

FIELD SALES SOLUTIONS COMPANY VEHICLE POLICY 2020

This policy document replaces all previous versions of the Field Sales Solutions Vehicle Policy and any other Vehicle Policies

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Key Details

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- Version 2.0

Policy Overview

Introduction

This document details the main terms and conditions of the **Field Sales Solutions Vehicle Policy**. It should be read in conjunction with the **Mobile Phone Policy** and **Safe Driving Policy**. The purpose of the Vehicle Policy is to outline all the relevant information regarding the use of company vehicles and private vehicles and to provide the necessary road safety guidance which you are required to observe and comply with.

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.

Policy Eligibility

The policy applies to all Field Sales Solutions employees and nominated drivers of company vehicles and private vehicles where applicable. The policy also includes employees who are required to drive on company business occasionally and are **not** eligible to receive a company vehicle or car allowance.

The Company also reserves the right to change your company vehicle at its discretion at any time, including the provision of a vehicle allowance instead of either a company vehicle or hire vehicle. Eligible employees are determined by their role within the Company.

Personal Data

Employees are required to provide the Fleet Team with certain information and documentation and this will include personal data. As you will be signing a data mandate form, this means we are able to retain your personal details as per GDPR. We are required to retain your personal contact details for up to six months after you leave Field Sales Solutions so that we can contact you with regards to any issues that relate to the provision of a company vehicle, car allowance, fuel card or mileage reimbursements.

Policy Changes

Employees are responsible for ensuring they understand and adhere to the policy content and requirements and ensuring that they advise any relevant additional drivers of future policy changes.

Field Sales Solutions Vehicle Policy will be reviewed on an ongoing basis to ensure it reflects current business requirements. However, the Company reserves the right to vary or replace the vehicle policy terms and conditions at any time. Material changes will be made with at least 21 days notice. This also includes the right to amend or withdraw the right to company vehicles or car allowance and changing the vehicle manufacturer.

Definitions

Nominated/Guest Drivers – A driver who is not a Field Sales Solutions employee, but who is assessed and approved by a company vehicle driver and the Fleet Team. Nominated drivers are not permitted to drive company vehicles for their own business use, which is not covered on Field Sales Solutions company vehicle fleet insurance.

Company Business – Requirement for an employee to drive on Field Sales Solutions company business during the course of their job role. This includes, but is not limited to, customer or supplier site visits, attending off-site meetings, conferences, travelling to different work locations and journeys to railway stations and airports where the ongoing journey is business related. Any Private journeys unrelated to work are excluded along with journeys to and from an employee's usual place of work (i.e. commuting journeys).

Permit to Drive / Authorised Drivers – Authority from Field Sales Solutions that an employee has been approved to drive a company vehicle or private vehicle for business purposes. Nominated/Guest drivers are authorised to drive company vehicles as long as they have completed the Permit to Drive process.

Eligible Employees – Those employees who have a contractual entitlement to a vehicle benefit or employees who are required to drive on company business.

Appendix

Please view the appendix for:

- FAQ's
- Contact details for the Leasing Company
- Contact details and instructions for insurance claims
- Contact details for general company vehicle queries



1. Company Vehicle and Car Allowance

Company Benefit

As part of its benefits package, Field Sales Solutions provides eligible employees with a company vehicle as part of their contract. However, car allowance is provided under specific contracts for specific roles or in circumstances where the provision of a car allowance is required by the business. The provision of a company vehicle or car allowance is at the sole discretion of the Company.

Employees in roles **Not** eligible for a company benefit cannot opt for a company vehicle or car allowance but are permitted to claim business mileage if they are required to drive on business.

Permit to Drive

All Field Sales Solutions employees who drive on business, both new and existing, will be subject to a risk assessment at the point of joining the business and on an annual basis in line with their original start date, renewal of MOT or insurance Certificate (whichever is first). This will ensure, as far as reasonably possible, that it is safe to allow them to drive a company or private vehicle on Field Sales Solutions business within the UK. The employee will be issued with a Permit to Drive upon successful completion of the assessment.

If at any point your legal entitlement to drive is removed, you must stop driving immediately and notify your line manager and the Fleet Team. If you have been provided with a company vehicle you will also need to contact the Fleet Team to arrange the collection of your company vehicle (refer to the contact details in the Appendix)

Field Sales Solutions reserve the right to request copies of documentation at any time, for audit or validation purposes. Details of the documents required by the Fleet Team can be found in Section 2 under “Permit to Drive and Provision of Vehicle/Driver Documentation”.

New Employees

Employees who are new to the business that are provided with a company vehicle or car allowance as part of their role will be required to complete the Permit to Drive Process prior to their start date and delivery of a company vehicle. This is to ensure that Field Sales Solutions complies with its Duty of Care responsibilities and relevant legislation.

Details of the documents required by the Fleet Team can be found in Section 2 under “Permit to Drive and Provision of Vehicle/Driver Documentation”.

Company vehicles will be delivered on or around their start date. **Please note that the Company Vehicle Insurance cover for new employees does not commence until their start date.**

Claiming Business Mileage Reimbursement

Mileage is reimbursed through expenses using our chosen expenses reporting application – currently ‘My expenses online’ (“MEO”). Log in details will be emailed to you.

Employees with a company vehicle within the UK are reimbursed at the HMRC advisory fuel rate which is reviewed by HMRC each quarter.

If you’re based in the Republic of Ireland, please speak to your line manager for confirmation of what fuel reimbursement rate is.

Mileage is reimbursed for those provided with a company vehicle, car allowance and employees who drive on ad hoc business journeys.

You will not be able to claim business mileage reimbursements until you’ve completed the Permit to Drive Process.



2. All Drivers

The following section applies to **All Field Sales Solutions employees** regardless of whether they are receiving a benefit or not.

Safe Driving and Mobile Telephone Policies

It is a condition of this policy that all drivers comply with the Field Sales Solutions Safe Driving Policy and the Mobile Phone Policy. This includes all nominated drivers and any Field Sales Solutions employees who are classed as “occasional business use” drivers (refer to the Policy Overview for Company Business).

Permit to Drive and Provision of Vehicle/Driver Documentation

It is a requirement of the Field Sales Solutions Vehicle Policy that any employee receiving or using a company vehicle, car allowance or driving on any company business must provide relevant documentation to the business (or an approved agent acting on its behalf). Relevant documentation may include:

- **A completed and signed Permit to Drive Form.**
- **A completed Drivers Mandate.**
- **A copy of your current Driving licence** – for the employee and nominated drivers – both sides of the driving licence card.
- **A copy of your current vehicle registration documentation (V5c / log book)**
- **A copy of your current car insurance certificate** – this must include business cover. This will appear on your insurance certificate as either “personal business use by the policy holder/partner” or “use by the policy holder/partner in connection with their business”.
- **A copy of your current MOT certificate** (Where a vehicle is 3+ years old or 4+ years for Northern Ireland).

The purpose of requesting this documentation is to determine entitlement to drive and to assess driver/vehicle risk (e.g. that an individual driver has a valid, current driving licence, which has not been revoked by the DVLA or Road Safety Authority and that the vehicle meets Field Sales Solutions policy criteria). Documentation is required to satisfy Field Sales Solutions Duty of Care responsibilities under the Health and Safety at Work Act 1974, the Road Traffic Act 1991, or to address any potential risk under the Corporate Manslaughter and Corporate Homicide Act 2007 (2011 for the Republic of Ireland).

All existing or new employees who are provided with a company vehicle or car allowance or occasionally drive on business will be contacted by the Fleet Team and supported with the completion of the permit to drive process by their first day of employment or change of role. This process must be completed within two weeks of the documentation being provided or change of role. If provided with a company vehicle, the vehicle will be returned until the paperwork is provided and car allowance will be suspended until the relevant documentation is received by the Fleet Team.

The provision of your documentation is an annual requirement and you will receive a communication from the Fleet Team to remind you of the documents required. You may also be asked to provide your documents on an ad hoc basis for audit purposes.

Failure to complete the permit to drive process in the requested timeframe, as per communications directly to the employee from the Fleet Team, will result in suspension of business mileage claims, allowance or your vehicle being returned to the business.

Permit to Drive Suspension

The Company reserves the right to suspend a Permit to Drive in circumstances where it considers there are reasonable grounds to do so.

Health and Fitness

It is a requirement that to maintain eligibility for a company vehicle or receive a car allowance, any pre-existing health conditions, or those which may transpire during your employment, are formally advised to the Fleet Team. Where any health-related conditions are advised, it may be necessary for the Company to request and obtain a medical certificate confirming your fitness to drive. Certain endorsements to a driver's licence or certain medical conditions may render our insurance invalid.

In these circumstances you may be held personally liable for any costs associated with an accident or incident where you have failed to disclose any medical condition to the Leasing Company in advance.

Motoring Offences

Where an employee has incurred nine points, the Company may withdraw their company vehicle or suspend their allowance without compensation and they will be subject to disciplinary proceedings which could include termination of employment. This also applies to employees who do not receive either a company vehicle or allowance but are permitted to drive on business.

Any outcome of any legal proceeding following arrest for motoring offences including, but not limited to Drink Driving, Speeding, Dangerous Driving and Failing to Stop or report of an accident, are considered Gross Misconduct and the employees position will be terminated with immediate effect. Where this course of action is undertaken you will not be permitted to drive on Company Business or submit Business Mileage claims through expenses.



An employee who is charged or convicted on any driving offence or has their company vehicle seized or impounded for any reason, they must notify the Fleet Team immediately.

It is a company requirement that all drivers comply to the Road Traffic Act, are conscious of road safety, demonstrate safe driving and other good road safety habits, as set out in the Highway Code.

Whilst not exhaustive, the following actions whilst driving a company vehicle or travelling on company business using any vehicle, may be viewed as a serious breach of conduct and may result in disciplinary action under relevant company policy.

- Driving under the influence of illegal drugs and or alcohol
- Driving against the recommendation of a medical professional whilst taking prescribed medication that can cause drowsiness or loss of concentration or cognitive control.
- Driving whilst disqualified or not possessing the correct licence to drive under legislation, e.g. driving a manual vehicle with an automatic licence or not updating a foreign driving licence within the given time length.
- Driving without appropriate business use insurance (refer to Section 2, Permit to Drive and Provision of Vehicle/Driver Documentation paragraph)
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Gaining endorsements/points on a driving licence which result in the employee not complying with the Company vehicle policy and or being uninsurable by the Company insurance policy, Field Sales Solutions will withdraw your company vehicle and your employment could be terminated.
- Any other actions which warrant suspension of a licence or "Permit to Drive" (PTD)
- Using a vehicle without a valid MOT (a legal requirement after 3 years registration – 4 years for Northern Ireland – please refer to the Safe Driving Policy for further details)

If an employee's licence is revoked by the DVLA or Road Safety Authority for medical or any other reasons, the employee must notify the Fleet Team and their line manager immediately. Your Permit to Drive will be revoked and you will not be authorised to drive a Field Sales Solution vehicle, or on any company business including using a private vehicle for business use. A driver's Permit To Drive may be revoked at any time by Field Sales Solutions for reasons of health and safety such as diagnosed medical conditions which prohibit driving, an employee's vehicle deemed not be roadworthy, or not compliant with the Safe Driving Policy, specifically sections on – "Good Practise", "Alcohol, Drugs and Medication" and "Medical Conditions" (refer to pages 5, 6 and 7 of the Safe Driving Policy).

Any employee or driver who does not comply with the Permit to Drive programme is not authorised to drive in connection with Field Sales Solutions business or drive for private purposes in a company vehicle.

Vehicle Exclusions for Employees Receiving a Car Allowance

Employees receiving a car allowance may use any vehicle that is deemed suitable for business use. However, Field Sales Solutions reserves the right to refuse a vehicle selection if it considers the vehicle inappropriate for business use or there is a high safety risk.

In cases where an employee's vehicle selection is refused, the employee may appeal. However, in all cases the final decision will be made by Field Sales Solution HR Team (in these circumstances the employee may revise their choice to an alternative model).

The following list includes vehicles that Field Sales Solutions deem as inappropriate for business use (this is not an exhaustive list):

- Motorcycles and mopeds/scooters
- High risk vehicles (e.g. certain sports cars).
- Vehicles with less than four full seats (exceptions for two-seater city vehicles possible at full discretion of the business).
- Vehicles primarily designed for agricultural use.

Employees are strongly recommended to choose their vehicle based on its performance in the Euro NCAP tests, these tests rate a car based on frontal and side impact performance as well as pedestrian impact. The latest test results can be found at: www.euroncap.com. We also strongly recommend that you choose your vehicle based on the Worldwide Harmonised Light Vehicle Test Procedure (WLTP). WLTP is the new global emissions and fuel per gallon testing procedure and provide true emission levels.

Field Sales Solutions encourages employees driving on business with a private vehicle to consider their vehicle emissions as we strive to support our Corporate Social Responsibilities towards the environment and the improvement of Air Quality.

Recording Business and Private Mileage

It is a mandatory requirement of Field Sales Solutions and HMRC, and in the case of Ireland, Revenue, that employees keep an appropriate record of all business mileage undertaken. This enables the Company to review expense claims, complete tax documentation and effectively assess driver risk. This information must be recorded at "trip level" to support



queries or investigation using the expenses forms available through your line manager.

It is the employees' responsibility to notify Field Sales Solutions, HMRC and or Revenue of relevant changes in personal circumstances. It is also an employee's responsibility to accurately report their income and expenses to HMRC or Revenue. Recording mileage is therefore important whether an employee has a company vehicle or receives a car allowance.

The HMRC and Revenue advise that business mileage records should show the full trip level details of the journey including start and finish points, a log of places visited, mileage travelled and a description to justify the business nature of the journey including the relevant client. These records are subject to scrutiny at any time up to 8 years after point of completion. Failure to maintain adequate records could result in the application of Private Fuel Scale charges by the HMRC as a personal level.

Field Sales Solutions must ensure that appropriate records are kept substantiating employee expenses as tax allowable business expenditure. If an employee does not accurately record relevant business mileage, increased costs may be incurred by Field Sales Solutions – these may be passed on to the employee.

Employees using a company vehicle **must** record total business mileage through 'My Expenses Online on at least a monthly basis.

Promotions and Other Changes to Your Company Benefit

If an employee is promoted:

If an employee currently receives an allowance the difference between their old allowance and their new allowance will be paid automatically through payroll.

If an employee currently receives a company vehicle, their vehicle may change based on the new role.

If an employee moves to a lower role:

If an employee is receiving an allowance the difference between their old allowance and their new allowance will be automatically amended through payroll.

If an employee currently receives a company vehicle, their vehicle may change or be removed depending on their new role.

If working hours change:

If an employee is receiving a company vehicle, the retention or use of the vehicle will be at the discretion of the Business Unit Director.

Smoking in Vehicles

Smoking at work (including in vehicles) is prohibited by the UK Health and Safety at Work Act 1974 and Smoke-Free Workplaces Law 2004 in the Republic of Ireland. It is the responsibility of Field Sales Solutions drivers (including nominated drivers) to ensure that they and their passengers comply with this law. There are penalties applicable, to both individual drivers and Field Sales Solutions, for contravention of the law.

Smoking is not permitted in private vehicles if they are used primarily for business purposes. Private vehicles used in these circumstances are designated as "smoke free".

Smoking in company vehicles is prohibited by law at all times, irrespective of whether the Company vehicle is used for business or personal journeys. Failure to comply with this law could result in a fine of up to £2,500.00 in the UK and €4,000.00 in Ireland and you will be subject to disciplinary proceedings which may include dismissal. These terms also apply to e-cigarettes. Smoking in company vehicles can be a safety hazard, impacts upon residual values and hinders vehicle re-allocation. Field Sales Solutions prohibits smoking or vaping in all company vehicles. All Field Sales Solutions company vehicles (including pool vehicles, hire vehicles and courtesy vehicles used in their place) are designated as "smoke free".

All "smoke-free" vehicles must, by law, display the international "no smoking" sign (at least 70mm diameter) which must be visible to all passengers. There are legal penalties at a personal level for failure to do so.

Training

You may be required to attend a driver training and assessment course and further training as the Company considers appropriate. If you refuse to undertake such training or course or you fail to reach what the Company considers to be acceptable driving standards, then you will not be permitted to drive Company vehicles and your employment may be at risk of termination. Depending on the purpose of the driver training, the employee may be required to pay for their training.

Those drivers who are repeatedly involved in accidents, incur additional non-wear and tear related costs, receive a number of transport related convictions or penalties will be subject to the Company's disciplinary procedures and may be required to undertake the Company's driver assessment and training programme.



3. Company Vehicle Drivers

All Company vehicles are leased by Field Sales Solutions and do not belong to an employee. The lease cost reflects:

- Maintenance
- Scheduled Servicing
- Road Fund Licence
- Breakdown Cover

Vehicle quotations are normally based on a three or four-year lease commitment and 80,000 miles (i.e. an average of 20,000 p.a.). Whilst this may not reflect individual driver mileages, this is the standard mileage agreement for all company vehicle leases. However, Field Sales Solutions may consider the likely use made of a vehicle by individual employees and may change individual or group lease terms (and mileage levels) for any fleet vehicles, based on commercial factors

Field Sales Solutions vehicle lease contracts, as supplied by the leasing companies, are supplied for a specific lease term (time length and mileage) as such employees are required to stay in the vehicle provided for the same period. However, the Company may decide at its discretion to end a lease early or extend the lease, for example, a vehicle has accrued an excessively high mileage or is subject to very high repair costs, in which case employees must return the vehicle promptly upon request. These terms and conditions also apply to employees that have been transferred over to Field Sales Solutions under a Transfer of Undertakings (Protection of Employment) regulations

Field Sales Solutions reserves the right to swap leased vehicles between employees.

Documents Required

Employees are not provided a company vehicle until they've completed and provided the relevant documentation required to ensure that Field Sales Solutions and the employee comply with the Road Traffic Act and Corporate Manslaughter Legislation. To ensure that a vehicle is provided for your start date, the Fleet Team require the following details to be sent to them electronically.

- **A completed and signed Permit to Drive Form.**
- **A completed Drivers Mandate**
- **A copy of your current Driving licence** – both sides of the driving licence card.

Non-EU Driving Licences and Provisional Licence Holders

If the employee holds a non-EU licence they will have to exchange or obtain a full UK or Republic of Ireland driving licence within 12 months of their residency date. If the employee does not obtain a licence within the 12 months of their residency date, they will no longer be legally able to drive on roads, and so may not be able to perform their duties, which may result in disciplinary action.

The policy does not permit provisional licence holders to drive a company vehicle.

Number of Company Vehicles

An employee will only be allowed one company vehicle at any one time, although they may drive another company vehicle if required to do so by Field Sales Solutions (provided they have a valid Permit to Drive for that vehicle).

Use of a Company Vehicle

Another Employee

At no time may a Field Sales Solutions driver allow any other person to use a company vehicle without prior approval from Field Sales Solutions Fleet Team. Such approval will be indicated by the issuing of a Permit to Drive by the Fleet Team, on behalf of Field Sales Solutions. Company vehicle drivers must not lend their vehicle to any other employee without first confirming with the Fleet Team that a potential driver has been granted a valid Permit to Drive. Failure to do so may result in disciplinary action and even prosecution.

Employee

Company vehicles are provided for Field Sales Solutions business use and personal use. The vehicle must not be used for:

- Any business purposes other than those undertaken on behalf of the Company
- Hire or reward (either goods or passengers)



- Driving tuition of any nature
- Racing, pace making, rally driving, off-road activities or any other competitive event.

Holiday Use and Travelling Abroad

If a driver has been allocated a company vehicle, then he or she is permitted to use the vehicle during annual and public holidays within the country that the vehicle is leased, subject to the following conditions:

- The vehicle is not made available as of right, only in those cases where it is not required for other company business
- A vehicle may be used for annual holidays taken within the UK and or Republic of Ireland if the employee is based in Republic of Ireland
- Field Sales Solutions do not permit employees to take their company vehicle abroad.

Effective 17th September 2018, vehicles will only be permitted to be driven abroad for business purposes only.

Hire Vehicles

If an employee has the need for a hire vehicle (e.g. if their company vehicle is off the road for repair) a hire vehicle can be sourced through your leasing company. Please see the Appendix for the relevant contact details. For clarification of the policy in respect of hire vehicles, employees should contact Lex Autolease for guidance. Field Sales Solution policy is to provide a short-term hire (e.g. Vauxhall/Opel Astra 1.4 manual hatchback or equivalent make/model) this will be the same regardless of role and title. A courtesy or hire vehicle should be specifically requested with at least 5 working days' notice being provided.

If a company vehicle is off the road for routine servicing, employees should book the work sufficiently far in advance to enable the use of a dealership courtesy vehicle. Employees should plan routine service work for the weekend and not during their normal working day. Therefore, hire vehicles should only be necessary for service work and emergencies.

Generally, hire vehicles are delivered with a full tank of fuel. If a hire vehicle is returned to a hire company with less than a full tank, then the cost of fuel is a significant premium (up to £2.00 / €2.00 per litre of fuel) could be added to the invoice sent to Field Sales Solutions. To avoid this cost, employees are expected to return the hire vehicle with at least as much fuel as when it is delivered. The Company reserves the right to recover from the employee the cost of any fuel charged on return of a hire vehicle.

Other additional costs may be charged to the employee such as valeting and damage to the vehicle. The Fleet Team will contact the employee to advise them of the amount that will be deducted from their pay in a subsequent month's payroll.

Hire vehicles may be made available to employees receiving a car allowance and the cost will be recharged to the employee and deducted from their monthly pay.

Employees in a hire vehicle waiting for the provision of a company vehicle must comply with all the terms associated to the Company vehicle policy (i.e. Permit to Drive process, fines and motoring, security etc). It is vital that a vehicle check is completed at the point of delivery and collection to ensure that you are not later charged for a damage already present to the vehicle. Hire vehicles must be returned in accordance with the instructions issued by the fleet management company.

All company vehicle drivers must ensure that the appropriate documentation is completed on receipt and return of a vehicle.

If a replacement vehicle is required for any reason, approval must be sought in the first instance from the Fleet Management Company.

Pool and or Hire Vehicles are provided to employees receiving a company vehicle only.

Nominated Drivers

Nominated drivers living at the same address as the employee can be proposed for nominated driver status. Each employee is permitted to nominate a maximum of one "additional" driver, it is the employees' responsibility to obtain permission from the Fleet Team for an additional driver to drive their company vehicle. The additional driver must comply with the UK or Republic of Ireland driving legislation and all relevant Field Sales Solutions policies, including the Safe Driving Policy.

Approval to drive under the policy is only granted when the Fleet Team have received copies of the following documentation:

- **A completed and signed Permit to Drive Form**
- **A completed Drivers Mandate**
- **A copy of the additional driver's current Driving licence** –both sides of the driving licence card.
- **A Health Declaration Form**
- **A Data Protection Mandate**



Additional drivers must be over 25 and have a minimum of 5 years qualified driving experience and hold a completely clean driving licence and must be living in the same household as the driver.

Additional drivers are only covered to drive company vehicles for personal use under the Company's insurance policy, this is normal social, domestic and pleasure purposes only. Additional drivers are not permitted to drive the vehicle for business use (travelling to clients, suppliers, train, tube and airports where the ongoing journey is business related).

In the event that an additional driver is authorised, there will be an administration charge of £50.00 which must be paid by the employee by deduction directly through payroll.

The additional driver is responsible for the strict compliance with the terms of the Vehicle Policy when in charge of the vehicle.

The Company has the right to refuse an additional driver request or withdraw it at any time if there is evidence that the individual is considered high risk. Any misuse of a company vehicle by an additional driver may result in the Company revoking their authorisation for the individual to drive the Company vehicle and may also be considered Gross Misconduct for the employee.

It is the driver's responsibility to ensure that any additional driver they have named, comply with the terms of this policy. The driver will be liable for all costs or charges detailed in this policy even if caused by an additional driver. Any misuse of a company vehicle by an additional driver may result in the Company revoking their authorisation for the individual to drive the Company vehicle and may also be considered Gross Misconduct for the employee.

Vehicle Accessories

Vehicle accessories are usually fitted before an employee takes delivery, therefore any additional cost is included in the lease. Modifications to company vehicles are not permitted. This includes, but is not limited to, the attachment of tow bars or personal number plates. If the business is made aware of any unauthorised modifications to the vehicle, they must be immediately removed. Any cost associated with the reversal of any modification will be at the employees cost. If the employee has left the Company, Field Sales Solutions will seek to recover the entire costs from the employee through the appropriate channels.

Security Systems

It is a condition of the Field Sales Solutions vehicle policy that any company vehicle is fitted with an alarm and immobiliser. Additionally, vehicles may be fitted with an appropriate tracking device to facilitate retrieval if stolen or lost. The alarm must be activated whenever a vehicle is unattended. Should the alarm be defeated, the leasing company and/or Field Sales Solutions may increase the alarm specification or impose restrictions on use of a vehicle (e.g. locations where it may be parked).

Under no circumstances should vehicles be left unattended when the keys are in the ignition e.g. when de-icing the vehicle in the winter. Any breach of these conditions will invalidate the insurance and will be taken very seriously and may result in action being taken via the Company disciplinary procedure

Fuel

A company vehicle will clearly advise the type of fuel required. The vehicle handbook will provide additional advice regarding fuel. Any questions must be raised with the Fleet Management Company in the first instance.

Mis-Fuelling

In the event that a vehicle is mis-fuelled, the Leasing Company must be advised as soon as possible. The Company considers mis-fuelling as negligence by the driver responsible for the vehicle and as such, will result in the Company deducting the full cost of the repairs from the employees salary. If you are at the pump and realised the vehicle is being filled with the wrong fuel type, stop and call Lex Autolease on 03447550519 and Option 2.

Fuel Consumption

We urge employees to consider the cost of fuel and take reasonable steps to minimise the amount of fuel used on company business. For example, keeping within the speed limit and increased anticipation of your surroundings and upcoming junctions or roundabouts.

Employees are required to take the following steps to minimise fuel costs:

- Follow the guidelines on vehicle maintenance and condition
- Journey plans are made prior to travel and are efficient on fuel consumption
- Avoid refuelling at the motorway services



Fuel Cards

In limited instances, Fuel cards are issued for the purposes of purchasing fuel you will therefore also be required to comply with the following:

- Ensure you have your fuel card with you at all times when fuel purchases are made. All business fuel must be purchased using the fuel card provided.
- Ensure that the correct registration and mileage details are entered by the cashier every time you fill up with fuel. This is a mandatory requirement of having a fuel card. Fuel transactions will be monitored: this will enable us to monitor mileage and fuel consumption.
- Always check and sign the receipt.
- If the fuel card becomes defaced in any way, you must request a replacement from the fleet management company.
- If the fuel card is lost, or it is stolen, you must report it immediately to the Fleet Team. If the fuel card is stolen, then you must report it to the Police and source a crime reference number. Failure to do so may result in you becoming liable for any fraudulent transactions which may be made. A replacement fuel card will be issued to you.
- On termination of your employment for any reason, the fuel card must be returned along with any other company equipment issued to you.
- The fuel card should be treated as if it were personal property. Do not therefore leave it unattended in your Company vehicle at any time.
- Any private fuel that is purchased using the fuel card (including during any period of absence) will be deducted from your salary or any other outstanding payments due to you from us.
- **All employees with a fuel card must submit monthly expenses.** Failure to submit at least monthly expenses on any one month (including during any period of absence) will result in the fuel card being cancelled. In circumstances where the employee's fuel card is withdrawn, the employee will render an expense claim for their business miles on a monthly basis, and be paid their approved mileage in the monthly payroll.. No float will be provided.
- The Company reserves the right to withdraw the fuel card immediately, Under the following circumstances,
 - Long term sickness (4 weeks or more)
 - Unauthorised absence
 - Abuse of the fuel card (such as filling a non-authorized vehicle, which will also be considered a disciplinary matter)
 - When the employee enters a period of notice (howsoever caused) to end their employment with Field Sales Solutions.

You must always ensure that you submit odometer, business and private mileage records when requested to ensure that we can report accurate data to HMRC and the Ireland Revenue if requested.

Fuel Card Usage During Maternity leave

You may continue to use your fuel card while on maternity leave however you must submit monthly expenses in order for the card not to be cancelled, if you fail to do so during any period of maternity (or other parental leave), then it will be cancelled. Cost of the fuel will be deducted from your maternity salary.

Fines and Motoring Offences

Company vehicle drivers, including additional drivers must be aware that all fines for motoring offences, whether travelling on business or privately, are an employee responsibility. Field Sales Solutions has no liability for fines incurred using company vehicles or private vehicles. This includes but is not limited to parking violations, speeding penalties, congestion and T-Charge fines, traffic tickets, lacking a valid MOT certificate, summons and expired registration forms etc.

When an employee is provided with a company vehicle they will ultimately be liable for payment of all fines and charges incurred by themselves and their additional drivers and not settled directly. This includes all fines unpaid by themselves and those where an additional driver was responsible and failed to pay directly.

If someone is authorised to drive a company vehicle as an additional driver, the relevant employee is advised to keep a log to record the dates and times of who was driving, to enable individual driver liability for offences to be acknowledged. It is the employee's responsibility to record whom their vehicle was allocated to at any given time, in the event of a speeding/parking offence, they will be held liable unless they can prove they were not the driver.

Unless the driver has received the penalty directly, all penalties and motoring offences will be sent to the owner of the vehicle, in this case the leasing company or hire company. Field Sales Solutions will be recharged by the leasing/hire company along with an administration fee (approximately £30.00). This is a standard practise across the fleet industry and not specific to Field Sales Solutions.



This administration charge will also apply where a leasing company must notify the relevant authorities of the driver/last known user of the vehicle (e.g. alleged speeding offence). The Fleet Team will then notify the employee of the fines/charges incurred and a deduction will be made from their following months' salary. This deduction will also include the administration fee.

Employees are not provided with the opportunity to challenge the penalty prior to payment by the leasing company. This is to ensure that the cost of the penalty is kept to a minimum. However, the employee can challenge the penalty once they have received details from the Fleet Team and an authorisation letter from either the leasing or hire vehicle company. If the challenge is successful, then the cost of the penalty and administration fee will be reimbursed through payroll.

Please note that this process is not specific to Field Sales Solutions but is standard practise across the European Fleet Industry

You must notify your line manager and the Fleet Team immediately if:

- you are summonsed for a driving-related offense;
- an outcome of any court hearing at which you are summonsed to appear for a driving-related offense; and
- co-operate fully with the Company to include providing the Company with all such details as it may require (this also includes providing information requested by the Fleet Team.

If you are disqualified from driving, otherwise lose your driving licence or fail to disclose to Field Sales Solutions such disqualification, this would be considered Gross Misconduct and the Company may withdraw your company vehicle without compensation and your employment at Field Sales Solutions may be terminated. Such a non-disclosure would also invalidate our insurance and you may become personally liable for any financial costs of incidents incurred to the vehicle whilst in your possession.

As per Section 2. (All Drivers) under the section for Permit to Drive Suspension; Where an employee has incurred more than nine points, the Company may withdraw their company vehicle or suspend their allowance without compensation and they will be subject to disciplinary proceedings which could include termination of employment

Reducing Theft from Vehicles

The vehicle driver, including nominated driver (s), are responsible for ensuring the security and safety of company assets in their care. Whenever Field Sales Solutions property (or property on loan) is being transported, it is a condition that these items are secured out of sight. Where the radios and telephone equipment are removable they should also be secured out of sight when the vehicle is not occupied. This includes mobile devices and satellite navigation devices (including mounting brackets). In the event that company equipment is stolen from a company vehicle, the Company reserves the right to charge an excess for the replacement of any items stolen.

Specifically, Field Sales Solutions laptops and client products and items of value should not be left in an unattended vehicle at any time. Any loss or theft of equipment should be reported to the police immediately, obtaining a crime reference number, and reported to the Fleet Team within 24 hours.

Insurance Cover

A Company vehicle will only be issued for the first time once all paperwork in the Contract pack has been received and checked at Head Office. Company Vehicles, demonstration and hire vehicles (for Field Sales Solutions business use only) provided by the leasing company or the Fleet Team are covered by Field Sales Solutions fully comprehensive insurance policy. However please note:

- Insurance excess charges will apply in respect of all incidents where costs are not considered recoverable from a third party.
- Personal effects (e.g. portable satellite navigation systems) are **not covered**, personal belongings are left in the vehicle entirely at a driver's own risk.
- Field Sales Solutions and their clients' property is normally insured under a separate policy, but it is a driver's responsibility to take all reasonable steps to secure it whilst in their care. Field Sales Solutions reserves the right to obtain recompense from anyone who is careless with the control of such assets.
- For incidents where a third party is at fault and can be identified, Field Sales Solutions has a policy to recover any uninsured losses (e.g. the insurance policy excess), please keep a record of any such expenses which may be recoverable in this manner.
- You are insured to drive within the UK only.
- Due to safety and insurance considerations, airbags (where fitted) may not be disabled unless specific authorisation has been given by the Fleet Team.



- If an employee damages the vehicle whilst under the influence of illegal drugs or alcohol or is arrested/charged in relation to an incident, the Company's vehicle insurance becomes null and void. Any damage to the vehicle will be charged to the employee in full. (please refer to "All Drivers", "Permit to Drive Suspension" on Page 5.)

Employees are unable to accrue a "No Claims" period whilst in receipt of a company vehicle or pool vehicle. However, they will be able to obtain a letter from the Leasing Company confirming any incidents that occurred during the time they have had a company vehicle allocated to them.

Please be aware that the company's insurance provider are unable to insure anyone who has 12 points or more and still permitted to drive.

Other Insurance Points

Whenever Field Sales Solutions and or client property (or property on loan) is being transported, items must be secured out of sight and in the security boxes if provided. Any losses or thefts of business or client property should be reported to the insurance company, Leasing Company (refer to the Appendix) and the relevant Business Unit Director as quickly as possible.

Any theft of items from a company vehicle that are either the property of Field Sales Solutions or their clients which is caused by driver neglect could be regarded as a disciplinary matter and the Company reserves the right to pass on the cost of repair or replacements in full to the driver if they are culpable.

Towing a Trailer

The towing of trailers, caravans and other vehicles is strictly prohibited and invalidate our company insurance cover. Failure to comply with this would render you personally liable for any resulting financial costs, which includes but is not limited to, any accidents and would be considered an act of Gross Misconduct.

Travelling Abroad

Employees are only permitted to drive their vehicles abroad for business purposes only. Additional drivers are not permitted to drive the company vehicle outside of the country it is registered in.

Employees who fail to comply with the above may be subject to disciplinary action.

Accident and Damage Penalties

Employee Liability

To encourage safer driving and a more responsible attitude towards company property, certain penalties will apply to all company vehicle drivers and additional drivers involved in incidents or accidents. An incident or accident in this context is defined as one in which the full costs of the damage are the responsibility of the employee or additional driver. In such cases, the Company inevitably pays an insurance excess and its insurance premiums increase proportionately in subsequent years.

The Company reserves the right to reclaim the following amounts in any rolling three-year period when it is deemed that the authorised driver is liable for any incident or accident or where the vehicle damage was caused by an unknown third party and the correct procedures were not followed thus becoming a liable incident.

The table below shows the excess costs of penalties for at fault incidents and unknown third-party incidents (after the first incident).

Driver Liability Table	
1st Incident	Employee will be liable for the full cost of up to £500.00
2nd Incident	Employee will be liable for the full cost of up to £750.00, the driver may be required to attend a driver awareness course of our choosing at their own expense
3rd Incident	Employee will be liable for the full excess up to £1,000.00

If the incident is deemed "Split Liability", the Company will review the incident information and will notify the employee accordingly of the amount that will be deducted from their pay. Field Sales Solutions will consider the provision of a vehicle upon the third and subsequent incident and reserves the right to withdraw the vehicle as a benefit altogether. This may lead to the employee being unable to perform their duties of employment to the Company's satisfaction and could result in disciplinary action.

In the event that either the Company vehicle driver or additional driver are involved in an incident or accident where a third party is liable, and they have accepted liability, the employee will not receive a penalty.



Unknown Third-Party Liability

An incident or accident in the context of an unknown third-party is defined as one in which the full costs of the damage cannot be successfully recovered from a third party (whether the vehicle was in motion or attended at the time). In such cases, the Company inevitably pays an insurance excess and its insurance premiums increase proportionately in subsequent years.

The employee is responsible for checking the condition of the vehicle on a regular basis and making their vehicle available for their line manager when a vehicle check is required.

If the employee discovers damage to their company vehicle and believes that it has been caused by an unknown third-party the following process must be adhered to:

On Private Land (Car Parks etc)

- While still on site contact the owner, operator immediately explaining that your vehicle has been damaged by another driver (unknown third-party) and request CCTV footage covering the period of your stay.
- Please contact the Fleet Team. Should the operator refuse to provide CCTV footage then you must also report this to the Leasing Company

On the Public Highway

- Incidents must be reported to the local police within 24 hours
- At the scene you should take photos using your phone of the damage and the surrounding area
- While at the police station you must ensure that you are given a crime/incident number.

Please note: It is a criminal offence to damage a vehicle or property

Subsequently the incident should be reported to the Leasing Company in the normal way.

Employees will not be penalised for the first incident where the third party is unknown. Following the 2nd and any subsequent incidents where this process has been followed, but the third party is still not known, this will become a liable incident in line with the Incident penalties (please see the Driver Liability Table).

Should you fail to follow these processes then this would be considered employee liability and would constitute a liable incident as details in the "Employee Liability" of this policy.

At any time, the Company reserves the right to change or downgrade the Company vehicle provided to an employee, increase the excess payable by that employee for future incidents or provide an alternative solution that enables the employee to continue travelling on business. Notwithstanding the above, where the insurance company imposes an additional excess as the result of an individual's driving record, the payment of the additional excess will become the responsibility of the individual.

In all cases, the penalty is payable on demand from the Company and will be deducted from the following months' pay. The monies paid will be refunded if the Company is successful in recovering the insurance excess from any third party.

Unreported Damage

All vehicles will be inspected throughout their usable life and prior to reallocation and disposal. Should any unreported damage be found then this will be charged to the driver in full and deducted from salary.

What to Do in The Event of An Accident

Do not, under any circumstances, admit liability.

In the event of an accident/incident, the employee or additional driver must contact the Fleet Accident Management Team within 24 hours of the accident/incident. Where the employee is involved in an accident, the employee must always stop (as soon as practical and where safe to do so).

If the vehicle is not driveable, the Fleet Accident Management Team will arrange for the employee and the vehicle to be recovered. They will also arrange for all necessary repairs to be carried out and provide a replacement vehicle within 24 hours.



Field Sales Solutions Motor Insurance details are as follows: -

	Insurance Co.	Policy No.	Policy Name:
UK	Allianz	BV/27641357	Activate Solutions Group Ltd and Subsidiary Companies
Ireland	Allianz	08/DN/SFR/7383982	Activate Solutions Group Ltd C/O Field Sales Solutions Ltd

Please see the Appendix for the relevant contact details to report an accident/incident.

These details should be given to a third party in the event of an accident and the following details should be obtained from any other parties involved:

- Name, address and telephone number of the driver
- Name and address of the registered owner
- Vehicle registration number
- Insurance company and policy number

Please also note the address where the accident occurred, any damage to the third party's vehicle, details of any independent witnesses, whether the police were called, and any injuries suffered. Where the passengers or the driver are injured, you must call the police.

If it is safe to do so and a camera/camera phone/tablet is available, please take pictures, make notes and or sketch the details of the accident of the positions of the vehicles after impact and the immediate accident scene. Photographs of the vehicle positions and damage sustained are a priority.

You must ensure that your vehicle is safe and legal to drive before resuming your journey. If you are in any doubt to the roadworthiness of your vehicle, please seek advice from the Leasing Company prior to continuing with your journey.

If the vehicle requires repairs, the Accident Management Team will arrange an alternative vehicle whilst the repairs are being carried out. This may be a vehicle from pool, or a short-term hire vehicle as appropriate.

All employees will be responsible for their actions when using company vehicles. Instances where abuse, misuse or neglect are evident will result in action being taken against the driver to recover the costs and may lead to Misconduct proceedings.

Return of a Company Vehicle

Occasionally, the Fleet Team may request that a company vehicle be returned before the end of its lease. On these occasions, the vehicle must be made available as soon as possible and a replacement vehicle will be provided.

Vehicles must be returned in a good, clean condition and presentable state, ensuring all personal belongings are removed, all items pertaining to the vehicle are returned and that both sets of keys are labelled on return.

The vehicle must also meet fair wear and tear standards as per the British Vehicle Rental and Leasing Association (BVRLA) guidelines. All vehicles will over the course of time be subject to wear and tear. As part of our continued efforts to ensure that the Company vehicles are maintained to an acceptable standard, they will be regularly checked and assessed by your line manager in accordance with our policy from time to time.

<http://www.bvrla.co.uk/service/fair-wear-and-tear-guides>

If a vehicle is returned to the lease provider in an unsatisfactory condition, this will result in additional cost to Field Sales Solutions and this additional cost will be recharged back to the employee either during their employment or when they leave the business.

Employees who leave the business will have £250.00 deducted from their final salary to cover any repair costs that will possibly be incurred. Once the vehicle is checked independently, and if there is no chargeable damage to the vehicle, then the £250 will be refunded to the employee in the normal course of business.

For each day you are in the vehicle FSS will make a damage contribution of £0.68p towards damage deemed outside of BVRLA guidelines, so for example a vehicle leased for 3 years, the employee would receive a damage contribution of £745. This contribution will only start to accrue once you have passed your probation and will be backdated to the date you enjoyed the vehicle from (normally your start date). If you leave FSS before the end of your probation, no damage contribution will be paid.

Where an employee is absent through sickness or maternity and a hire vehicle is required to maintain cover on the territory, the absent employee may be asked to return the vehicle and take the car allowance alternative whilst they are absent from work.



Where a vehicle is returned on termination of employment (or at any other time) in a condition which the Company considers unsatisfactory and or beyond fair wear and tear (whether through want of service repair, maintenance, valet or otherwise), the Company reserves the right to recover the costs which will be deducted in the following months' pay from notification to the employee.

Employees may request that they return their vehicle. Vehicles will only be permitted to be returned or changed under exceptional circumstances such as illness or disability.

Maintenance Recharges

Field Sales Solutions company vehicle leases include all standard service and maintenance, including replacement of work tyres and MOT's and the Company covers the cost. Where a vehicle requires maintenance that is outside of the agreed contract, Field Sales Solutions incurs a further charge.

Examples of maintenance that incurs costs include:

- Incorrect fuelling – which would incur a recovery and / or repair charge
- Replacement of unevenly worn tyres – due to incorrect tyre inflation or misalignment of the road wheels
- Engine repair / replacement due to incorrect oil or fluid levels
- Premature Mechanical failure of the clutch
- Any other damage occurring as a result of carelessness or neglect on the part of the driver

Where such cases occur, the driver will be recharged for any damage incurred which is due to driver negligence or failure to adhere to the Company Vehicle Policy. As with accidents, where a driver repeatedly incurs cost, Field Sales Solutions reserves the right to review vehicle allocation or to increase the level of insurance excess contribution. Drivers should always take proper care of their vehicle.

Employees are required to:

- Ensure that the manufacturers handbook must be kept safe, ensuring that you refer to it whenever necessary.
- The vehicle must be maintained and kept in good working condition this includes but not limited to:
 - the correct type and amount of fuel, oil, engine coolant, brake and washer fluid.
 - Brakes, lights and steering are well maintained.
- Any maintenance or repairs are done through the leasing company and not through an independent body. Any work carried out on a company vehicle that is not through the leasing company will break the terms and conditions of the lease agreement and the employee will be liable for any financial costs incurred.
- Tyre pressures must be correctly maintained and adequate tread to meet legal requirements. Failure to do so could result in prosecution and a legal fine of up to £1,000.00 and the potential for your licence to be endorsed with 3 points per illegal tyre. Please note that 3 tyres with illegal tread will result in 9 points on your driving license. This may lead the Company to withdraw the company vehicle and the employee will be subject to disciplinary proceedings which could include termination of employment.
- The vehicle must be kept clean and tidy both inside and out.
- MOT tests and Services must be carried out when requested to ensure that the terms of the lease agreement are kept.
- Services should be booked and undertaken as stipulated by the manufacturer with guidance from the Fleet Management Company, ensuring the Service book is stamped at the time the service is undertaken.

Where possible and in the absence of the garage providing a replacement vehicle, all servicing and maintenance should be undertaken during the weekend and not during your normal working day.

Drivers Checks

Due to the high mileages covered by our vehicles it is essential that the following be checked as indicated:

- Engine Oil and water levels – daily check (engine failure due to low oil or water levels will render the driver liable to considerable financial penalty)
- Condition and pressure of tyres – weekly
- All lights – weekly
- Windscreen – weekly
- General vehicle condition – weekly
- Warning lights – immediately addressed.
- Employees provided with a company vehicle must ensure that they complete their vehicle checks on the My vehicle app. These checks are to be completed monthly, any damage must be reported immediately.



End of Lease / Rental Charges

Company vehicles and hire vehicles should be kept in good condition and must be made available for inspection upon request at a date and time to be arranged with the Fleet Team and or line manager. All vehicles will over the course of their lease be subject to wear and tear. As part of our continued efforts to ensure that the Company vehicles are maintained to an acceptable standard, they will be regularly checked and assessed by your line manager in accordance with our policy from time to time.

Employees must return their company vehicle in an acceptable condition at the expiry of the lease or early return of the vehicle to the leasing company. Whether the vehicle is collected from an appropriate location or not, an inspection will be carried out by qualified personnel in line with the British Vehicle Rental and Leasing Association (BVRLA) Guidelines.

Where repairs are identified, you will be notified by the Fleet Team of any costs incurred for end of lease charges levied against the business which may be recharged (where Field Sales Solutions can reasonably determine that any chargeable damage occurred whilst the vehicle was in the employee's care). The repairs will be related to damage that is deemed beyond the fair wear and tear terms set by the (BVRLA). The business reserves the right to charge for mechanical damage caused by driver negligence or abuse and for items deemed as avoidable costs for example, lost vehicle keys or persistent tyre damage. Similar terms are also set by the Vehicle Leasing Association Ireland (VLAI)

If you have been in the vehicle for the full 3 year lease period and the end of contract damages are below £500 FSS will pay you a bonus of £200. This will be paid in the form of either a cash payment in your salary or proudie points.

<http://www.bvrla.co.uk/service/fair-wear-and-tear-guides>
<http://vlai.ie/fair-wear-tear-guide/>

Employees with an allocated company vehicle are responsible for any such damage caused, even if they have left the Company at the point the repair cost is assessed. If you have asked us to deduct voluntary contributions from your salary then these contributions will be deducted from the cost of the damage. Any outstanding cost will be recharged to you. If the contributions you have made cover the cost, then any additional contribution that has not been used will be reimbursed if you leave the business.



4. Private Vehicle Drivers (Car Allowance)

Employees Receiving a Car Allowance

Some employees are provided with a car allowance instead of a company vehicle to fulfil their role and this is processed monthly through payroll and subject to tax and national insurance contribution deductions. There is no right to choose an allowance over a vehicle, or vice versa.

The purpose of the car allowance is to fund:

- The purchase and running of a private vehicle for business travel purposes
- All appropriate insurance including appropriate cover for "Business Use" or "Commercial Use".
- Road fund licence & MOT (where applicable)
- All servicing and maintenance costs
- Other relevant costs (including replacement hire cars)

Field Sales Solutions reserves the right to cease payment of the Car Allowance and provide a company vehicle where business reasons mean this is a more cost-effective solution for the Company.

Choice of Vehicle

In giving an employee a car allowance, the employee is expected to choose a vehicle which is "fit for purpose" and capable of reliable operation. This includes hire cars or car share schemes if the vehicle is used for business use and has appropriate business insurance cover.

Field Sales Solutions reserves the right to refuse an employee the use of certain private vehicles for business purposes (e.g. if they are deemed to be a high risk, or the vehicle lacks modern safety features such as ABS, airbags, etc). In such cases, an employee must **Not** drive their vehicle on company business. Motorcycles and mopeds/scooters are not permitted to be driven on company business unless specifically approved by the Fleet Team.

When choosing a vehicle, employees are strongly recommended to consider its' performance in the Euro NCAP tests, which rate a car based on frontal and side impact performance as well as pedestrian impact. The latest test results can be found at www.euroncap.com.

Field Sales Solutions also encourages its employees to consider the environment when choosing a vehicle for business use, especially for those that may drive into cities where congestion charge and engine charges (such as the London T-Charge) apply.

Lack of mobility through inappropriate insurance or care of the owner's vehicle may be deemed a disciplinary offence and may result in withdrawal of the Car Allowance.

Provision of a Car Allowance

Entitled employees should contact the Fleet Team to complete a "Permit to Drive" form. Once this form and the documentation below is correctly completed and received, the car allowance will be paid through the payroll process. This also applies to employees who may be changing role where they previously received a company vehicle.

- **A completed and signed Permit to Drive Form.**
- **A completed Drivers Mandate**
- **A copy of your Driving Licence** – both sides of the driving licence card.
- **A copy of your Vehicle Registration documentation** (V5c/Log Book) – Specifically Page 2, Sections 4 - 8
- **A copy of your Car Insurance Certificate** – this must include business cover. This will appear on your insurance certificate as either "personal business use by the policy holder/partner" or "use by the policy holder/partner in connection with their business".
- **A copy of your MOT certificate** (Where a vehicle is 3+ years old or 4+ years for Northern Ireland).

Promotions, Transfers and Working Hours

- If an employee is promoted, they may receive an increased monthly car allowance in their salary.
- If they are transferred to a lower graded role, they may receive a reduced monthly car allowance in their salary.
- If an employee's working hours change, their car allowance may be pro-rated to reflect their new working hours.

Responsibilities with a Private Vehicle

Employees using a private vehicle on company business are required to keep their car to the same visual, mechanical and safety standards as is expected of company vehicle drivers (i.e. to the highest standard).

If a private vehicle is off the road (e.g. being serviced or repaired) the employee is responsible for arranging and paying for a replacement vehicle themselves.



Change of Private Vehicle

If a private vehicle is changed, the employee must notify the Fleet Team immediately and provide all relevant documentation (V5c/Log Book, MOT Certificate, Insurance Certificate). The driver's Permit to Drive will be reviewed accordingly. Please note that if details are not up to date then the vehicle risk assessment is not maintained. This will result in the Company withdrawing authorisation for the employee to drive on business and their allowance may be suspended.

Insurance for Private Vehicles

Employees are responsible for insuring their own vehicle appropriately, the Company recommends that private vehicles are insured on a fully comprehensive basis (to include the cost of a hire vehicle if off the road).

It is compulsory that insurance includes appropriate "business use" (including commercial driving where applicable). This is defined by different insurance companies. However, for reference, "business use" is defined by Field Sales Solutions as:

- Driving on Field Sales Solutions company business or "work journeys" i.e. those which an employee must make in the course doing their job. This includes visiting customers or suppliers, attending off -site meetings or conferences, or travelling to different work locations. This also includes travel to stations or airports and the transport of colleagues as part of Field Sales Solutions business travel. Any private journeys unrelated to work are not included, nor are journeys to and from an employee's usual place of work (i.e. commuting).
- Field Sales Solutions accepts no liability whatsoever for employee failure to have appropriate vehicle insurance. Please note that driving without valid insurance (i.e. insufficient cover for the journey's purpose) is a criminal offence.
- Business use cover will normally appear on an insurance certificate as either "personal business use by the policy holder/partner" or "use by the policy holder/partner in connection with the business". If the employee only has "Commuting to and from a permanent place of work" on their insurance certificate, this is not sufficient to cover the employee for company business travel.

Other Insurance Points

Whenever Field Sales Solutions and or client property (or property on loan) is being transported, items must be secured out of sight. Any losses or thefts of business or client property should be reported to the Leasing Company (refer to the Appendix) and the relevant Business Unit Director as quickly as possible. Insurance cover and replacement costs are the responsibility of the individual employee.



5. Private Vehicle Drivers (No Allowance)

This applies to all employees who are **not** entitled to either a company vehicle or car allowance as part of their role, but who drive on company business regularly or occasionally (e.g. to an off-site meeting or team build event). Even though an employee does not have an entitlement to a company vehicle or car allowance, they must still comply with the relevant terms in the **Field Sales Solutions Vehicle Policy, Safe Driving Policy and Mobile Device Policy**.

Employees who use their private car on company business will still have to provide relevant vehicle/driver documentation before they can claim any business mileage reimbursements, in order for Field Sales Solutions to assess the risk. The employee must provide the following documents to enable them to drive on business.

- **A completed and signed Permit to Drive Form.**
- **A completed Drivers Mandate**
- **A copy of your Driving Licence** – both sides of the driving licence card.
- **A copy of your Vehicle Registration documentation** (V5c/Logbook) – Page 2, Sections 4 - 8
- **A copy of your Car Insurance Certificate** – this must include business cover. This will appear on your insurance certificate as either “personal business use by the policy holder/partner” or “use by the policy holder/partner in connection with their business”.
- **A copy of your MOT Certificate** (Where a vehicle is 3+ years old or 4+ years for Northern Ireland).

If you are unable to add business cover to your insurance policy, then you will not be able to drive on business at any time. Further guidance on the required documents is available from the Fleet Team.

Employees not receiving a car allowance will normally be entitled to claim business mileage costs as an expense.

6. Green Fleet Initiatives

This section outlines the Field Sales Solutions policy approach to achieving a “Greener” fleet.

Field Sales Solutions is a significant operator of fleet vehicles; both company vehicles and private vehicles used on company business. The potential environmental impact of their use is relevant to Field Sales Solutions and its clients, since concerns such as climate change, ozone depletion and reduction in local air quality are important to the Company. Field Sales Solutions is therefore working to minimise the environmental impact of its vehicle fleet.

Field Sales Solutions is developing a “Green Policy” which will sit alongside the Field Sales Solutions Vehicle Policy. In the meantime, relevant policy is incorporated within this document and has the following aims:

Policy Aims

- To set targets around “green fleet” and to publicise the results of progress against this plan
- To encourage employees to select company vehicles with low CO₂ emissions
- To measure and report upon driver use of fuel; identifying opportunities for fuel efficiency
- To educate and engage with employees to achieve a greener fleet
- To optimise the use of technology to manage the impact of the fleet on the environment
- To support the reduction of emissions on the Company’s grey fleet (private vehicles)

Policy Initiatives

To lead in environmental sustainability and reduce CO₂ emissions, Field Sales Solutions has defined overall CO₂ limits, which will be reduced year on year, when ordering new vehicles. The long term average company vehicle fleet target for 2025 is 75g/km. The list of vehicles provided will be reviewed on regular basis to meet or exceed Field Sales Solutions CO₂ and NO_x targets.



7. Appendix

Contact Details

Please see the information below for details on who to contact:

Leasing Company

Field Sales Solutions leases vehicles through Lex Auto Lease in the UK and Merrion ALD in Ireland. They manage the following:

- Servicing and Maintenance
- Breakdowns
- Hire vehicles
- Replacement Tyres and windscreens
- Accident Management

UK Contact Details

If you are based in the UK, then you will need to contact Lex Autolease - **Telephone: 0344 7550519**
(Office Hours: 09:00 – 6:00pm)

Reporting an Accident - Company Vehicle Drivers UK

To report an accident/incident, please contact:

Telephone: 0344 744 0519 and select option 1.

Please ensure you have your registration number and any third-party details to hand, along with photos and if relevant, a crime reference number where there is an unknown third party involved.

Republic of Ireland Contact Details

If you are based in Eire, then you will need to contact Merrion.
Telephone [+353 1 2061118] (Office Hours: 08:30 – 6:00pm)

If your vehicle breaks down outside of office hours you will need to contact the AA:
Tel: 1 800 66 77 88

Fleet Team – Employees who receive a Car Allowance or Company Vehicle

Employees who receive either a car allowance, company vehicle or occasionally drive on business should contact the fleet team in relation to:

1. Permit to Drive Process
2. Car Allowance – Notification of a change of vehicle
3. P46 Queries
4. Insurance Claim and Penalty Notice Deductions

Fleet Team Contact Details:

Email: fleet@fieldsalesolutions.com

Tel: 01844265494



Frequently Asked Questions

1. **Who do I contact if I need to get a hire vehicle if my company vehicle has broken down, getting repaired or serviced?**
 - a. Please contact Lex Autolease on 03447550519 and Option 2
2. **Who will notify me of when my company vehicle is due for delivery?**
 - a. The Leasing Company will contact you to arrange delivery of your vehicle on a suitable date and time.
3. **Is there any documentation I need to sign when my company vehicle is delivered?**
 - a. You will be asked to sign a delivery release note by the delivery agent. If you are not happy with the condition of the vehicle, please do not sign for the vehicle, contact Lex Autolease who will advise you what to do. If you are being provided with a pool or hire vehicle, it is imperative that you take photographs of any damage to the vehicle before signing for the vehicle. You will need to ensure that you understand the controls of the vehicle and have signed to say you acknowledge and accept this policy before the vehicle is driven. If the vehicle is brand new, you must be available to accept delivery of the vehicle.
4. **Who is authorised to drive my vehicle?**
 - a. Any employee who holds a full and valid driving licence, completed and signed the Permit to Drive Form and Driving Licence mandate and returned it to the Fleet Team and may drive the vehicle for both business and or private use. This also applies to the nominated driver that has been pre-approved by the Fleet Team.
5. **Can I reallocate my company vehicle to somebody else?**
 - a. No, you are not permitted to reallocate your vehicle to another employee or any other person that is not an employee of Field Sales Solutions. This also applies to employees who may have been Tupe'd over from any other business.
6. **What happens to my company vehicle if I am leaving?**
 - a. If you leave the Company, HR will notify the Fleet Team who will contact the Leasing Company to arrange collection of your vehicle on your last working day for the Company. The collection of your vehicle may be earlier if instructed by HR. Please see Section 3 of the Company vehicle policy "Return of a Company Vehicle" for instruction on how to return your vehicle.
 - b. Vehicles returned with damage that is deemed more than "fair wear and tear" will incur costs that may be charged back to you. For more information on the rules surrounding "fair wear and tear", please visit the BVRLA website: <http://www.bvrla.co.uk/service/fair-wear-and-tear-guides>
7. **What happens if my company vehicle is in the garage or dealership?**
 - a. Firstly, please ensure that your any work carried out on your vehicle is completed at the weekend. If your vehicle is going to be unavailable for more than one day or worked on during week days, it is essential that you organise a hire vehicle or courtesy vehicle prior to your vehicle going into the garage/dealership.
8. **I need to get my tyres/windscreen on my company vehicle fixed/replaced?**
 - a. Depending on who your vehicle is leased through, you will need to contact the Leasing Company who will help you with any necessary repairs or replacements. Please see the "Contact Details" Section in the Appendix for further information.
9. **I drive my own vehicle on business, do I have access to a courtesy car if my own vehicle needs to be serviced?**
 - a. Employees who drive their own vehicle on business are not permitted to source a courtesy car through the business.
10. **I receive a car allowance to drive my own vehicle on company business; am I able to switch to a company car?**
 - a. Employees will only receive a company vehicle if a change of contract includes a company car for them to fulfil their role.



By signing this document, you are confirming that you have fully read and understood the contents of the Company Car Policy and that you will adhere to the policy.

Failure to abide by the process and requirements detailed in this policy could result in formal action being taken and potentially invoke disciplinary proceedings.

Full Name (Type)	
Signature	
Date	