



## COMPANY VEHICLE POLICY

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The information in this document is available in other languages or on tape/CD, in large print and also in Braille.

For details contact the Association on 0141 578 0200 or e-mail: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

本文件所載資料備有中文 (廣東話) 版本，也可以製作成錄音帶/光碟，以及利用特大字體和凸字印製，以供索取。  
欲知有關詳情，請聯絡本協會，電話：0141 578 0200，或向我們發送電郵，電郵地址：  
[admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

Tha am fiosrachadh anns an sgrìobhainn seo ri fhaotainn ann an Gàidhlig no air teip/CD, sa chlà mhòr agus cuideachd ann an Clò nan Dall.  
Airson tuilleadh fiosrachaidh, cuiribh fios dhan Chomann air 0141 578 0200 no cuiribh post-dealain gu: [admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

इस दस्तावेज़ में दी गई जानकारी हिन्दी में भी या टेप, सी डी, बड़ी छाप और ब्रैल में भी उपलब्ध है। विवरण के लिए एसोसिएशन को नम्बर 0141 578 0200 पर या ई-मेल के द्वारा सम्पर्क करें :  
[admin@hillheadhousing.org](mailto:admin@hillheadhousing.org)

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਵੀ ਜਾਂ ਟੇਪ, ਸੀ ਡੀ, ਵੱਡੀ ਛਪਾਈ ਅਤੇ ਬ੍ਰੈਲ 'ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ। ਵੇਰਵੇ ਲਈ ਐਸੋਸੀਏਸ਼ਨ ਨੂੰ ਨੰਬਰ 0141 578 0200 'ਤੇ ਜਾਂ ਈ-ਮੇਲ ਰਾਹੀਂ ਸੰਪਰਕ ਕਰੋ :  
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اس دستاویز میں درج معلومات اردو زبان یا آڈیوٹیپ رسی ڈی، بڑی طباعت اور بریل میں بھی دستیاب ہیں۔  
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# COMPANY VEHICLE POLICY

## 1. INTRODUCTION

Hillhead Housing Association 2000 owns two vehicles - a Vauxhall Vivaro van and a Ford Transit Tipper. The Vauxhall van is used primarily by the Association's Estates Inspector and the Ford Tipper by the Estates Officer. Both employees are members of the Property Services Team. The company vehicles are a necessary resource to the Association in terms of the Property Services function and enable, not only the Estate staff but all members of the Property Services team to carry ladders for inspections when required.

This Policy details both the administrative process and the working practice to be adopted regarding the use of these vehicles.

## 2. GENERAL USE

The vans will be used mainly by the Association's Estates Inspector/Officer. It is recognised that the vans may be used by any other member of the Property Services team over the age of 25 to carry out inspections where ladders are required or when a van is needed to take any item to the local dump. Restrictions apply to any employee under the age of 25.

Listed are the general procedures to be adopted when using ~~this~~ the company vehicles:

- a) All vehicle users are required to drive in a safe, lawful and efficient manner. It is expected that driving will need to take place in all types of weather and driving conditions. Mobile phones must not be used when driving.
- b) Vehicle users must not take the vehicles onto the road if they know or suspect that they have a defect. Any problem with the vehicles should be reported immediately to the Association's Head of Development & Property Services or Director.
- c) The image of the Association is influenced by the cleanliness and appearance of its vehicles, therefore they must be washed and cleaned as often as is necessary. The Estate staff, as the main users, are responsible for cleanliness of the vehicles.
- d) The vehicles must be locked when left unattended. Tools and/or materials must not be left in the unattended vans overnight.
- e) Vehicle users are not permitted to carry passengers in their vehicle except for colleagues or Officers of the Association unless agreed with the Head of Development & Property Services or Director.

- f) The safety and security for the vehicles, passengers or loads is the responsibility of the drivers. Vehicle users are also responsible for the use and safe-keeping of any belts, straps, chains or ropes used to secure loads. An adequate supply of these should be retained for loads such as materials uplifted from suppliers. All loaded goods must be distributed and secure to prevent movement that could damage the vehicle or cause a nuisance or danger to pedestrians or other road users.
- g) In accordance with the Smoking, Health & Social Care (Scotland) Act 2005, smoking is strictly forbidden whilst using a company vehicle at all times. Appropriate signage is displayed within the vans.

### **3. DRIVING LICENCES AND DRIVING OFFENCES**

- a) It is a condition of being permitted the use of a company vehicle that the employee holds a full and valid UK Driving Licence. Vehicle users are required to submit a copy of their driving licence and on-line check code to allow verification of licence status annually. It is the responsibility of the vehicle user to inform the Head of Development & Property Services or Director if there is any change to the details on the licence such as the addition of Penalty Points.
- b) Vehicle users who drive the vans and who are charged or convicted of driving offences must report this to the Association's Head of Development & Property Services or Director within 24 hours.
- c) Driving related fines are the responsibility of the vehicle user who incurs them irrespective of whether this occurred during working hours. If the vehicle user fails to pay a driving related fine, the Association will do so and claim the cost back from the vehicle user. Depending on circumstances, the Association may pay a fine with each individual instance assessed on its merits.
- d) Vehicle users will normally be aged 25 years old in order to be allocated a company vehicle, unless at the discretion of the Head of Development & Property Services or Director.
- e) If a vehicle user is disqualified from driving and an essential part of the job requires them to hold a valid driving licence, the Association reserves the right to terminate their Contract of Employment.

### **4. PERSONAL USE**

The Estates Inspector or, in his absence, another member of the Property Services team will use the Vauxhall van for travel to and from his/her home address where it will be garaged/parked. The Ford Tipper however, will predominately be parked overnight in the Association's car park. Any exception must be approved by the Head of Development & Property Services or Director

## **5. MAINTENANCE**

- a) The costs of maintaining and repairing the Association's vans will normally be met by the Association where such costs arise through the normal use of the vehicles. The vans are serviced annually and the Estate staff must liaise with the Head of Development & Property Services about the scheduling of the vans' services or repairs.
- b) The Estate staff are responsible for ensuring proper maintenance to the Association's vans. This must be done in accordance with the manufacturers handbooks and the requirements of UK Law.

In the event that damage has been caused through the user's negligence, wear and tear excluded, the re-instatement costs will be charged to the vehicle user.

- c) The Association has a fuel account with Shell Garage, Kirkintilloch and the Estate staff are each issued with a fuel card to be used at this garage. One spare fuel card is retained by the Property Services team. These cards must be used solely to provide fuel for the Association's vans.

## **6. ACCIDENTS AND DAMAGE**

- a) All damage to a company vehicle must be reported to the Head of Development & Property Services or Director immediately. A written report detailing the circumstances in which a vehicle suffered damage should be submitted thereafter.
- b) Damage caused by the negligence of a vehicle user may result in disciplinary action.

## **7. DRIVING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

Any vehicle user under the influence of alcohol or drugs (prescribed or otherwise) while in charge of a company vehicle, where this has the potential to effect fitness to drive, will result in disciplinary action being taken. Under the Contract of Employment, such occurrences will be deemed gross misconduct and will normally result in suspension pending a disciplinary hearing. Should evidence be established that the vehicle user was in charge of a company vehicle while under the influence of alcohol or drugs, this will normally result in dismissal.

Every six months those authorised to drive the company vehicles will be asked to sign a declaration that they will not drive any company vehicle whilst

under the influence of any drug, alcohol or prescribed medication that may inhibit or affect their ability to drive.

**8. MONITORING THE USE OF COMPANY VEHICLES**

- a) Monitoring the use of company vehicles lies with the Head of Development & Property Services or Director. The Estate staff should discuss any issue that arises from the use of the vans with the Head of Development & Property Services or Director.
- b) The Finance Assistant, along with the Head of Development & Property Services, will monitor on a quarterly basis, the fuel consumption of the vehicles, the mileage undertaken and the general cleanliness of the vehicle. Where fuel costs exceed the average costs, this will be investigated and individual employees may have these costs deducted from salary.
- c) **REVIEW**

This Policy will be reviewed every two years or as necessary should changes to Employment Law or driving regulations arise.