



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

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Company Vehicle Policy

Policy Statement of Intent

Aird Walker & Ralston Limited, although it is not compulsory to provide employees with transportation are committed to maintaining a fleet of company vehicles that are legal, safe, environmentally friendly and reliable to assist its employees with their daily operational duties, company vehicles may extend to hired vehicles.

Company vehicles are to be used for company business only, **NO** personal use of these vehicles is allowed unless advantageous to the Company and or authorised by a director due to operational, insurance and health & safety implications. Personal use includes using the vehicle for personal errands between or during business activities, to commute between the workplace and home or using the vehicle outside of business hours.

On occasion employees may be required to make their own way to and from client premises for business purposes, in these circumstances employees will be compensated at the pre-agreed rates which are recorded.

Driver policy overview.

The Company vehicle policy gives employees guidelines for obtaining eligibility and using company vehicles, a "company vehicle" is a vehicle assign or available to be used by an employee for business purposes and applies to all employees using company vehicles during and outside of normal working hours.

Company vehicles for employees with disabilities.

The Company will make reasonable accommodations to facilitate company vehicle use for eligible employees with disabilities.

Eligibility to use Company Vehicles.

Employees are only eligible to drive a company vehicle if they have been issued with a fob key and allocated a vehicle or are over the age of 21, hold a valid driver's license with a clean record for 1 year and have been authorised by a Director. Employees that have been allocated a vehicle should use the vehicle as intended or lose the privilege.

A clean driving record means the employee hasn't been held at fault for a car accident or arrested on charges of violating vehicle and traffic laws. The Company can assign and revoke access to company vehicles at its discretion, whereby operatives will have to make their own way to and from their place of work.

The use of company vehicles is restricted to employees of the company only, non-employees such as spouses, other relatives, other company's personnel or friends are not authorised to drive company vehicles at any time. The driver is responsible for the company vehicle, passengers conduct and goods within the vehicle.

Company Vehicle user's rules.

Drivers are responsible for carrying out, recording and handing in weekly vehicle maintenance check sheets.

Obey traffic laws in your jurisdiction and be courteous toward the public and other road users.

Maintain vehicle cleanliness and remove all rubbish on a daily basis.

No workwear, PPE including dirty boots to be worn in the vehicles.

Ensure that the fuel, tire pressure and fluid levels remain within tolerances as required.

Report any damage or problems to your assigned vehicle immediately.

Report changes to your driver privileges, such as driver's license suspension or points immediately.

Report any mistreatment or misconduct within or to any Company vehicle.

Always lock company vehicles leaving no valuables, materials or tools in the vehicle overnight.

Hand in fuel receipts and weekly van check sheets (Friday) into the office along with time sheets.

Bring vehicle to scheduled maintenance, inspection and MOT appointments.

Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.

Do not smoke in any company vehicle.

Do not hire, lease, sell, or lend a company vehicle.

Do not use a phone or text while driving.

Do not allow unauthorized drivers to use a company vehicle unless required by an emergency.

Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of all vehicle privileges, termination of employment and legal action.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Ltd.

The Company's responsibilities.

Ensure vehicles are safe to use and are compliant with the road traffic laws before allowing employees to use.
Schedule regular inspections (Friday van check sheets) and complete any required maintenance to ensure all vehicles comply with legal requirements.
Providing road tax, insurance, MOT's and breakdown cover.
Retiring and replacing vehicles as needed.
Fuel Cards and breakdown cards are located in all vehicles.

What the Company is not responsible for.

Paying fines employees receive while driving company vehicles they are responsible for.
Penalty point's employees receive while driving company vehicles they are responsible for.
Making bail for employees who are arrested while driving vehicles from the company fleet vehicles.
Drivers and or passengers conduct and general behaviour whilst using company fleet vehicles.
Employee's tools and personnel items left in vehicles unattended or overnight.
Getting employees to and from there place of work / clients premises on time.
Employee's personal vehicles including insurances and excesses whilst being used for business purposes.

Vehicle Tracking and Monitoring

A driver road observation program is also in effect to monitor and record the usage of each company vehicle by means of a live tracking device, all eligible driver are issued with and must use the their individual fob key. Employees driving and or travelling in company vehicles will be monitored and observed, to identify where any vehicle is at any given time, after a call in complaint or an accident or incident and to ensure that the most environmental efficient routes and driver mannerisms are being utilised.

Accident procedures.

In the event of an accident, employees should contact the Managing Director or an office clerk immediately, who will contact the insurance provider. Follow legal guidelines for exchanging information with other drivers and report the accident to the local police if required. Do not leave the scene of an accident without exchanging details and never guarantee payment or accept responsibility without authorization.

The company will consider any unauthorised use or mistreatment of company vehicles as gross misconduct, equivalent to that of theft and or vandalism to company or clients property, whereby the driver and passengers may be held responsible and liable for the consequences of any damage or accidents. If negative or careless results are found, disciplinary action up to and including termination of employment may be considered and imposed at the Company's discretion.

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed



Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021 Review Date: 01-07-2022



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