

Travel, Transport and Company Vehicle Policy (Part 1)

**Starfish 9 Ltd. Travel, Transport & Expenses
Policy 2021-Issue 2**

(Last Review Jan 2021 - Next Planned Review Jan 2022)

Travel, Transport and Company Vehicle Policy

What this policy covers

1. INTRODUCTION

The health, safety and well being of all employees, visitors and contractors is vitally important to the successful running of our business. In addition, we believe it is essential to have the right image when visiting clients and carrying out work on behalf of the company, therefore we have a company car scheme to allow you to promote this professional image.

This policy has been established for you if you are provided with a hired car, company car or a vehicle (usually a van) for the better performance and execution of your duties.

This Company Car and Transport Policy sets out:

- 1.1 Our rules and regulations.
- 1.2 Our code of practice on the use of a hired or company vehicle.
- 1.3 Health and safety at work.
- 1.4 Road traffic and country highway code.
- 1.5 Respect for the law as set out at points 1.3 and 1.4.

It is our responsibility to ensure that this policy clearly sets out our rules and our expectations in regard to the use of company vehicles.

2. SCOPE AND GENERAL PURPOSE

There are many reasons why this policy exists, most importantly, is the health and safety of everyone and to raise awareness and encourage all drivers within the business to take absolute ownership of their vehicle in order to both protect themselves and others.

3. LANGUAGE

Where English is not your first language you should inform your Line Manager, particularly if you have difficulty translating or understanding the content of this policy.

4. UPDATES

We are committed to updating this Company Car and Transport Policy in accordance with the law and/or any company changes, as such you have a responsibility to check the document at frequent periods throughout the year.

This policy was first established in April 2010. Last Review October 2019, Next Review January 2020.

5. DRIVING LICENCES AND CONVICTIONS

If you drive a company vehicle you must hold a full and valid driving licence for the category of vehicle you are driving.

Prior to driving a company vehicle, you must submit your original driving licence and check code available from the www.gov.uk/view-driving-licence web site to the Office Manager for verification. A copy of your licence will be made and kept on file.

All driving licences will be audited annually by our Head Office Administration Team to ensure you are still in receipt of a valid licence.

In addition, the following rules apply to you if you use a vehicle for travelling on behalf of the Company:

- 5.1 To immediately report any driving convictions including speeding fines and pending court appearances.
- 5.2 In accordance with point 5.1 you will notify us with immediate effect if you are prevented from driving by disqualification.
- 5.3 You will be entirely responsible for all annual P11D declarations as required by the Inland Revenue.
- 5.4 You must ensure that the car is taxed and roadworthy at all times
- 5.5 You will be responsible for:
 - 5.5.1 All fines issued to you while in charge of a company vehicle.
 - 5.5.2 Parking tickets, regardless of location.
 - 5.5.3 Road Traffic convictions you receive while in charge of a company vehicle.

It should therefore be noted that any ban from driving, where driving forms an integral part of your task and duties with us may result in you being summarily dismissed. However, a full disciplinary process in accordance with our Disciplinary Procedure will be carried out.

6. INSURANCE

We are entirely responsible for fully insuring all our company vehicles and do so with diligence. We do not cover your personal vehicle as noted at point 33.

7. MILEAGE LOGS

Vehicles may have a tracker installed to log journey time and distance.

7.1 BUSINESS MILEAGE (If not issued with a fuel card)

Business mileage must be recorded at the beginning and end of each journey, in addition to the following:

- 7.1.1 Date of journey.
- 7.1.2 Destination/purpose of visit.
- 7.1.3 Total miles travelled.

7.2 PERSONAL MILEAGE (If issued with a fuel card)

Personal mileage must be recorded as above.

Private mileage is regarded as any distance travelled for your benefit and is unconnected with any company business. Such mileage includes any travel to and from your normal place of work. Any exceptions to this definition will be at our discretion and will be confirmed in writing to you. (also see 31.1)

8. PRE-VEHICLE USE

Before commencing any journey, you must ensure the following:

- 8.1 That the physical condition of the vehicle is fully checked, duly noting and reporting any faults or damage in accordance with the vehicle safety recording procedure.
- 8.2 Your route has been thoroughly planned to allow enough time to arrive at your destination giving due and proper consideration to highway speed restrictions, weather conditions and traffic jams which are likely to exist when completing your journey.
- 8.3 To wear correct footwear to allow the safe use of the car.
- 8.4 That you understand all controls within the vehicle. As all vehicles are different you must thoroughly check your vehicle and if in doubt speak to your Line

Manager about your concerns.

- 8.5 All head restraints are properly adjusted to reduce the risk of neck injuries in the event of an accident.
- 8.6 Check the fuel gauge to ensure you have enough fuel before commencing your journey.
- 8.7 The vehicle is in good working order, the lights are clean and without any dirt and that which is likely to reduce brightness.

9. SEAT BELTS

9.1 FRONT SEAT BELT MUST BE WORN

The law requires all drivers to wear a front seat belt for their safety and the safety of others. Over 2,200 lives every year are saved through wearing front seat belts alone.

9.2 REAR SEAT BELT MUST BE WORN

Many people do not realise how dangerous it is not to wear a seat belt in the back of the vehicle. In a crash at 30 mph, if unrestrained a passenger will hit the front seat with a force of between 30 and 60 times their own body weight. Such an impact could result in death or serious injury to both the passenger and the driver of the vehicle or the occupant of the front passenger seat. Any award for damages following an accident may be reduced if it is proven that passengers were not wearing a seat belt.

9.3 WHEN DO I WEAR A SEAT BELT?

AT ALL TIMES. Failure to do so will result in our Disciplinary Procedure being enacted and if caught by the road traffic police, prosecution for non-compliance with the law.

10. STOPPING DISTANCES

It is important that driving is conducted within the legal speed limits, as this will ensure the vehicle can be stopped well within the safe stopping distances.

You should always:

- 10.1 Leave enough space between you and the vehicle in front so that you can brake within a safe stopping distance.
- 10.2 A minimum two-second gap must be allowed between you and the vehicle in front. This distance should be doubled on roads carrying fast traffic or when

Speed (mph)	Thinking Distance (Car Lengths)	Braking Distance (Car Lengths)	Total Stopping Distance (Car Lengths)
20	1.5	1.5	3
30	2.5	3.5	6
30	3	6	9
40	3.5	9.5	13
50	4.5	13.5	18
60	5	19	24

there are poor road conditions, e.g. Fog, snow, icy roads, heavy rain, etc.

- 10.3 Large vehicles and motorcycles need a greater distance in order to brake in a safe and correct manner.
- 10.4 The following figures are based on the assumption of good weather and good tyres. Naturally stopping distances will vary according to weather conditions. However, it does not matter how good a vehicle's engineering system or brakes are. There is nothing they can do to contradict the laws of physics. An increase in speed will inevitably increase stopping distances and the time required to come to a complete standstill.

Stopping distances chart (based on a standard saloon car)

11.2 POOR WEATHER CONDITIONS

Extreme care must be taken when driving in poor weather conditions. These are classified as:

- 11.2.1 Ice or snow on the roads.
- 11.2.2 Flooding or excess surface water.
- 11.2.3 Drifting snow.
- 11.2.4 Blizzards.
- 11.2.5 Heavy rain or sleet.
- 11.2.6 Storm.
- 11.2.7 Gales and strong winds.
- 11.2.8 Fog.

*Please note this is not an exhaustive list.

In such circumstances you must reduce your speed in accordance with traffic signage notification(s), radio or TV warnings and police guidance. Where appropriate fog and/or headlights should be turned on and additional distance maintained between vehicles.

In the event of extreme weather conditions being active, it is recommended any journey be postponed and rescheduled. If in doubt, or difficulty, you should contact your Line Manager.

11.3 DRIVING AT NIGHT OR IN THE DARK

We are often tempted to drive faster at night than at any other time. In the winter, the nights 'fall in' much earlier. In addition, we often believe there is less traffic on the road late at night. This can often be a complete misconception and may not always be the case so it is vitally important you are aware of the following:

- 11.3.1 It is more dangerous to drive fast and indeed break the speed limit during the twilight hours.
- 11.3.2 Casualty rates have been known to double.

11.4 SPEED LIMITS ON PUBLIC ROADS

Speed limits on public roads must be adhered to in accordance with the following:

Type of Vehicle	Built-up Areas	Single Carriageways	Dual Carriageways	Motorway
Cars (including car derived vans up to 2 tons maximum laden weight)	30	60	70	70
Cars, motorcycles, car-derived vans and dual-purpose vehicles when towing caravans or trailers	30	50	60	60
Vans (not exceeding 12 metres in overall length)	30	50	60	70

Failure to adhere to the public by-way laws on speed limits may result in:

- 11.4.1 Prosecution by the Authorities.
- 11.4.2 Summary Dismissal on grounds of Gross Misconduct, particularly in cases of loss of licence where your job requires you to hold a driving licence. This is known as a 'statutory ban'. However, each case will be treated individually and without pre-judgement in accordance with our Disciplinary Procedure.

12. BREAKDOWNS

12.1 A & B ROADS

If your vehicle breaks down, it is vitally important that you give priority to other road users. You should therefore ensure:

- 12.1.1 That where possible the vehicle is moved off of the road to a safe location.
- 12.1.2 That you warn other traffic by using your hazard warning lights, and any emergency signage, where made available, as stored in the 'boot' of the vehicle.
- 12.1.3 That you keep your sidelights on if it is dark or visibility is poor.
- 12.1.4 You do not stand between the vehicle and oncoming traffic.
- 12.1.5 That you do not stand in front of the lights as this may prevent other road users from seeing the vehicle.

12.2 MOTORWAYS

If your vehicle develops a problem or you feel uncomfortable with the vehicle you are driving, it is vitally important that you:

- 12.2.1 Pull off onto the hard shoulder or leave at the nearest exit – whichever is easier.
- 12.2.2 Ensure the wheels are facing left, and the handbrake is fully engaged.
- 12.2.3 Try to stop near an emergency telephone (situated approximately at one-mile intervals along the hard shoulder). Where you are in possession of a mobile phone, unless a hands free operating facility is available, this may only be used when the vehicle has stopped and the engine is switched off.
- 12.2.4 Leave the vehicle by the left-hand door and ensure that your passengers do the same. Ensure all occupants of the vehicle wait for help on the embankment/verge. If this is not possible then, ensure that all passengers remain on the left hand side of the vehicle. Emergency telephones are free of charge and connect you directly to the police.
- 12.2.5 Give full details to the police and also inform them if you are a vulnerable motorist or a lone female.

If you feel uncomfortable or at risk, return to your vehicle by the left hand door and remain sitting on the left hand side, lock all doors and remain calm until help arrives and do not be afraid to ask for identification from the person attending to you.

12.3 FLAT TYRE

Our company vehicles carry a spare tyre and the appropriate tools required to successfully change a tyre in the event of incurring a 'flat'.

However you should only attempt to change a tyre if:

- 12.3.1 You are confident and competent to do so.
- 12.3.2 The environment is safe to successfully complete the tyre change.
- 12.3.3 There is no risk to personal safety through injury or other consideration not identified within this document.

In the event you have any concerns about changing a tyre, or experience difficulty while completing the change you should:

- 12.3.4 Stop working immediately.
- 12.3.5 Ensure the vehicle is in a stable and safe condition.
- 12.3.6 Ensure there is no risk to other individuals or yourself by clearing the tyre(s), tools and other associated materials to a safe place.
- 12.3.7 Get help immediately and stay in your car for safety purposes.

Roadside assistance will be arranged accordingly.

12.4 WINDSCREEN DAMAGE

During travel you may experience some damage to the vehicle windscreen, which either severely hinders the safe operation of the vehicle or prevents its use completely. This may be in the form of:

- 12.4.1 Chipped or fractured glass.
- 12.4.2 Shattered glass.
- 12.4.3 Windscreen penetration resulting in partial exposure.

In this instance you must stop the vehicle in a safe place and contact your Line Manager.

13. MOBILE TELEPHONES AND IN-CAR TECHNOLOGY

13.1 USE OF MOBILE PHONES

Even with the right equipment, we do not advocate or endorse the use of mobile phones whilst driving, as such we do not provide any in-vehicle hands free mobile phone kits. If you do not have a hands free facility you must switch your mobile phone off or divert all calls to your voicemail. If you are found using a mobile phone whilst driving, you will be fined and receive 3 points on your driving licence and a £60 fine as it is against the law to drive whilst using a mobile phone. In addition, disciplinary action will be enacted in accordance with our Disciplinary Procedure.

13.2 CARELESS DRIVING

Using a mobile phone (even a hands-free system) or eating when driving is wholly careless and is likely to distract your attention from the road. It is company policy to avoid eating or speaking on the phone whilst driving as the law states you must have proper control of your vehicle at all times. You can be prosecuted for careless, inconsiderate driving, or even dangerous driving, if using a mobile telephone or eating causes you to drive without due care and consideration for others. The penalties for dangerous driving can include a fine, disqualification and up to two year's imprisonment.

In conjunction with your Main Statement of Terms and Conditions of Employment you accept personal liability for any incident, which arises as a result of your choice to use a mobile phone or eat whilst driving a vehicle on behalf of Starfish 9 Ltd.

14. EYESIGHT AND VISION

The Police have the power to undertake an eyesight test in good daylight at any time. We may also request you periodically to undertake an eyesight test as part of our due diligence responsibilities for health and safety.

You must be able to read the new style number plates from a distance of 20 metres (66 ft). If you are required to wear glasses or contact lenses, you must do so at all

times whilst driving and undertake regular eye tests with your optician.

At night or in poor visibility, tinted glasses, lenses or visors are not permitted as they restrict your vision.

15. ALCOHOL, DRUGS AND MEDICATION

15.1 ALCOHOL

The consumption of alcohol seriously affects your judgement and awareness and you must not drive with a breath alcohol level higher than 22mcg/100ml (England & Wales 35mcg/100ml), a blood alcohol level of more than 50mg/100ml, (England & Wales 80mg/100ml) or urine alcohol level of more than 67mg/100ml (England & Wales 107/100ml).

Further details regarding the use drugs and alcohol can be found in our Drugs and Alcohol Policy.

16. ACCIDENTS

16.1 SCENE OF THE ACCIDENT

- 16.1.1 Where you have access to a phone, and it is considered safe to do so, telephone 999 and give clear precise information on location, nature of accident and casualties involved at the earliest opportunity.
- 16.1.2 Always use your hazard warning lights to warn other traffic.
- 16.1.3 Ask all other drivers involved or present at the scene to switch off their engines and stop smoking.
- 16.1.4 Encourage uninjured people to move away from their vehicles to a safe area or to help others who are in more danger.
- 16.1.5 Do not move injured people from their vehicle unless they are in immediate danger from fire or explosion.
- 16.1.6 Never remove a motorcyclist's helmet.
- 16.1.7 If fully trained and competent, assess the situation and administer appropriate first aid until the emergency services arrive but if you are not classified as competent (Registered as a First Aider) do not attempt to apply aid as you can do more harm than good.
- 16.1.8 Stay at the scene until all the emergency services arrive to pass on relevant information.
- 16.1.9 Use a camera, if one is available, to take pictures of the scene and any injuries or damage to your and other vehicles.

16.2 NAME AND CONTACT DETAILS OF BOTH PARTIES

- 16.2.1 Make sure you supply your contact details to the relevant parties at the scene.
- 16.2.2 Ensure you obtain the name, address and registration number of the other driver(s) and vehicle(s) involved, and insurance details if available.
- 16.2.3 Never refuse to give your name and address, as this is a legal requirement.
- 16.2.4 If you are the injured party of the accident the police will be involved at the time and will obtain all relevant paperwork and details later.
- 16.2.5 You should always try to make a record of the name and number of the police officer attending the scene of the accident

16.3 LIABILITY

Sometimes after road traffic accidents people can be extremely shaken and emotional. Under no circumstance must you admit any responsibility until the police/insurance carry out their investigation and identify the cause of the accident. In essence, never admit liability.

16.4 VEHICLE DOCUMENTATION

All documentation, which is required following an accident, is held at our Motherwell office.

17. FUEL

You are responsible for ensuring you know the type of fuel used by the vehicle prior to using it. You must re-fuel your vehicle in accordance with the following:

- 17.1 The fuel tank should be aligned with the petrol pump in order to minimise the distance between pump and tank.
- 17.2 Open petrol cap carefully.
- 17.3 The pump must be used in accordance with the instructions displayed. 17.4 Switch off your vehicle engine and ensure the handbrake is fully engaged immediately before disembarking.
- 17.5 Do not over fill in order to avoid any fuel spillage or leakage.
- 17.6 You must not smoke or use a mobile on the forecourt, both are strictly prohibited.
- 17.7 The vehicle must be secured and locked where payment for fuel requires physical movement away from the vehicle.
- 17.8 A vat receipt must always be obtained.

18. PASSENGERS

It is your responsibility, as the driver, to ensure that all passengers behave in an appropriate manner and that the vehicle is never overloaded with too many passengers.

19. LOADING AND UNLOADING

Both loading and unloading operations must be carried out in an area away from passing traffic and pedestrians wherever possible.

19.1 LOADING

Always ensure that the load is evenly spread in order to avoid the vehicle, or trailer, becoming unstable. Checks should be made to ensure that loads are secure and arranged so that they cannot move about or slide off if the vehicle has to brake suddenly. Never overload a vehicle, or trailer, beyond its capacity. Ensure the proper use of available equipment, including barriers and signage if required, and additional personnel if needed.

19.2 UNLOADING

Before unloading, consider the contents in order to ensure you have the correct equipment and personnel in place.

20. TOWING

It is vitally important to remember the following when towing:

- 20.1 That the extra length of the vehicle will affect overtaking and manoeuvring.
- 20.2 That the extra weight will affect braking and acceleration of the vehicle.
- 20.3 In order to help control the vehicle speed and manoeuvrability the vehicle should be in a low gear.
- 20.4 Never tow if you are uncertain, or lack the confidence to do so effectively and safely.

21. VALETING – HAVING A CLEAN VEHICLE

You must ensure your car or van is cleaned on a regular basis in order to create that all important professional image.

22. CONSIDERATION FOR OTHER ROAD USERS

22.1 MOTORCYCLISTS, CYCLISTS, ANIMALS, PEDESTRIANS AND CHILDREN

It is often difficult to see motorcyclists, cyclists, animals, pedestrians and children especially when they are coming up from behind, out of junctions or between parked cars. It is therefore vitally important that you are:

- 22.1.1 Always vigilant and look out for them.
- 22.1.2 Give them plenty of space and ensure that you use the indicators appropriately.
- 22.1.3 Be aware that if they look over their shoulder whilst you are following, it could mean that they may attempt to turn right, never assume they will just carry on.
- 22.1.4 Be aware that they may suddenly need to avoid uneven road surfaces and obstacles such as drain covers or oily, wet and icy patches on the road or track.

22.2 HORSE RIDERS

It is vitally important that all drivers, particularly in rural areas, are extra vigilant and are particularly careful of horses and riders, especially when overtaking them.

23. ROAD RAGE

During the course of travel you may experience situations, which are intimidating, frustrating and/or unnerving. This may be as a result of other agitated or aggressive road users who behave in a threatening manner.

In these circumstances we recommend you:

- 23.1 Ensure your car doors are locked and all windows are closed.
- 23.2 Do not get out of the car.
- 23.3 Endeavour to remain calm and appear pleasant. This may prove difficult, however, it is important for your own safety, and that of others who may be travelling with you, to try and defuse the situation rather than respond with any aggression.
- 23.4 Avoid eye contact with the offending driver.
- 23.5 If the aggressive driver is behind you try to maintain a good distance between your own vehicle and the car in front.
- 23.6 Where possible record the licence plate number of the vehicle.
- 23.7 Without speeding, move away from the aggressive driver at your earliest opportunity.
- 23.8 Keep moving until you are able to stop in a safe place, preferably where other people are around, e.g. a petrol station.
- 23.9 If you have access to a mobile phone, and are sufficiently concerned, report the incident details to the police as soon as possible.
- 23.10 If a vehicle pulls up in front of you and forces you to stop, leave your vehicle engine running and sound your horn continuously then immediately call the police for help.

24. UK DRIVING LIMITS AND FATIGUE

24.1 DRIVING LIMITS

You must be aware that the daily driving hours limit in the UK is 9 hours, however this may be increased to 10 hours twice per week. This limit applies where driving is taken between two consecutive daily rest periods or between a daily rest period and a weekly rest period.

It is possible to drive up to 56 hours between weekly rest periods (or 58 hours if the 6 daily driving periods straddle over two consecutive weeks). After 4 and a half hours of continuous driving a driver must take a break of at least 45 minutes, unless the driver begins a daily or weekly rest period (or 2 or 3 breaks of no less than 15 minutes during or immediately after the driving period). Periods of less than 15 minutes do not count towards the 45-minute break requirement.

24.2 FATIGUE

You are not permitted to drive your vehicle if you are suffering from symptoms of fatigue. Such symptoms may include some or all of the following.

- 24.2.1 Eyes closing or losing focus during transit.
- 24.2.2 Difficulty keeping your head up.
- 24.2.3 Repeatedly having to suddenly correct the vehicle in order to stay in lane.
- 24.2.4 Repeatedly yawning.
- 24.2.5 Have wandering or disconnected thoughts.
- 24.2.6 Fail to recall driving the previous few miles.

In the event you are suffering from the above symptoms, you must comply with the statutory 'break' requirements as noted above as it is unsafe to drive when you are tired as the chances of having an accident are greatly increased. In order to minimise the risk do not undertake any journey if you feel tired.

25. AUTHORISED PERSONNEL FOR USE OF COMPANY VEHICLES

A number of positions come with a company car for the better performance and execution of your duties. If this applies to you, then you will be offered a company car in order to assist you in your role with us.

If you are supplied with a company car you are subject to satisfying the following terms:

- 25.1 Be aged 25 years or above.* (Please note exceptions may apply to certain vehicles.)
- 25.2 The vehicle is issued for business use, (unless otherwise authorised by a Company Director).
- 25.3 Our Insurance provider accepting you for cover prior to the vehicle being issued
- 25.4 You have no known medical condition, which affects or impedes your ability to drive in accordance with the law.
- 25.5 Checking the car insofar as oil, tyres, water and other relevant component parts, which require personal attention. In this regard any failure on your part not to check the above may render the car lease contract null and void. In such cases you will be liable for the total payment or part thereof of the account applicable to any damage caused to the car through your negligence or failure to check the oil, tyres and water.

- 25.6 Being responsible for ensuring the car is serviced in accordance with the manufacturer’s requirements. Failure to do so will result in the same action pursuant of 25.5.

*The decision of the Directors on ‘authorised status’ for access to utilising Company Vehicles is deemed full and final.

26. VEHICLE REGISTRATION: COMPANY CARS

Vehicle registration documents for all company cars are kept on file by the Administration Team at the Motherwell office. They are responsible for notifying the Driver and Vehicle Licensing Agency (DVLA), Swansea when a vehicle is leased, purchased or sold by us.

All vehicles used or kept on the road must have a valid Tax Disc displayed at all times. Any vehicle exempt from duty must display a nil licence. All tax disc reminders from the DVLA should go through the Accounts Department in order that a new valid disc can be arranged, as such if a reminder is sent direct to you, it is important you pass this to us for action.

27. CHOOSING A COMPANY CAR

When purchasing a company vehicle the following must be taken into consideration.

27.1 VEHICLE VALUE

Depending on the nature of your job or position with us, you are entitled to a company vehicle with a retail price of up to the following prices: 27.2 TYPE OF VEHICLE

The vehicle purchased must be suitable for you to perform your job effectively and must meet the following criteria:

Position	Retail Value
Manager/BDM:	£25,000
Senior Manager/BDM:	£30,000
Associate Director/Director:	£40,000

- 27.2.1 Be not less than 6 months old since it was first registered.
- 27.2.2 Be a saloon or hatchback.
- 27.2.3 A maximum CO2 emission of 190g/km.

In addition, the vehicle must not be:

- 27.2.4 A 4 x 4 or MPV vehicle
- 27.2.5 Sports car or high performance vehicle.
- 27.2.6 2-seater.

Prior to choosing any vehicle, authorisation and sign off must be completed by a Company Director.

If you wish a more expensive vehicle than that, which is set out in point 27.1, you will personally make up the short fall. However, this is not an automatic entitlement so you must gain agreement and written authorisation from a Company Director.

27.3 AUTHORISING THE COMPANY VEHICLE

Once you have chosen your company car you must seek authorisation from a Company Director and advise the Accounts Department of all details. All documentation will refer to Starfish 9 Ltd. Ltd and not you, the 'user' or occupier of the vehicle.

28. MAINTENANCE OF COMPANY VEHICLES

28.1 VEHICLE EQUIPMENT

You must ensure your company car is supplied with the following:

- 28.1.1 Spare Tyre/ emergency repair kit.
- 28.1.2 Toolkit for changing of tyre.
- 28.1.3 First aid kit.

29. SECURITY OF VEHICLES

It is important that the following steps are taken regarding the security for all company vehicles.

- 29.1 Always remove the ignition key and engage the steering lock.
- 29.2 Lock the vehicle (even if you only leave it for a few minutes) and take the key with you.
- 29.3 Ensure all windows are completely closed.
- 29.4 Always remove valuable items from seats or lock them in the boot. 29.5 When finished with the vehicle at the end of each working day ensure the vehicle key is kept in a safe and secure place.

30. REPLACEMENT OF COMPANY VEHICLES

Company vehicles will only be replaced when the lease or purchase agreement has terminated and no further payments are required. The Accounts Department will advise when the last payment is due or occasioned.

Company cars are usually changed 3 to 4 years. 4 years being the maximum period that any vehicle will be leased for.

30.1 EXCEPTIONS

There may be exceptions to the replacement 3 or 4 year period and this can be occasioned by:

- 30.1.1 Promotion
- 30.1.2 Demotion
- 30.1.3 Directors' discretion
- 30.1.4 Some other substantial reason.

31. RECORDING PERSONAL MILEAGE AND RE-IMBURSEMENT OF COMPANY FUEL

- 31.1 Personal mileage must be recorded separately and noted as 'Personal'. All receipts for fuel purchased while utilising the vehicle for personal use must be submitted to the Accounts Department.
- 31.2 Consideration will be given as to whether any associated deduction will be made from either your expense claim form or salary payment. Where receipts are not produced and it is known by us that you have made personal use of a company car we will decide on what action to take. It is important for reasons of honesty, transparency and accuracy that you do submit all documents in this regard.

32. FUEL CARD

If you are provided with a company car you will be issued with a fuel card. Use of the fuel card is subject to the following:

- 32.1 It must be kept in a safe place at all times (e.g. your wallet or purse) where only you can access it. Remember it has a 'value' and could be stolen and used by a thief.
- 32.2 The card must never be left in the vehicle where it can be seen from the outside, e.g. at the base of the windscreen or on a parcel shelf.
- 32.3 It can only be used for the company vehicle, which you have been provided with. The vehicle's registration is shown on the card and may be requested by the garage where you fill up.
- 32.4 If your fuel card is lost or stolen you must act by reporting it to the Admin and line Manager immediately.

32.5 MISUSE OF YOUR FUEL CARD

Misuse of the fuel card will be tantamount to Gross Misconduct and will be dealt with in accordance with our Disciplinary Procedure. You may also be subject to a criminal investigation as any misuse of the card will be considered by us to be an act of fraudulent behaviour.

33. NON-COMPANY CAR USERS

There may be times when you must use your own car or vehicle to travel to and from a location, which we have asked you to travel to. In such circumstances we will reimburse mileage. However, insurance cover and any other liability will be born by you.

34. OPTING IN OR OUT OF THE COMPANY CAR SCHEME

In order to opt out of our company car scheme you must 'own' your vehicle. If you have a company car and then wish to opt out of the scheme you must give no less than 3 months notice of your intention to opt out of the scheme and the change will take effect following the completion of this notice period unless otherwise agreed by a Company Director.

Similarly if you wish to opt into the company car scheme you must give at least 3 months notice and you can join the scheme following this notice period.

35. PERSONAL VEHICLES

Where you choose to opt out of our company car scheme, you must ensure your car meets the following criteria:

- 35.1 It must be no more than 4 years old from the point of its initial registration.
- 35.2 It must conform to the professional image of the Company.
- 35.3 The vehicle must be registered in your name.
- 35.4 The vehicle must be insured to cover business use.

Proof of the above must be provided to the Accounts Department before you will be eligible to receive the car allowance. A copy of the said documents will be placed on your personal record file.

36. ENTITLEMENTS

36.1 OPTING OUT: CAR ALLOWANCE

If your position with us means you are entitled to a company car but you choose to take a 'car allowance' instead you will be entitled to receive the following as an addition to your annual salary:

Position	Allowance per annum
Manager	£4600
Senior Manager	£6500
Associate/Director	£8200

36.2 MILEAGE

- 36.2.1 If you receive a car allowance you are entitled to a fuel card or to claim approved mileage allowance payments (AMAP) set by HMRC.
- 36.2.1 AMAP rates include the general running costs of your vehicle like maintenance and insurance.

You are entitled to claim 0.45p per miles for journeys up to 10,000 miles and 0.25p for journeys over 10,000 miles.

37. PERSONAL VEHICLE USAGE DOCUMENT REQUIREMENTS

If you use your own car and receive a car allowance from us, you must ensure you provide the following documentation:

- 37.1 Valid fully comprehensive insurance certificate, with express cover for business use.
- 37.2 Valid Tax Disc.
- 37.3 Most recent MOT certificate as proof of the vehicle's roadworthiness. 37.4 Current Driving Licence in accordance with point 5.

CAVEAT : Starfish 9 Ltd. Ltd reserve the right to prevent any employee from driving a Company vehicle.

Name: John Jessimer

Signed: 

Position: Managing Director

Date: 7 January 2021

