

COMPANY VEHICLES POLICY

GMC/APRIL2022



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1. INTRODUCTION

Milnbank Housing Association (MHA) has a lease agreement for several vehicles that are used by the In-house Repairs, Estates, Painters, and Stair Cleaning Teams. The purpose of providing vehicles to employees is to help ensure the delivery of an efficient repairs and estates service. The Policy details both the administrative process and the working practices to be adopted regarding the use of vehicles leased by the Association.

2. GENERAL USE

Listed are the general procedures to be adopted by staff when using company vehicles:

- a) Driving Standards – It is expected that driving will be required in all types of weather and driving conditions. Employees are required to drive in a safe, lawful and efficient manner at all times.
- b) Vehicle Defects - Employees must not take a vehicle onto the road if they know or suspect that it has a defect. Any problem with the vehicle should be reported immediately to the Estates Officer and recorded in the standard Defect Reporting Form (**APPENDIX A**)
- c) Condition of Vehicle - The image of the Association is influenced by the cleanliness and appearance of its vehicles. Employees must ensure that the company vehicles are washed and cleaned as often as is necessary.
- d) Unacceptable Materials displayed in Vehicles - Any material which may be deemed or expressions of being inappropriate or offensive must not be displayed in the company vehicle. Examples of this include: All football related colours, religious or political materials, inappropriate slogans, logos, images,
- e) Security - Vehicles must be locked when left unattended. Tools and/or materials must not be left in unattended vehicles. Employees are advised that in the event of theft of tools/materials that are left in a company vehicle unattended during the working day or when not on duty, may not be covered by MHA's insurance policy. Employees are advised that if loss is incurred due to an employee's negligence, they may be charged for the cost of tools/materials via a reduction from their salary.
- f) Safety - The safety and security of the vehicle, its passengers or loads is the responsibility of the driver. Employees are also responsible for the use and safe-keeping of any belts, straps, chains or ropes used

to secure loads. An adequate supply of these should be retained for loads such as materials uplifted from suppliers. All loaded goods must be distributed and secured to prevent movement that could damage the vehicle or cause a nuisance or danger to other road users or pedestrians.

g) Employees are not permitted to carry passengers in their vehicles except for colleagues or Officers of the Association on MHA business, unless agreed by management

h) Legislative Requirements:

1) Mobile phones must not be used when driving. Employees who use a mobile phone while driving a company vehicle will be subject to disciplinary action.

2) Vehicle engines must not be left running whilst stationary. In the event that any fines are issued for this public bye-law offence, the employee will be required to meet the costs in full.

3) In accordance with the Transport (Scotland) Act 2001, drivers of company vehicles must not misuse bus lanes. In the event that any fines are issued for this public bye-law offence, the employee will be required to meet the costs in full.

4) In accordance with the Smoking, Health & Social Care (Scotland) Act 2005, smoking by the Driver and any passenger is strictly forbidden at all times whilst using a company vehicle. Any breach of this Law will result in disciplinary action being taken.

3. DRIVING LICENCES AND DRIVING OFFENCES

a) A condition of being permitted the use of a company vehicle is that the employee holds a full and valid UK Driving License. Employees are required to submit a copy of their driving license annually, or upon request, and to also advise when there has been any change to the details on the license such as the addition of any Penalty Points.

b) Employees who are charged or convicted of driving offences, or have their license endorsed must report this to HR within 24 hours.

c) Driving related fines are the responsibility of the employee who incurs them, irrespective of whether this occurred during working hours. If an employee fails to pay a driving related fine, the Association will do so and deduct the cost from the employee's salary.

d) Employees will normally be aged at least 25 years old in order to be allocated a company vehicle, unless at the discretion of the Director.

- e) If an employee is disqualified from driving and an essential part of the job requires that an employee holds a valid driving license, the Association reserves the right to terminate their Contract of Employment.

4. ALLOCATION OF COMPANY VEHICLES

MHA operates a pool of company vehicles for use during the working day. This operates for employees on the following basis:

- a) Employees who are **not** on call

MHA provide company vehicles for the repairs team, estates team, painting squad and stair cleaning teams not on call. This means that the use of the company vehicles are for work purposes only during normal working hours and they must be parked at Sannox gardens at the end of each day. No personal use of the vehicle during lunch breaks or to and from work is allowed as this would be regarded as a benefit in kind and therefore taxable by HM Revenue & Customs (HMRC).

- b) Employees who **are** required to be on call as part of their contract of employment

The in-house Joiners and in-house Plumber who are required to attend out of hour emergency repairs are permitted to use the company vehicles out with normal working hours when they are on call, however the vehicle must only be used for commuting to and from their house to an emergency, no personal use is permitted. In order to comply with legislation, the following procedure must be adhered to:

- 1) The Association will maintain a record of the vehicle being signed out overnight which will subsequently be reconciled back to the employee's timesheet for confirmation that the employee was on call.

- 2) A mileage record will be retained through the vehicle daily check and defect book which should be completed each day by the driver of the vehicle detailing the mileage incurred. **(APPENDIX B)**

5. MAINTENANCE

- a) The costs of maintaining and repairing the Association's vehicles will normally be met by MHA where such costs arise through normal use of the vehicle. All vehicles are serviced annually and drivers must liaise with the Estates officer about the scheduling of vehicle services or repairs to enable alternative arrangements to be made in order that service is not adversely affected.

- b) Employees are responsible for ensuring proper maintenance of company vehicles by completing a daily walk around of their assigned vehicle. The Daily Check & Defect Book must be kept in the company vehicle at all times. The white page must be removed and given to the Estates Officer with the pink page remaining in the book. Defects must be reported to the Estates Officer immediately using the Vehicle Defect Reporting Form as mentioned under section 2b (**Appendix A**).
- c) At the end of the lease a vehicle inspection will be conducted. In the event that damage has been caused through user negligence, normal wear and tear being excluded, the reinstatement costs may be charged to the employee. The Association shall conduct a full investigation prior to any employee being charged for damages.
- d) Each employee is issued with a fuel card, to be used at a dedicated filling station and must be used solely to provide fuel for the company vehicle. Receipts for purchases must be handed into the Estates Officer.
- e) The Diesel Partical Filter (DPF) is part of your exhaust and controls the 'soot' that would otherwise be expelled from the system. The filter collects a certain amount of these harmful deposits and then burns them off at an extremely high temperature (450 degrees c). In normal driving this will happen without you being aware but on continued short journeys the particles' can build up and remain 'stuck' in the system. It's at this point the warning light will come on and your intervention is required.
 - 1) **Clean, clear and regenerate the system** – You should drive your vehicle for approximately 15 minutes in a lower than normal gear and is best done on a motorway or A road but not at peak times
 - 2) **Do not ignore the light** – If you continue to drive and hope the light will go off it won't. The filter will continue to block and when it reaches capacity it will not be able to clean itself and will have to be taken off the road and handed to the dealership. It will be noted as driver negligence and will not be covered under warranty.

6. TRAFFIC MANAGEMENT AT SANNOX GARDENS DEPOT

For the purposes of traffic management within the yard, the following measures to control risks have been identified and should be adhered to at all times:

- All vehicles entering the site should do so as per the one way system in operation via Alexandra Park.
- Speed limit in this area should be adhered to at all times– dead slow 5mph – pedestrians use this area – when entering the park road turn on hazard lights.
- During working hours no vans to be parked within the yard unless loading/unloading. Whilst parked, a clear way should be left for other vehicles accessing the yard. Designated areas for loading/unloading are marked.
- No engines to be left running whilst in the yard.
- No reversing in the yard.
- No parking within the park walkways at any time – this is a public walkway. Parking is available off street in Sannox Gardens.

7. ACCIDENTS AND DAMAGE

- a) Damage to a company vehicle must be reported to the Estates Officer immediately using the Notification of Damage form **(APPENDIX C)**. If required, a written report **(APPENDIX D)** detailing the circumstances in which a vehicle suffered damage will be submitted to the Association’s insurance company.
- b) Damage caused by the negligence of an employee may result in the employee being held liable for the cost of repairs. Employees will be required to pay the insurance excess following a claim for damage to a company vehicle caused by negligence. Costs will be deducted from salary based upon an agreed method of payment between the employee and Management.
- c) A pro-forma card is placed in all company vehicle which provide details of MHA’s insurance company and policy details for use in the event of an accident with another vehicle.
- d) Under no circumstance must an employee provide any other vehicle with a towing facility using a company vehicle.

8. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

An employee under the influence of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, and where this has the potential to effect their fitness to drive, will result in disciplinary action being taken against them. Under the Contract of Employment, such occurrences will be deemed gross misconduct and will normally result in the employee’s suspension pending a disciplinary hearing. Should evidence be established that an employee was in charge of a company vehicle while under the influence of alcohol or drugs, this will normally result in dismissal. MHA has a supply of breathalysing kits for use by employees and are available on request. The Association reserves the right to randomly test employees who drive company vehicles.

9. MONITORING THE USE OF COMPANY VEHICLES

- a) Monitoring the use of company vehicles is the responsibility of the Estates Officer who is also responsible for administering the terms and conditions of Vehicle Lease Agreements. Employees who wish to discuss any issue that arises from the use a vehicle should contact the Estates Officer.

- b) The Asset Assistant and Estates Officer will monitor on a monthly basis, the fuel consumption of vehicles and the mileage undertaken. The Asset Assistant and Estates Officer will monitor the general cleanliness of vehicles (**Appendix E**). A report on these items will be prepared for the Management Team. Where fuel costs exceed the average for the company vehicles combined this will be investigated.

- c) A tracking device system has been installed to company vehicles, the purpose of this being for use as a management tool. The tracker records all the movements of the vehicle and is linked to the Association office. Vehicles are monitored regularly by the Asset Manager. The details recorded by the tracker system shall be monitored against job lines and fuel consumption.

10. REVIEW

The Company Vehicles Policy will be reviewed every two years or as necessary should changes to Employment Law or driving regulations arise.

APPENDIX A

COMPANY VEHICLE – DEFECTS REPORTING FORM

To be completed by the driver of the company Vehicle:

EMPLOYEE:	
VEHICLE REG. NO:	
DATE:	
DETAILS OF DEFECT/FAULT:	
SIGNED: (EMPLOYEE)	

To be completed by the Estates Officer:

LIST ACTION TAKEN:	
ANY ALTERNATIVE ARRANGEMENTS REQUIRED FOR EMPLOYEE:	
SIGNED: (Estates Officer)	

APPENDIX B

Van Walkaround Checklist

You should check the condition of your van every day and get any problems checked out or repaired as soon as you can

LIGHTS
Check that:
▶ all lights and indicators work correctly
▶ all lenses are present, clean and are the correct colour
▶ all lamps come on when the service brake is applied and go out when released
▶ all parking lights are present and work
▶ all dashboard warning lamps work correctly including:
▶ ABS
▶ airbags (SRS)
▶ EPS
▶ full beam headlamp warning lamp
▶ brake warning lamp

HORN AND STEERING
Check that:
▶ horn control is easily accessible from driver's seat
▶ horn works when its control is operated
▶ steering has no excessive play

WASHERS AND WIPERS
Check that:
▶ wipers move continually when switched on
▶ wiper blades are not so deteriorated that they don't clear the windscreen effectively when used with washers
▶ wipers point at the windscreen and are operational
▶ washer fluid is topped up

MIRRORS AND GLASS
Check that:
▶ all mirrors that should be there are properly aligned and secure
▶ your view of the road in all directions isn't obscured by damaged or discoloured glass or obstructions such as stickers

SEATS AND SEATBELTS
Check that:
▶ seats are secure

BRAKES
Check that:
▶ foot / service brake works correctly and does not have any excessive travel
▶ hand / parking brake works correctly and does not have any excessive travel

BATTERY
Check that:
▶ seatbelts operate correctly and are free from cuts and damage

BODYWORK AND DOORS
Check that:
▶ all doors shut properly and are secure when closed
▶ there are no sharp edges or damage
▶ all body panels are loose or in danger of falling off

TYRES AND WHEELS
Check as much of your tyres and wheels as you can see. There must be:
▶ a minimum tread depth of 1.6mm
▶ no bulges, inflation of each tyre
▶ no deep cuts in the sidewall
▶ no cord visible anywhere on the tyre
▶ no missing or insecure wheel-nuts
▶ battery is held securely in place by the correct means
▶ not cables
▶ battery is not leaking. With the engine on, check:

LOAD
Check that:
▶ all load is adequately secured
▶ all doors have an effective locking device

TOW BARS AND TAIL LIFTS
Check that:
▶ tow bar is secure and any trailer is correctly and securely attached with all electrical connections working correctly
▶ all lift is secure and free from damage, functions correctly and the electric is working correctly

EXHAUST
Check that:
▶ exhaust doesn't emit excessive amounts of smoke

FLUIDS, FUEL AND OIL
Check that:
▶ brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels are correct
▶ fuel filler cap is securely fitted
▶ there are no brake fluid, power steering fluid and water leaks by looking for puddles on the ground - if leaks are detected trace the cause

Vehicle Defect Report

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Drivers Name:		Vehicle / Fleet Number:	
Date / Time:		Speedo / Odometer Reading:	
Daily Check			
1. Tyres, Wheels and Wheel Nuts	<input type="checkbox"/>	15. Brakes / Steering	<input type="checkbox"/>
2. Bodywork Damage	<input type="checkbox"/>	16. Registration Plate	<input type="checkbox"/>
3. Door Security	<input type="checkbox"/>	17. Windscreen / Glass	<input type="checkbox"/>
4. Oil / Fluid / Coolant / Leaks	<input type="checkbox"/>	18. Spare Wheel	<input type="checkbox"/>
5. Tow Bar Security / Connections	<input type="checkbox"/>	19. Tachograph (if applicable)	<input type="checkbox"/>
6. Tail Lift / Ramps	<input type="checkbox"/>	20. Saloon Lighting*	<input type="checkbox"/>
7. Lights / Reflectors	<input type="checkbox"/>	21. Saloon Floor Covering*	<input type="checkbox"/>
8. Exhaust Security and Emissions	<input type="checkbox"/>	22. Heating & Ventilation*	<input type="checkbox"/>
9. Battery Security	<input type="checkbox"/>	23. Exits, Locks and Handles, Markings*	<input type="checkbox"/>
10. Load Security	<input type="checkbox"/>	24. First Aid Kit*	<input type="checkbox"/>
11. Horn / Dashboard Lights	<input type="checkbox"/>	25. Disabled Passenger Restraints*	<input type="checkbox"/>
12. Mirrors / Indicators	<input type="checkbox"/>	26. Fire Extinguisher*	<input type="checkbox"/>
13. Washers / Wipers	<input type="checkbox"/>	27. Emergency Hammer*	<input type="checkbox"/>
14. Seats / Seatbelts	<input type="checkbox"/>	28. Are you fit to drive?	<input type="checkbox"/>
		29. NIL DEFECT	<input type="checkbox"/>
<small>* Minibus Check List Extras</small>			
RECORD BELOW ANY ACCIDENT HOWEVER SMALL. VEHICLE DEFECTS OR IRREGULARITIES. HAND PINK DUPLICATE COPY INTO OFFICE / TRAFFIC OFFICER. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE SENIOR MAINTENANCE & REPAIR ENGINEER WHO WILL INITIAL THE ORIGINAL COPY.			
Notes:			
Drivers Signature		Reported to	
Defect Rectified by		Signature	Date

APPENDIX C

NOTIFICATION OF DAMAGE TO COMPANY VEHICLE

To be completed by the Estates Officer:

DATE OF DAMAGE:	
EMPLOYEE:	
VEHICLE REG. NO:	
TIME & PLACE OF INCIDENT:	
DETAILS OF DAMAGE:	
3 RD PARTY DETAILS:	
SIGNED: DATE:	

To be completed by the Estates Officer:

INCIDENT SUBJECT TO AN INSURANCE CLAIM?	
DATE NOTIFIED INSURERS:	
INSURANCE CLAIM REF NUMBER:	
CLAIMS DEPARTMENT TELEPHONE NO:	
WINDSCREEN DAMAGE CONTACT:	
REPAIRS DAMAGE CONTACT	
REPORTED TO TEAM MEETING:	
SIGNED: DATE:	



MOTOR ACCIDENT REPORT FORM

1. Insured

Full name:

Address in full:

Postcode Contact Telephone No.

Policy No. VAT registered? YES / NO

2. Driver or person last in charge

Full name Date of Birth

Address

Postcode Occupation:

Licence details

Type of Licence Date passed test:

Has the driver (or person last in charge):

Been convicted of any motoring offence, or incurred a fixed penalty in the past 5 years, or have any prosecutions pending? YES / NO

Any physical or mental infirmity, defective vision, epilepsy, diabetes or any heart complaint? YES / NO

If "YES", please give details

3. Vehicle

Make Model Colour

Reg No. Year Mileage

Who is the legal Owner?

Any Hire Purchase or leasing agreement? YES / NO

For what purpose was the vehicle being used?

4. Damage

Please provide brief details of damage

Do you wish to make a claim for the damage to your own vehicle? YES / NO



APPENDIX E

COMPANY VEHICLE INSPECTION FORM

VEHICLE REGISTRATION: INSPECTED BY:

CHECKLIST	DATE INSPECTED	MILEAGE
	ACCEPTABLE	UNACCEPTABLE
NO SMOKING SIGN		
SEATS & BELTS		
FLOORING		
REAR VIEW MIRROR		
DIESEL PARTICLE FILTER		
GENERAL CONDITION - FRONT		
GENERAL CONDITION - REAR		
VEHICLE DOORS		
TYRE CONDITION, LEGAL		
WINDSCREEN/WINDOW CONDITION		
SPARE WHEEL		
TOOLS SECURED/BULKHEAD		
MATERIALS SECURED		
FLAMMABALE MATERIALS IN VAN		
NO OFFENSIVE MATERIALS		
FIRE EXTENGUISHER		
FIRST AID		
ANY ADDITIONAL COMMENTS		

DRIVER SIGNATURE: