

# TRANSPORTATION YOU CAN RELY ON

P11 – Company Vehicles Policy

01.08.2022



## P-11 Company Vehicles Policy

Company vehicles are only to be used by drivers who hold a current and valid driving licence. You must report any conviction for driving offences, any driving endorsements and any fines incurred immediately. You are personally responsible for the payment of any road or traffic offence fine or fixed penalty incurred whilst in charge of all McLanachan Transport vehicles.

If you are considered to be acting carelessly or recklessly in your use of the vehicle, you will be subject to action under the Disciplinary Procedure (and this may involve the withdrawal of the vehicle where appropriate). If prosecuted or convicted of a driving offence, which results in a period of disqualification, or retention of a licence, where your licence is essential to your employment, this will result in your dismissal.

You must immediately report any accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

The consumption of alcohol or drugs before or during driving is strictly prohibited, and infringement of this rule will result in your summary dismissal.

Only authorised personnel may drive the Company's vehicles. Unauthorised passengers are not permitted in company vehicles, nor must vehicles be used for personal purposes without authorised permission.

It is your responsibility and company policy that you carry appropriate documentation at all times driving (e.g. driving licence and insurance details), and you must ensure that all security devices are operable when the vehicle is left unattended.

Where a telephone is installed in your vehicle, it may only be used for business purposes or in an emergency unless prior authorisation to do so has been given; and in accordance with the law.

You must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc. are up to the required standard. You must not drive the vehicle in an unroadworthy condition. Any defects must be reported immediately to management.

Where appropriate, you are responsible for ensuring and carrying out any service, maintenance and vehicle repair required.

Where you are responsible for any damage or loss to the vehicle, the company reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

It is strictly forbidden by McLanachan Transport to smoke in any company vehicles.

You will need to produce your driving licence each year, or as otherwise requested, so that a copy can be kept on file for insurance purposes as well as signing company vehicles forms.

You must not have modifications made, or extras fitted to the vehicle, without prior permission from management.



## COMMERCIAL VEHICLES

If you are the driver of a commercial vehicle, you are responsible for any load up until you receive and store a signed receipt for delivery. It is your responsibility to ensure that signatures are legible and accompanied by the receiver's printed name.

You must comply with all statutory and company regulations regarding the recording of daily mileage, journeys undertaken and driving hours, and must not exceed maximum driving hours.

## SAFE DRIVING

You must ensure that you have proper control of a vehicle that you are driving at all times.

It is an offence to use hand-held mobile phones whilst driving. You will be liable for prosecution if you are holding a mobile phone and any other type of hand-held device to send or receive any data. The law regards and states you to be driving if you are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for you to use hand-held mobile phones whilst driving.

You may only use a mobile phone where there is an incoming call or an out-going voice-activated call through a hands-free device, activated without a need to hold the phone at any time.

When you need to operate the mobile phone, you must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off. Whilst driving, you must not use the text message facility on the mobile phone, or if available through such a phone, an imaging facility or internet access.

### Approved by:

Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2022