

Driving on Company Business Policy**1. Policy Statement**

Keltech is committed to safe practices in relation to the use of a vehicle (either company or private) for business purposes.

2. Purpose

This policy outlines the procedures to be followed when using a vehicle (either company or private) for business purposes.

3. Scope

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.

4.2. 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 immediately inform their supervisor if there are any changes related to their licence or insurance e.g. if they receive penalty points.

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:
 - 5.1.1.1. They meet the age criteria specified by the insurer (are between the ages of 25 and 71 inclusive).
 - 5.1.1.2. They hold a full drivers license.
 - 5.1.1.3. They have provided a copy of their driver's license for Keltech's records.

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.

5.3. Maintenance

Driving on Company Business Policy

- 5.3.1. Employees driving the company vehicle are required to report to the Facilities Manager without delay any damage or faults which come to their attention during use.
- 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.

6. Use of Personal Vehicles**6.1. Eligibility to Drive**

- 6.1.1. Employees wishing to drive their personal vehicle for company business must be appropriately insured with business use cover.

6.2. Appropriateness of the Journey

- 6.2.1. Employees must only use their personal vehicle for business use where prior authorisation has been granted by their supervisor.

7. Rules for Driving on Company Business

The following rules apply when using both company and personal vehicles for business use:

7.1. Safety

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

- 7.1.1. Employees must check the vehicle prior to any journey on company business to ensure that it is in a safe operating condition e.g. brakes and lights in working order, mirrors properly adjusted etc.
- 7.1.2. When driving the company vehicle, or using a private vehicle for work purposes, employees have a responsibility to obey the rules of the road, drive within legal speed limits and adhere to all legal vehicle requirements e.g. not to use a mobile phone while driving, to wear seatbelts etc.
- 7.1.3. When driving on company business employees are required to take regular and adequate rest breaks to prevent driver fatigue.
- 7.1.4. When driving on company business employees must ensure that they are not under the influence of an intoxicant.

7.2. Incidents/ Accidents

- 7.2.1. Any employee involved in a motor accident or incident must be report this to their supervisor as soon as reasonably possible to do so.
- 7.2.2. 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.
- 7.2.3. 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.

Driving on Company Business Policy

7.3. Security

7.3.1. Each employee is responsible for ensuring that the vehicle (either company or private) and its contents are not exposed to unnecessary risks. Laptops or company property should never be left in an unattended vehicle (either company or private).

7.4. Expenses and Additional Costs

7.4.1. 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 expenses claim form when claiming such expenses. Valid receipts must accompany each expense claim.

7.4.2. 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.

8. Breach of the policy

8.1. Any employee found to be in breach of this policy may be subject to disciplinary action up to and including dismissal.