



**ARVAL**  
BNP PARIBAS GROUP

# **Arval UK Ltd**

# **Company Car &**

# **Road Safety Policy**

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## **1) Introduction**

Welcome to the Arval Company Car & Road Safety Policy. This document will give you the information you need in relation to ordering and using a Company Car or any other car provided by us. Please read this policy thoroughly as it provides practical advice on matters relating to the use of a company provided car.

At Arval the safety of our staff is of paramount importance and as driving is one of the greatest risks faced by our employees we trust you will follow our advice and join us in our commitment to improve the safety of our roads for everyone at all times.

The policy includes:

- Guidance about the use of Company Cars and the terms & conditions that are imposed.
- Road Safety advice to reduce the risk of/eliminate injury or ill health of any Driver whilst on Company business or private travel, and overall to minimise the number of incidents in which they are involved.

The policy applies to drivers of cars owned/hired or loaned to Arval UK Ltd as follows;

- Company Car Drivers and any of their approved Additional Drivers.
- Employees authorised to drive for company business travel.
- Employees using a car provided by the manufacturer.

All drivers must comply with the terms as outlined in the policy so must therefore take time to familiarise themselves with this important document. All drivers must sign a Policy Acceptance Form in agreement to the terms. It should be noted that if a driver fails to sign the form the Policy still applies to them.

**Abuse of and/or failure to comply with this Policy could result in financial implications for you and/or be regarded as a disciplinary matter. It may also result in permission to drive being withdrawn so please read the Policy carefully.**

## **2) Terminology**

Throughout this Policy the following terms and expressions shall be used:-

- **Additional Driver** means a person requested by a Company Car Owner to be authorised to drive Company Cars (for whom the employee shall be responsible for making sure that this Policy is fully complied with);
- **Company Car** means any motor vehicle supplied by us to a Driver on a permanent or temporary basis, this includes all allocated cars as part of the Company Car Scheme and all demonstrator, hire and courtesy cars;
- **Company business travel** means any business journeys excluding travelling to and from the office that an employee is based at or an Arval office which the employee attends regularly and/or frequently;
- **Driver/you/your** means any employee provided with a 'Company Car' by us including any Additional Driver(s) requested by that employee;
- **Fleet Management Team** means the team that manages this Policy;

- **Free Fuel Benefit** means a contractual benefit where we pay for fuel for a Company Car used by an employee that is a Driver;
- **Fuel Card** means an Arval Fuel Card;
- **Manager** means the employee that the Driver reports to (or where relevant the Cost Centre Manager);
- **Policy** means this Company Car and Road Safety Policy which is a part of the contract of employment of employees who are Company Car Drivers;
- **We/Us/Our/Arval** means Arval UK Group Ltd, the company providing Company Cars under this Policy and the employer of all employees.

### **3) Insurance & Essential Requirements**

Insurance cover must be arranged before anyone is permitted to drive a company car. In order for insurance cover to be arranged the Driver must;

- Complete an Insurance Declaration Form.
- Provide an up-to-date photocopy of their Photocard driving licence.
- Complete a DVLA mandate to enable a driving licence check at source.
- Complete an online risk assessment and any subsequent recommended training.
- Read the Company Car & Road Safety Policy and sign the Policy Acceptance Form.

Insurance cover will be confirmed once these instructions have been completed successfully. It should also be noted that we may ask you to re-complete all items above periodically. Depending on the results of the risk assessment or your driving profile you may be asked to undertake on-road driver training, workshop based driver training and/or complete online training. It should be noted that failure to return all documentation may prevent the allocation of a company car.

#### **a) Additional Drivers**

Drivers that have an allocated Company Car within the current scheme are allowed two Additional Drivers as long as they meet the Minimum Driving Criteria as set out below. Before driving your car they must;

- Complete an Additional Driver's Insurance Declaration Form.
- Provide an up-to-date photocopy of their Photocard driving licence.
- Complete a DVLA mandate to enable a driving licence check at source.

The Additional Driver may drive once permission has been given by the Fleet Manager. It should be noted;

- It is the Driver's responsibility to ensure that all Additional Drivers comply with the terms of this policy.
- Additional Drivers may only drive for social, domestic or pleasure purposes. Business use of any kind is not permitted.
- If there are any changes to Additional Drivers within a year the Company Car Driver will be asked to cover the cost of the licence check.
- If you have a friend or relative that also works for Arval that is covered by our insurance for business use, they may only use the car for private use if they are your nominated Additional Driver.

- The Company Car Driver will be liable for all costs or charges as detailed in the policy even if caused by an Additional Driver.

#### **b) Driving licences**

All driving licences will be checked annually with the DVLA. All Drivers must;

- Make sure they have a full and valid driving licence at all times.
- Keep their licence updated with any change of name/address/penalty points etc.
- Notify the DVLA and the relevant Arval personnel if they have any medical condition that affects their driving ability.
- Provide the Fleet Manager with a further copy of the driving licence if it has changed due to name/address/photocard renewal or if requested at any point.
- Advise the Fleet Manager of any new convictions or penalty points given.
- Be aware that failure to update your driving licence can result in a personal fine of up to £1,000.

You **must** notify the Fleet Manager **immediately** if;

- Any Driver/Additional Driver has their licence endorsed, suspended or revoked. Driving whilst banned will invalidate insurance and is considered an act of gross misconduct.
- Any Driver/Additional Driver has any injury or condition that restricts movement or affects their ability to drive. Please note:
  - **The Driver must stop driving immediately.** Injuries that affect the ability to drive will invalidate the insurance cover.
  - **The Driver must obtain their doctor's written permission confirming if they are permitted/safe to continue driving.** This must then be passed to the Fleet Manager.
  - Once permission has been given by the Fleet Manager, HR Advisor and the Health & Safety Officer the Driver will be advised that they can commence driving.

We reserve the right to withdraw the use of a Company Car if you have not complied with the terms and conditions of the policy.

#### **c) Minimum driving criteria**

- All Drivers must hold a full and valid driving licence.
- All Drivers must be 21 years of age or over.
- Drivers must have a minimum of 1 year's continuous driving experience.
- Any Driver with 6 points or more on their driving licence may be asked to undertake driver training prior to using a company car or pool car. If this is an Additional Driver it will be at their own expense and failure to attend training within 6 weeks of request will result in the cancellation of company insurance.
- Drivers with 8 points or more on their licence or with a driving history that indicates they are of a higher risk will be considered individually based on their need (i.e. business vs perk) and their eligibility to drive.
- Provisional Licence holders are not permitted to drive.

#### **d) Foreign driving licences**

Drivers from any country in the European Union are allowed to drive in the UK as a visitor as long as they meet the criteria set out by the DVLA. Drivers may be asked to undertake a familiarisation course and on-road training if this is deemed necessary.

- Holders of licences outside of the European Union must take a UK Driving Test and must obtain a full driving licence prior to driving a Company Car.
- Further information can be found at: [www.dvla.gov.uk](http://www.dvla.gov.uk)

#### **e) Driver Training**

We care about your safety and as driving is one of the greatest risks faced by our employees we trust you will follow our advice and join us in our commitment to improve the safety of our roads for everyone at all times.

- Our risk management programme means that all Drivers are required to complete an online driver risk assessment every 2 years which evaluates risk exposure based on driving history, attitude and knowledge.
- Depending on the results a Driver may be asked to undertake further training which could involve either on-road training, workshop based education or regular e-learning modules.
- In addition to the risk assessment results if your crash history combined with penalty points and risk rating indicate the need for it you may be asked to undertake any of the above driver training.

It's important to note that risk is not the same as ability; for example, Drivers who drive high mileages are by definition at higher risk. Business Need Drivers, irrespective of risk rating, will be required to do on-road driver training every 2 – 3 years, as we recognise they are naturally more at risk due to the mileage they are covering.

#### **f) Permission to drive**

A Driver may only use a car **owned by or loaned/hired to Arval UK Ltd** if;

- They have a full and valid driving licence.
- They have completed the required documents in order to drive on our insurance.
- Permission to drive has been granted by the Fleet Manager.

#### **The Company's Insurance does not cover;**

- Any cars other than those highlighted above.
- Any Drivers that have **not** been given permission by the Fleet Manager.
- Any cars that have been requested/borrowed without the knowledge of the Fleet Manager.
- Business use other than that of Arval UK Ltd.
- Personal items left in any car.
- Use for racing, competitions, rallies or trials; for the carriage of hitchhikers; use for hire or reward; use for any other trade.
- Use of personal cars for Arval company business travel.
- Caravans, trailers or anything you are towing or carrying (e.g. bikes & luggage) – you must arrange your own insurance cover for these items.

## **4) Health, Safety & Wellbeing**

It is our intention to continually review and implement best practice relating to the Health & Safety of our Drivers and we will comply with all applicable Health & Safety legislation. You will be informed of any changes to the policies and procedures to this effect. Therefore we expect you to adhere to the rules and guidance contained in this policy in order to help you and others to stay safe on the roads.

- When driving a company car you are representative of Arval UK Group and should always reflect our professional standards.
- Drive safely, courteously and follow the rules set out in the Highway Code.
- Never resort to aggressive or abusive behaviour.
- Drive with care and consideration, particularly in adverse weather conditions.

### **a) Health & fitness to drive**

If you have any accident, illness, deterioration of health or disability that affects your driving in any way you must notify the Fleet Manager, your line manager and your HR account manager straightaway. It's important to note that;

- You must STOP DRIVING if you suffer from a break, fracture or sprain (particularly relating to limbs) or if you have had any injury or treatment where you have been advised by your doctor not to drive.
- You will need to give the Fleet Manager written permission from your doctor to say when it is safe for you to continue driving. Your individual circumstances may need to be reviewed and you may be required to obtain a further medical certificate to prove you are fit to drive.
- Conditions that affect your ability to drive may result in insurance becoming void. You may be held personally liable for any crash costs or damages where you have failed to notify us.
- You must notify the DVLA if you have had, or suffer from a medical condition or disability that may affect your driving. A full list of reportable ailments and conditions can be found on the DVLA website.
- If you have any conditions that may be affected by your work schedule (such as pregnancy, diabetes or sleep apnoea) please speak to the Fleet Manager and your line manager, it may be necessary to review your situation and change your work schedule in accordance with your circumstances.
- We recommend a safe working day is no more than 12 hours of combined driving and working, where driving takes up no more than 50% of the day. This must not be repeated over consecutive days.
- The Working Time Regulations require you not to work more than an average of 48 hours per week in any 17 week period. You and your manager are responsible for making sure your working hours are within these regulations.
- You should discuss with your Line Manager if you regularly exceed the recommended working day/hours and if you are concerned about any fatigue you may be experiencing.
- Driving while tired is dangerous so take the necessary steps to avoid it. Make sure you take a 15-minute break for every 2hrs of continuous driving. If you feel tired, find a safe place to stop, drink two cups of coffee or a high-caffeine drink and rest for 10-15 mins to allow time for the caffeine to kick in.

## **b) Driving Safely**

- Drive safely, considerately and within the rules of the Highway Code.
- Never use a mobile phone or any other communication device, even if hands-free, whilst driving. No call or text is worth risking your or someone else's life!
- Anticipate and observe all the time. Always look out for other road users and avoid incidents at all costs.
- Make sure you and all your passengers are wearing a seatbelt at all times.
- Make sure your seat, mirrors & head restraints are correctly positioned and radio station & destination (if using a sat nav system) are set before you drive.
- Don't ever drive under the influence of drink or drugs. Think carefully if you're safe to drive the morning after too.
- A moment's distraction can kill so give driving your full attention at all times.
- Don't drive whilst tired, take a 15 minute break for every two hours driven.
- Stick to the speed limits, especially in built up areas where there are more people and hazards.
- Drive according to the conditions on the road.
- Always keep a minimum two second gap between you and the car in front, more in poor weather conditions. When stopped leave extra space between you and the car in front for added safety.

## **c) Alcohol**

Don't drink alcohol and drive. In doing so, you risk your life and all those around you. It makes judging distance and speed more difficult, it slows your reaction time and can make you feel overconfident in your ability.

- Avoid consuming alcohol during working hours if you're driving on company business. Consider staying alcohol free or change your schedule or method of transport to keep you safe.
- You could still be over the limit many hours after your last drink – even if it's the morning after so don't chance it. The only way to sober up is to give it time to get out of your system. Coffee, sleep or a big meal will not help.
- Don't forget that drink drive limits may vary depending on your location (e.g. Scotland), don't take the risk and consider staying alcohol free if you're driving.

## **d) Drugs**

It is against the law to drive under the influence of illegal drugs, or if you have certain drugs above a specified level in your blood. Don't take the risk, do not take any drugs unless you're 100% sure you are within the law.

- Use of illegal drugs is highly dangerous, side-effects are unpredictable and can be more severe than alcohol which may result in a serious road crash.
- It's illegal to drive with legal drugs in your body if it impairs your driving. If you're not sure if you are safe to drive, check with your pharmacist or doctor. Always follow the advice of a healthcare professional and read the accompanying leaflet.
- It's an offence to drive if you have over the specified limit of certain drugs in your blood and you haven't been prescribed them.
- For guidance please visit the website: <https://www.gov.uk/drug-driving-law>

**Drink or drug related offences may lead to disciplinary action.**

#### **e) Eyesight**

- The Highway Code states that you must be able to read a car number plate from a distance of 20.5 metres (old style plate) or 20 meters (new style plate) in good daylight.
- If you need to wear glasses or contact lenses to do this, you must wear them at all times while driving. Keep a spare pair in the car if you need them for driving.
- We recommend that all Drivers have regular eye tests, a minimum of every 2 years, and under the Health and Safety (Display Screen Equipment) Regulations 1992 the Company will contribute towards the eye test and any subsequent need for glasses or contact lenses.

#### **f) Environmental Impact**

It is important that we are all aware of the impact our business activities have on the environment. As a responsible company it is important that we take all possible steps to minimise the impact we have in order to preserve the environment.

- Drive smoothly and economically, avoid harsh acceleration & braking.
- Ensure your car is properly maintained and tyre pressures checked & adjusted at least once a month.
- Consider alternative transport, car sharing or even conference calls to avoid making a journey.
- Plan your journey and combine journeys where possible. Use a route planner or sat nav system, but carry a map just in case.
- Avoid congestion and driving during the busiest times.
- Don't carry unnecessary weight, including external equipment such as roof racks/boxes or cycle carriers.
- If you're stopped in traffic, turn off your engine.

#### **g) Parking, Reversing & Manoeuvring**

Damage caused through parking, reversing & manoeuvring accounts for a large number of our incidents each year so make sure you take extra time and care as these are often wholly avoidable incidents.

- Take your time when manoeuvring, don't rush and make a mistake.
- Maintain all-round observation prior to and throughout all manoeuvres. Use your mirrors and look around you all the time. Your eyes are your best defence!
- Check how much space is available - only continue if it's safe. It's better to make an extra manoeuvre than risk a collision, no matter how minor.
- Reverse into a parking space, it's safer than reversing out where there are more hazards and it improves your visibility when driving away.
- Don't rely solely on parking sensors - take time to look at what's around you, look out for pedestrians and objects that may be in your way.
- Always consider your personal safety - park in a busy, well lit area especially if it's likely to be dark upon return.
- Don't leave your car in a place where it's likely to get damaged – avoid parking on a corner or next to the trolley park for example.
- Make sure you know the parking restrictions and pay enough to avoid a fine.

## **5) Mobile Phones & Communication Devices**

We regard the safety of our Drivers and other road users together with our compliance with all relevant legislation as of paramount importance. To ensure we adhere to the legislation and to ensure Drivers and road users are afforded greater protection you must adhere to the following strict rules in relation to the use of mobile phones and other communication devices whilst driving. This policy applies at all times, whether driving for work or pleasure in your Company Car.

- **As a Company Car Driver or Business User, you must NEVER make or receive phone calls (business or personal) whilst driving.** This covers the use of ALL communication devices even if they are 'hands-free'.
- This rule also applies to Additional Drivers insured to drive your Company Car so you must make them aware of this.
- Even if you have Bluetooth or other hands free options, phones & communication devices must be switched off and messages taken which can be responded to once you have stopped driving, i.e. your engine is switched off and handbrake applied.
- Mobile phones & communication devices must not be used when you have stopped at traffic lights or during normal hold ups. In exceptional traffic jams i.e. emergency situations and provided you have switched off the engine and applied the handbrake, use of a communication device would be permitted.
- Managers must not insist on being able to talk to any Driver whilst they are driving. Should a call be made to any Driver there will only be the option to leave a message.
- You must never use any communication device to send or receive text messages check/send business or private emails or use any Smart phone application or social networking site whilst driving. The usage of any devices or applications whilst driving is strictly forbidden.
- These rules relate to both work and personal calls. They also relate to company issued and private mobile phones/communication devices and to Company Car Drivers, Additional Drivers, Business Users and any drivers covered by our insurance.
- We do not permit the fitting of a hands-free kit to your Company Car.
- If ANY non-essential car user is seen using a mobile phone whilst driving we reserve the right to withdraw their permission to drive.
- We reserve the right to perform random monthly checks on all Drivers with a company mobile phone to identify if there is any use of mobile phones whilst driving.
- Any Driver suspected of using a mobile phone/communication device (company or private phone) whilst driving will be investigated, and escalated to their Line Manager and HR, and dealt with in accordance with the disciplinary procedure.

*We recommend your mobile phone/communication device (whether company issued or private) should be placed where it is out of reach, for example in the glovebox or in the rear of the car.*

**If any driver fails to adhere to this policy it will be considered an act of gross misconduct and will result in disciplinary action being taken.**

## **6) Crash Procedure**

If you are involved in a crash you should follow the procedure as noted below and in the Arval Driver Handbook.

- Stop immediately (as long as it is safe to do so). Stay calm and avoid losing your temper, give yourself time to think.
- Check the condition of yourself and any passengers and other involved motorists. Call the emergency services and let them know if there are any injuries or other dangerous circumstances. Cars should not be moved until instructed to do so by a police officer. If the Police attend the incident, make a note the attending officer(s) name and number.
- Don't admit liability - if however the other driver admits liability, write it down and ask him/her to sign it.
- Take the names, addresses & contact numbers of all people involved, also it's very important to take details of independent witnesses. Keep a description of the other driver/s and the number of passengers in the car and sex/ages of all occupants. If you think a crash has been 'staged' take as much detail as you possibly can then tell the Police or Fleet Manager of your suspicions.
- Note the Reg Numbers and details of all the vehicles involved, take photos of the crash including the location, the position of all vehicles involved, the damage incurred and anything else that may be relevant (or jot it down on a piece of paper if this is not possible). This information can be used as evidence and will help you remember important facts.
- As soon as you are able, write down what happened such as what lane you were in; the position of the vehicles before and after the crash; the time of day; road markings and signs; the weather; road conditions; anything you think may have contributed to the accident – was the other driver distracted, using a phone or changing the radio station for example?
- Give the third party(s) involved in the incident your name and address, your Company's details and the insurance details (Aviva Policy No. 37FLW1372550).
- Do not restart your journey until it is safe to do so. Make sure your car is both safe and legal to drive: -
  - If any fluids have leaked from the car do not attempt to start it or move it (other than to push it to the side of the road if you are able) and seek recovery.
  - If the steering/suspension or lights are damaged again seek recovery.
  - If you believe the car to be roadworthy, make sure you drive off carefully and check all systems on the car are working.
  - If you are in any doubt about whether it is safe or legal to drive seek recovery.
- Call the Arval Contact Centre to report the full details of the incident, remember to give as much information as you can as this will help your claim.
- Seek medical attention for any injuries you receive. Don't hesitate to get checked out for any injuries because even when they seem minor they can become more serious soon after an accident when the shock has subsided.

### **a) Reporting the Crash**

Once the above information has been obtained you should report all details to the **Arval Contact Centre** as soon as possible on **0370 600 4499**.

- If the damage is only to your Company Car and is minor, please call the Fleet Manager for advice in the first instance. Damage to your windscreen/glass or to the wing mirror, with no other bodywork damage should also be referred to the Fleet Manager.
- If any Company Car Driver receives correspondence from any third party, any agent acting on their behalf, or the Police, in relation to an incident, this should be forwarded immediately, unanswered to the Fleet Manager.
- You must not accept assistance from companies offering financial compensation. If you are genuinely injured you must report this to the Fleet Manager.
- If there has been any injury or any damage to property, it is an offence not to report an incident so please make sure you report it as soon as possible – in any event within 24 hours.

#### **b) Fleet Management Review of the Crash**

It is our aim to take the necessary steps to ensure the safety of any Driver undertaking both Company business & private travel. Understanding why a crash/incident happened and the circumstances leading up to it will help us to provide the necessary support and training to try to prevent further crashes/incidents in the future.

- The Fleet Manager will review all crashes/incidents in Company Cars and dependent on the type and its severity, may wish to gather further information from you.
- Your assistance in providing further information will be very important towards understanding what happened and how, if at all, it can be prevented from happening again.
- We will fully co-operate with the Police if a formal investigation is initiated.
- We have an obligation to ensure the Health and Safety of our Drivers whilst on Company business travel so where necessary your Manager and a representative from HR may be requested to support you.

#### **c) Car Damage & Employee Excess**

If we are not able to recover the cost of repair from a third party, this is deemed as a non-recoverable crash/incident.

- Any Driver who has **two or more** 'non-recoverable' crashes in a 24 month period, where identified as their responsibility, may be liable for an excess. The Driver will have the choice of paying the excess or the actual repair costs, if less.
- The excess charge will depend on the type of Driver and details of this are outlined below. The Driver will be liable for all costs relating to Additional Drivers.
- If there are two non-recoverable crashes as above, where one is Driver fault and one is Additional Driver fault, the excess will be the 'Driver Excess' shown below.

In the event of two or more non-recoverable serious crashes considered your responsibility where the costs are significant:

- We reserve the right to remove or suspend your entitlement, make changes to the type of car available to you in the future and insist on driver training if deemed appropriate.
- If the crash is determined as wholly Driver fault and results in being declared a total loss by our insurers where the costs are significant, you will not be entitled to order a new company car until the replacement date of your previous company car has been reached.

#### d) Excess charges

These will be reviewed from time to time and may be subject to change, and will be discussed with you in advance.

Costs Incurred	Driver Excess	Additional Driver Excess Age 31+	Additional Driver Excess Age 26-30	Additional Driver Excess Age 21-25
Less than £250	£100	£300	£400	£600
£250 to £500	£200	£300	£400	£600
£500 to £2,000	£300	£300	£400	£600
Over £2,000	£400	£300	£400	£600

#### e) Theft & Break-in

- We reserve the right to charge an excess for the replacement of company property stolen from your Company Car as a result of Driver negligence e.g. theft of a laptop or satellite navigation unit.
- Personal luggage will only be covered by our Travel Insurance if it is a business trip that involves a stay away from home overnight (please refer to the Company Travel Policy for more details).
- Trailers, caravans and any other items that are fitted/attached to your car are not covered by our insurance. You must arrange your own insurance cover for any such items. If you are involved in an incident that is caused by your trailer, caravan, roof rack or suchlike you may be liable for some of the costs relating to the incident.
- Personal items such as portable Satellite Navigation systems, CD's, golf clubs etc, are not covered under our insurance and should be removed from the car when not in use.
- We reserve the right to charge an excess for damage to the car if personal effects being on show have caused the break-in.

## 7) Car Provision

If you are eligible for a company car you will be notified in your Contract of Employment and this will inform you of your Benefit Entitlement level.

**Company Car Driver** - A Company Car may be used for normal social, domestic and pleasure (non-business) activities in addition to Arval business use. The car is a taxable benefit and the employee is liable for the income tax relating to the value of the car and any associated free fuel benefit (where applicable).

**G1 Business Need Driver** - A driver at G1 level will qualify for a Company Car if they are covering more than 10,000 business miles each year. Mileage will be monitored over a period of time and regularly thereafter to ensure this requirement is met.

**G1 Contributory Lease Payer** - If a driver at G1 level is eligible for a Contributory Lease Car under the Policy they will be expected to pay the monthly lease rental which will be deducted from their salary. As a condition of the car being made available for their private

use the monthly lease rental will be payable specifically for that private use. The car must be available to use for any Arval business travel they are required to undertake.

**Occasional Business User** - If a driver is required to travel for Arval business they will be given a Pool Car which can be used only for agreed business journeys, personal use is not permitted. If you have a friend or relative that has an Arval company car you may use their car for Arval business journeys but personal use can only be allowed if you are named as their Additional Driver.

**Incentive Scheme Driver** - Drivers may use demonstration cars for both personal and business use if they are part of an existing Incentive Scheme. The additional income tax is covered by Arval. The full terms & conditions for this are covered with a separate Incentive Scheme Policy.

## **8) Company Car Scheme Details**

### **9) Drivers Responsibilities**

Employees provided with a Company Car are expected to ensure that the rules specified in the Drive4Life Handbook and the Company Car & Road Safety Policy are adhered to at all times.

#### **a) Service & Maintenance**

The **Driver** is responsible for making sure the car is serviced and maintained according to the manufacturer's schedule. The Driver must also ensure that;

- The cambelt is changed when due.
- MOT tests are carried out when required.
- Mechanical problems are dealt with straightaway.
- No modifications are made to the car without prior approval of the Fleet Manager. This includes towbars, roof racks, cycle carriers and anything that changes the car from the specification at the point of delivery.

**Drivers** are required to carry out **monthly** checks on the following items;

- Tyres – check for tread depth, pressure, damage and uneven wear. The Driver is liable for any fines relating to illegal tyres so regular checks are essential!
- Oil – check the level and top it up with correct oil grade if necessary but don't overfill it.
- Fluid levels – check coolant, brake fluid and washer fluid levels and top-up if needed.
- Lights & wipers – check they're working correctly and address any problems.
- General – check condition of bodywork and check interior for damage.

Drivers must report all incidents to the Arval Contact Centre as described in the crash reporting procedure. Minor damage where there is no third party to claim against should be reported to the Fleet Manager in the first instance.

Drivers must keep a company fuelcard safe and never leave it in the car when it is unattended.

Company Car Drivers will ensure their car is available at all reasonable times for business travel and for other employees to use for company business travel (including transporting employees home or to hospital in a first aid scenario).

#### **b) Car Cleanliness & Care**

- The condition of your car is representative of the professional image of the company and you are expected to take the best possible care of it at all times. Make sure it is washed and vacuumed regularly and take all steps necessary to protect the interior of the car.
- Make sure all children are correctly restrained in accordance with child seat law and make sure dogs are restrained with a dog guard or harness.
- Smoking in your car is not permitted, this includes **all** smoking devices.

**Drivers** should be aware that they may be asked to contribute or fully reimburse the Company for any costs incurred due to;

- Failure to follow any of the instructions above.
- Damage that could be considered to be outside normal wear and tear.
- Broken or missing items such as spare keys.
- Fines incurred.
- Misfuelling.

**Any failure to follow these instructions may result in disciplinary action being taken or permission to drive refused. We reserve the right to charge for damage caused by Driver negligence or abuse.**

### **13) Disposal of Company Cars**

If you are returning a company car for any reason, you must hand the keys to the Fleet Manager on the agreed date. Prior to return please carry out the following instructions:

- Make sure the car is thoroughly washed and vacuumed.
- Remove all personal belongings
- Clear your personal data from any systems.
- Leave the manufacturer's handbook in the glove box.
- Return both sets of car keys.
- Move your Arval Driver Handbook to your new car.
- Leave a quarter of a tank of fuel in the car.

We reserve the right to charge for a full valet if the car is returned in poor condition. It should also be noted that missing spare keys will incur a charge.

A condition report will be completed once the car is returned. If any damage is noted you will be advised and will have the opportunity to check it before the car leaves the premises.

You may have the option to purchase the car if it has reached the scheduled replacement date, as part of our Driver Sales Scheme. We reserve the right not to offer all or any cars for sale to employees. You must not yourself offer our car for sale in any circumstances. All cars must be purchased with the approved warranty and the price is non-negotiable.

If a car is not sold through the Driver Sales Scheme, it will be collected for auction sale. When it arrives at the auction site a full BVRLA inspection will be carried out and any damage considered 'Unfair Wear & Tear' (UWT) will be notified to us. We reserve the right to apply the UWT excess policy as outlined.

**a) Unfair Wear & Tear and Employee Excess**

The BVRLA Unfair Wear & Tear report details damage considered to be over and above the degree of deterioration judged to be reasonable at the end of a contract.

When the report is received by the Fleet Manager it will be reviewed for the type of repair/refurbishment the car needs to meet recommended BVRLA standards. The aim is to ascertain any financial impact to the company.

Detailed information relating to the BVRLA guide can be found on our website or please speak to the Fleet Manager if you need clarification on this. An example of the items considered UWT are:

- Unrepaired/unreported damage.
- Large dents & scuffs.
- Damage to paintwork and rust.
- Significant scuffs to alloy wheels.
- Missing keys.
- Damage to the car interior.
- Excess soiling and damage caused by smoking.

Any costs associated with Unfair Wear & Tear will be discussed with the Driver on an individual basis. If it is deemed appropriate an excess will be applied which they will be liable for.

We reserve the right to charge for any damage caused by Driver negligence or abuse and for items deemed as avoidable costs such as lost car keys, missing radio aerials and persistent tyre damage. We may charge either the full cost of the item being replaced or an excess. All recovery of charges will be discussed with you in advance.

Current excess charges as detailed below are reviewed from time to time and may be subject to change.

<b>Costs Incurred</b>	<b>Driver Excess</b>
<b>Less than £250</b>	£75
<b>£250 to £500</b>	£125
<b>£500 to £2,000</b>	£250
<b>Over £2,000</b>	£300

# Arval Company Car & Road Safety Policy

## Policy Acceptance Form

*(All Drivers)*

I confirm that I have read and understood the Arval Company Car and Road Safety Policy, *(Issued April 2017)* and agree that I will comply with the terms and conditions as set out therein.

*(Company Car Drivers only)*

I confirm that in addition to the above statement I also accept responsibility for ensuring that any Additional Driver(s) I have declared are informed of any terms and conditions that they must comply with.

<b>Forename</b>	
<b>Surname</b>	
<b>Signature</b>	
<b>Employee Number</b>	
<b>Date</b>	

Please return to:      **Fleet Manager**  
                                 **Post Dept 09**  
                                 **Arval UK Ltd**  
                                 **Windmill Business Park**  
                                 **Swindon**  
                                 **SN5 6PE**

Date of issue: April 2017