GROUPBRIDGE
CIVIL ENGINEERING & BUILDING CONTRACTORS

COMPANY VEHICLE POLICY STATEMENT

Groupbridge recognises its responsibilities regarding 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 and personal use only when authorised by the Managing 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 shall 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 safe and legal for use, 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 the Managing Director as soon as possible.
- Accidents must be reported to the Police and the Managing Director as soon as possible.
- Vehicle users must avoid the consumption of alcohol and non prescribed drugs prior to or while driving a Company vehicle. Infringement shall result in disciplinary action, which may result in dismissal.
- Any health changes affecting ability to operate company vehicles must be notified to the Managing Director.
- Smoking and vaping are not permitted by vehicle users or passengers in company owned or supplied vehicles.
- Consuming food and drink are also not permitted whilst driving.
- 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 and other requirements such as speed, usage times, fuel economy and CO2 emissions.
- 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 handheld electronic devices are prohibited whilst driving 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.
- Seat belts must always be worn and vehicles used in accordance with The Highway Code.

S Gibbons (Managing Director) Date: 16th January 2026

Review Date: January 2027