy of their full clean driver's licence front and back to HR and complete 'Vehicle Weekly Safety Check Sheet' before driving the Vehicle.
- 4.2.3. Each employee that will provide copy of their driver's licence to HR will be given a code to the security box where the company vehicle key is stored.
- 4.2.4. Employees must notify the Company of any change in the status of their licence. Where a licence is cancelled or suspended, the use of the vehicle will be withdrawn.

**5. Company Vehicles****5.1. Eligibility to Drive**

- 5.1.1. Employees of Keltech are eligible to drive the company vehicle provided that they have been approved by management to do so and that they meet the following criteria:

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- 5.1.1.1. The driver must meet the age criteria between the ages of 25 and 71 inclusive as specified by the insurer.
- 5.1.1.2. They have provided a copy of their full clean driver's license (front and back) for Keltech's records.
- 5.1.1.3. In the event of driving a forklift, the driver must be fully competent in forklift training.

**5.2. Appropriateness of the Journey**

- 5.2.1. The company vehicle can only be used for business purposes, with the permission of a member of management and not for personal use. The point of origin for collection of the Vehicle is Keltech main office, Waterford.

**5.3. Maintenance**

- 5.3.1. Employees driving the company vehicle are required to report to the Facilities Coordinator without delay any damage or faults that come to their attention during use. This includes completing a further 'Vehicle Weekly Safety Check Sheet' outlining the damage or fault.
- 5.3.2. Employees are required to maintain the company vehicle in a clean and tidy condition following use. This involves removing any personal belongings, paperwork and rubbish from the vehicle following use.
- 5.3.3. Smoking is strictly forbidden from the company vehicles, smoking also includes e-cigarettes.

**6. Rules for Driving on Company Vehicle**

The following rules apply when driving company vehicle:

**6.1. Safety**

To ensure the health and safety of employees and that of other drivers, the following conditions must be complied with when driving company vehicle:

- 6.1.1. Employees must check the vehicle prior to any journey to ensure that it is in a safe operating condition e.g. brakes and lights in working order, mirrors properly adjusted etc. In doing this, employees must complete a 'Vehicle Weekly Safety Check Sheet' using the guidelines of the Car & Small Passenger Vehicle Driver Daily Pre-checks Manual.
- 6.1.2. It is essential for the employees to safe schedule and plan journeys so that they have enough time to carry out the journey safely. Inadequate planning can result in poor driver behaviour, speeding and driver fatigue.
- 6.1.3. When driving the company vehicle, employees have a responsibility to obey the rules of the road, drive within legal speed limits and adhere to all legal vehicle requirements.
- 6.1.4. Employees are responsible for deciding on how much driving they are comfortable doing on any given day. They are also required to take regular and adequate rest breaks to prevent driver fatigue.

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- 6.1.5. All employees must ensure that they are physically and mentally fit to drive. This includes not driving under the influence of an intoxicant (including prescription medication) or driving when excessively tired.
- 6.1.6. The driver and all passengers must wear seat belts at all times.
- 6.1.7. The driver of forklifts must wear the correct PPE at all times. The driver must also ensure that the correct forklift is used on the road (i.e. taxed and insured), the facilities coordinator will be able to advise which forklift to use.

**6.2. Incidents/ Accidents**

- 6.2.1. Any employee involved in a motor accident or incident must report this to their manager immediately or once the immediate danger to any of the parties has rescinded.
- 6.2.2. The employee must cooperate with the relevant authorities in establishing what happened prior to the accident/ incident but should NOT admit liability as this is a matter for the insurers.
- 6.2.3. The employee will be required to complete and submit an accident report form in the normal manner on the day of the accident or as soon as possible thereafter. Accident/ Incident report forms are available from HR.

**6.3. Mobile Phones Policy**

In accordance with safe driving practice and government regulations, mobile telephones are not to be held on person or used while driving. You are personally responsible to ensure that:

- 6.3.1. You do not carry a mobile phone on you in person while driving, unless it is switched off.
- 6.3.2. Should you need to make or receive a phone call, you park your car prior to activating your handset.

**6.4. Security**

- 6.4.1. Each employee is responsible for ensuring that the company vehicle and its contents are not exposed to unnecessary risks. Laptops or company property should never be left in unattended vehicle. At all times, when unattended, the vehicle must be locked and alarmed.
- 6.4.2. Theft of the vehicle or equipment should be reported to the Gardai immediately and management notified as soon as possible. The driver of the vehicle will be required to complete an insurance report immediately. Personal items stored in the vehicle are stored at driver's own risk.

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6.5. Expenses and Additional Costs

- 6.5.1. Keltech will reimburse any costs reasonably incurred while using a vehicle, e.g. toll charges, fuel, parking costs. Each employee will be required to complete an expense claim form when claiming such expenses. Only valid receipts attached to expense claim forms will be accepted and reimbursed in the next weeks' pay.
- 6.5.2. Keltech will not cover the cost of road traffic offences. Employees are responsible for the payment of any such charges, fines or penalties, including parking fines, speeding fines, late toll charges etc.
- 6.5.3. Note: Please refer to the Travel and Expense Policy for further information.

6.6. Breakdown

- 6.6.1. In the event of a breakdown, you can contact AAA on 01 8044 328 to assist you.

**7. Breach of the policy**

- 7.1. You are required by the company to abide by the details of this company vehicle policy whilst driving business purpose. For your personal safety, these rules should also be followed whilst driving outside of work hours and on personal business. Failure to adhere to the driving policy may result in disciplinary action.