



COMPANY VEHICLE POLICY STATEMENT

Groupbridge recognises its responsibilities with regard to vehicle usage and requires all employees who are supplied with or operate a vehicle owned or provided by the company for use to comply with the following:

- Vehicles are for business use and personal use only when authorised by a Groupbridge Director, this includes use by non employees, and shall be in accordance with the details provided within contracts of employment.
- Vehicles are only available to Employees who hold a full current and valid driving licence.
- Vehicles should be driven in a manner so that fuel economy, tyre life and engine wear are maximised. Careless or reckless use of vehicles shall result in disciplinary action. It is also the user's responsibility to ensure that it is kept in a clean and tidy condition and maintained in accordance with the manufacturer's recommendations.
- The vehicle driver shall be responsible for any prosecution, conviction and resultant fine whilst using the vehicle and shall notify a Groupbridge Director as soon as possible. Accidents must be reported to the police and a Groupbridge Director as soon as possible.
- Vehicle users must avoid the consumption of alcohol above the legal limit and non prescribed drugs prior to or during the course of driving a Company vehicle. Infringement shall result in disciplinary action, which may result in dismissal.
- Smoking is not permitted by vehicle users or passengers in company owned or supplied vehicles
- Vehicle fuel shall only be purchased by means of a fuel card supplied by the company, and every effort should be made to obtain fuel from garages providing the most competitive rate at the time to reduce costs.
- Vehicle tracking devices shall be installed on vehicles in connection with business requirements for security purposes, location in an emergency and checks on compliance with legal requirements such as speed and usage time.
- Vehicles shall be locked and any security devices installed enabled when the vehicle is left unattended, without any Company property being visible.
- Use of mobile phones & similar hand held electronic devices is discouraged and where necessary, vehicle users shall comply with the Groupbridge Mobile Phone & Similar Hand Held Electronic Device Policy which is detailed separately and included within contracts of employment.

S Gibbons
(Managing Director)

Date: 30th November 2011

Review Date: November 2012

Signed copies of the master policy statement are available upon request