

A. DRIVING LICENCE AND AUTHORITY TO DRIVE COMPANY VEHICLES

- 1) You must be in possession of a current driving licence and have a Director's authority to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by a Director prior to driving any of our vehicles and at any other time as requested by a Director. Alternatively, we may require you to provide us with the ability to access your driving licence details online.
- 3) As driving is necessary part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. Should your licence be removed or become invalid for any reason, your employment may be terminated. If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately.
- 5) Data collected about driving licences will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.
- 6) It is your responsibility to see that the vehicle is not used by anyone other than authorised employees.
- 7) All lorry drivers are required to read, understand and observe the information in the MPA drivers handbook manual.

B. DAILY WALKAROUND CHECKS

- 1) All HGV vehicle drivers are required to walk around vehicle check for at least 15 minutes each morning.
- 2) All van drivers must carry out daily walkaround checks before using their vehicles. These are to be recorded in the vehicle daily check book issued on allocation of the vehicle.
- 3) Should you notice any defaults these must be reported via the pre-drive app or the defect sheet clearly detailing any defects notice on the vehicle. These defaults can include any damage to tyres, lights or any damage which may deem the vehicle as dangerous. Any damages must be reported to your manager straight away including if the vehicle is non-drivable.

C. FIXTURES, FITTINGS AND MODIFICATIONS

- 1) No fixtures such as aerials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission.
- 2) No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

D. WARRANTY

- 1) All warranty work must be reported to us prior to it being carried out.

E. CLEANING AND MAINTENANCE

- 1) When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy and that it is returned to us in that condition after use.
- 2) Any maintenance or repair work, or replacement of parts, including tyres, must be approved in advance by us, and reimbursement will only be made against production of an authorisation. Full details of the work required, and the cost involved must be given.

F. FUEL ETC.

- 1) Before you use one of our vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Unless contrary arrangements exist in writing between us, we will only reimburse you for fuel and oil used on our business. Claims must be submitted on a weekly report sheet, signed by yourself and accompanied by receipted bills where the vehicle cannot be filled up on our fuel account. All bills should be listed, and a deduction shown for that part of the fuel attributable to private mileage.

G. FINES

- 1) We cannot under any circumstances accept responsibility for parking, loading/unloading fines or other fines incurred by you.

H. DAMAGE OR INJURY

- 1) If you are the driver of any of our vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the Owner, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals (i.e dogs), you are responsible for notifying the police of the occurrence, and must produce your insurance certificate to a Police Officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a Police Officer within twenty-four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

I. ONBOARD VEHICLE CAMERAS

- 1) Cameras are fitted to all our HGV vehicles. This is for a number of reasons, including the prevention of crime, the safety of employees and clients, and for reducing insurance and legal costs. The footage can be monitored live or retrospectively.

- 2) Employees should be aware that footage from the cameras may be used and relied upon, where necessary, for insurance purposes and for disciplinary purposes. Similarly, if there were allegations of negligence or careless driving made by clients or third parties against employees, or claims brought against any member of the Company leading to civil proceedings, by clients, third parties or employees the Company may use and/or submit the footage to the relevant authorities.
- 3) We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

J. SECURITY TRACKERS

- 1) All Company vehicles are fitted with trackers for security and management information purposes. These enable the Company to monitor the vehicles' whereabouts at any time, both live and retrospectively. Vehicles are monitored to assist in the safety of lone workers, to verify movements and to track the vehicle in the event of theft.
- 2) We will ensure all personal data obtained in this way is processed in line with the current Data Protection Act.

K. LOSS

- 1) In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.
- 2) Please note that only our property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot if it is a car. If a vehicle is stolen, we are required to prove to the insurance company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

L. ACCIDENT PROCEDURE

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form: -
 - ***the name and address of the other driver and the name and address of his/her insurers.***
 - ***The names and addresses of all passengers in both our vehicle and the third party's vehicle.***
 - ***Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.***
 - ***particulars of the police attending i.e. name, number and division.***

- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
- 3) If our vehicle is undriveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
- 4) An estimate of the repairs required to be carried out, showing details and cost of both labour and materials, must be obtained and sent to us as soon as possible.
- 5) Under no circumstances may repairs be put in hand until the insurance company has given its agreement. We will notify you when this has been done.
- 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

M. ROAD FUND LICENCE

- 1) The road fund licence for each vehicle will be renewed automatically when due.

N. PERMITTED USE

- 1) Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.
- 2) Company vehicles must not be taken abroad unless required for business purposes only. You must ensure that you have gained the appropriate authorisation to travel abroad on business.

O. PERSONAL LIABILITY FOR DAMAGE TO VEHICLES

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.
- 2) Repeated instances may result in disciplinary action.

P. OTHER GUIDELINES

- 1) It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.
- 2) Use seat belts at all times and comply with local traffic conditions.
- 3) Always drive within the speed limit and reduce speed where weather conditions required you to.
- 4) DO NOT DRIVE if tired.
- 5) Always take regular breaks from the vehicle.