

CAR DRIVER HANDBOOK

Introduction

In this handbook we provide guidance for company car drivers, colleagues that have opted out of the car scheme and drivers that may be required to use a private vehicle for company business. It does not apply to commercial vehicles e.g. LGV/HGV's and commercial vans etc which is covered by a separate policy document. We also provide guidance responsible car driver use including health, wellbeing and general car maintenance and upkeep.

Authorised Drivers

The following people are generally permitted to drive cars for business use:

- Colleagues who hold a full valid UK driving licence for more than 12 months
- Spouse, partner, father, mother, sons or daughters of colleagues allocated a company car, provided they hold a full valid UK driving license for longer than 12 months

It is the colleagues' responsibility to ensure that any additional drivers stated above are aware of their safe and legal driving responsibilities.

Taking care of the vehicle

Greencore reserve the right to carry out 'spot-checks' on the condition of a company car, hire car, or private car used for business purposes at any time.

Each colleague will be responsible for:

- Making sure that the car is serviced according to the manufacturer's recommendations, at the correct times. Failing to adhere to the recommended manufacturer service intervals can result in damage being caused to the vehicle and the manufacturer's warranty becoming void. Any costs arising due to vehicle damage or lost warranty as a result of failing to adhere to the service schedule may be recharged in full to the colleague.
- Ensuring that the car is in good working condition and satisfies all legal requirements (e.g. tyre-tread depth, brakes, lights, steering, and an MOT pass certificate when necessary).
- Making sure the car is maintained with the correct types and amounts of oil, fuel and antifreeze.
- Regular maintenance checks in relation to the wipers blades, lights and horn.
- Ensuring that the car is kept in a clean, tidy and hygienic condition.
- Always use all the security devices on the car, e.g. deadlocks, immobiliser and alarm. Valuable items are not to be left in the car while it is parked. Check the operation of the alarm frequently, if a problem is detected it must be rectified immediately. Please note that our company car insurance does not cover your personal belongings.

- We may recharge colleagues for damage, such as cigarette burns in upholstery and scratches to paintwork, if it is deemed to be more than fair wear and tear.

Motoring Offences / Fines

If a colleague receives a driving ban, they must stop using their vehicle immediately and inform their line manager and in addition provide details of the driving penalty to fleet@greencore.com

If a colleague or a nominated driver incurs any fines, it is their responsibility to pay or appeal against the fine.

Driving Licenses and Insurance checks

You will be requested to provide your licence upon commencement and once a year thereafter. These checks are undertaken by Licence Bureau on our behalf. Failure to provide a valid licence may result in further investigation, driving without a valid licence is not permitted.

You must notify the company immediately of any change in circumstances, which may affect the Greencore insurance on the car and your legal eligibility to drive a car for example any medical / health conditions that may potentially affect their ability to drive.

When using your private vehicle for business purposes it is your responsibility to ensure appropriate insurance (e.g. social, domestic and business); the cost of which is your responsibility and must be in place prior to use. You will be asked to confirm that this is in place annually as part of the driver licence and insurance checks. It is the driver's responsibility to inform fleet@greencore.com when their role requires them to use their private vehicle for business purposes.

Safety First & E-Learning

Greencore drivers are expected to drive with due care and attention and always within the law.

It is a criminal offence to operate any hand held electrical device in the United Kingdom whilst driving the vehicle. Where possible colleagues should refrain from using electronic devices whilst in charge of a vehicle, however, where unavoidable drivers should pull over safely to use electronic devices or make use of a hands-free option keeping this to a minimum.

It is the colleague's responsibility to pay any fines incurred if this policy is breached and will also be subject to disciplinary action.

Drivers are also expected to consider their own safety for example taking appropriate rest breaks when driving more than two hours.

Colleagues must not drive with an excess of alcohol and/or drugs in their blood stream. We reserve the right to randomly test for the presence of these by non-invasive testing techniques e.g. breath testing etc (Refer to the Abuse of Substance policy for further information). Colleagues are also reminded that prescription drugs can inhibit their ability to drive safely and should check with the Doctor or Pharmacist if on a recognised course of medication.

Colleagues will be asked to complete an e-learning module covering road and driving safety. This should be completed on a regular basis. You will be contacted by our service provider I am Road Smart with the details.

Oil and Lubricants

It is the driver's responsibility to regularly check the levels of all oil and lubricant e.g. engine oil, clutch and brake fluid etc. The driver is also responsible for ensuring that the correct grade of oil and lubricant is put into the correct receptacle. Further information on this is available in the manufacturers hand-book supplied with the vehicle, or from a local car dealership.

Private Car Drivers

Private car drivers must ensure their car is fit for purpose and safely maintained for business use.

Mileage Allowance

Business journeys should, wherever possible, be made in a Company car. If a Company car is not available, the employee can use his or her own vehicle.

Where colleagues use their own vehicle, an allowance for business miles travelled can be reclaimed via Concur at the agreed rates, miles travelled from home to normal place of work do not constitute business miles and, therefore, should not be included in a claim. To ensure the Company can reclaim VAT as per HMRC guidelines, all claims should be supported by a VAT receipt even though this will not tie in with the amount claimed.

Colleagues with Car Allowance

Where an employee has an allowance in preference to a Company car then the mileage allowances are to be used as detailed at the prevailing rate (HMRC advisory rates).

Fuel Plan

Where issued, fuel cards must be used to make payments for all petrol, diesel and/or oil purchases for the employee's designated Company car only. Colleagues should re-fuel using only standard fuels i.e. not premium; and, we encourage, where possible, that colleagues avoid using motorway service fuel stations where prices are much higher.

Other Expenses

Zenith's preferred auto suppliers must be used for replacement items. Items such as car mats, air fresheners, car washes are not reimbursable items of expenditure

Hire Cars

Hire cars for use within the UK - Colleagues should contact the appropriate site administrator who will arrange hire car bookings. All hire cars should be booked with Zenith. Zenith will arrange hire cars directly with Enterprise & Europcar on our behalf.

Hire cars for use outside the UK (incl. Ireland) - All international car hire should be booked through Egencia.

Colleagues will be designated a 'midsize' vehicle where there are up to two people travelling together. Where there are three or more people travelling together, a 'standard' vehicle will be designated. If booking through Egencia, a 'mid-size' vehicle should be chosen. Where a larger vehicle is required, judgement should be exercised when making an appropriate selection.

All vehicles will be returned full unless there are exceptional circumstances, e.g. the risk of missing a flight. Only regular fuels should be used i.e. not premium. When refuelling the car, a VAT receipt should be obtained, and a claim submitted via Concur for the fuel purchased.

All insurance will be dealt with, by default, in line with the booking of the vehicle.

Monitoring & Review

This policy will be monitored annually by the Company to review its effectiveness and will be updated in accordance with legislative changes.

Issue	Issue Date	Author	Revision Notes
1	2015	Site HR/Purchasing	New policy
2	2018	Policy Project Team	Policy harmonisation
3	2021	Fleet	Branding / clause update

Related documents I may need

- Company Car Policy
- Guide to Greencore Fuel Plan
- Greencore Fuel Plan FAQs