

General Vehicle Use Policy (Including Specialist Vehicles and Heavy Goods Vehicles)

Purpose:

This policy provides guidelines for the safe and responsible use of all company vehicles, including general, specialist, and heavy goods vehicles (HGVs). It aims to ensure the safety of employees, minimize vehicle-related risks, and ensure compliance with relevant regulations.

1. Scope

This policy applies to all employees, contractors, and temporary workers who are authorized to operate company-owned or leased vehicles, including but not limited to passenger vehicles, specialist vehicles, and heavy goods vehicles (HGVs).

2. Responsibilities of Vehicle Users

– Eligibility:

Only authorized and trained employees may operate company vehicles. Employees must possess a valid and appropriate driver's license for the class of vehicle they intend to operate (e.g., HGV, forklift, specialized vehicles).

– Pre-Use Inspection:

All vehicles must undergo a daily pre-use inspection to check for any issues (e.g., tire pressure, fluid levels, lights, brakes, and other safety equipment). Any defects must be reported immediately, and the vehicle must not be driven until it is deemed safe to use.

– Operation: All drivers must:

- Follow traffic laws and company rules.
- Not engage in distracted driving (e.g., using mobile phones while driving).
- Ensure the vehicle is properly loaded and secured (for HGVs and specialist vehicles).
- Use seat belts at all times.
- Drive within the limits of their skill and experience.

– Fatigue:

Drivers should avoid operating vehicles if fatigued or impaired in any way (including medication or alcohol). If necessary, drivers must stop and rest to ensure they can operate the vehicle safely.

– Specialist Vehicles:

Operators of specialist vehicles (e.g., cranes, forklifts, cherry pickers) must have specific training and certifications for the equipment. Only trained and authorized personnel should operate such vehicles.

– Heavy Goods Vehicles (HGVs):

Operators of HGVs must comply with all relevant weight, licensing, and driving regulations, including adherence to tachograph laws, hours of operation, and rest periods. Only qualified drivers with appropriate HGV licenses should operate these vehicles.

3. Vehicle Maintenance and Safety

– Scheduled Maintenance:

Regular servicing and maintenance of all vehicles will be scheduled and recorded. This includes, but is not limited to, oil changes, brake inspections, tire replacements, and other preventive maintenance.

– Repairs and Defects:

Any vehicle defects or damage must be reported immediately to the fleet management team or supervisor. Vehicles that are unsafe to operate must not be used until they have been repaired.

– Vehicle Cleaning:

Vehicles must be kept clean, both internally and externally. This ensures safety (clear windows, lights) and maintains a professional image.

4. Fueling and Fuel Usage

– Fueling:

All vehicles must be fueled using the designated fuel type and procedures. Employees must ensure that they use only authorized fueling stations.

– Fuel Cards:

Employees using fuel cards must ensure they are used for company vehicles only and must keep receipts for all fuel purchases.

5. Vehicle Insurance and Documentation

– Insurance:

All vehicles must be insured under the company's motor insurance policy, which includes comprehensive coverage for accidents, theft, and damage.

– Documents

Drivers must always carry the required documents, such as the vehicle's registration, insurance details, and their driver's license while operating a company vehicle.

6. Accidents and Incidents

– Reporting Accidents:

All accidents, collisions, or vehicle-related incidents, regardless of severity, must be reported immediately to the appropriate company personnel and local authorities (if applicable). A written report must be completed as soon as possible.

– Insurance Claims:

In the event of an accident, the driver must follow the proper procedures for insurance claims, including taking photos, gathering witness information, and filling out the required documentation.

– Driver Conduct:

In the event of an accident, the driver must not admit fault at the scene and should allow authorities to make an impartial assessment.

7. Driving Hours and Rest Periods (HGVs)

– Driving Hours:

Drivers of HGVs and specialist vehicles must adhere to the relevant regulations governing working hours, including limits on driving time and required rest periods. Drivers should not exceed the legal driving hours without appropriate breaks.

– Logbooks:

Drivers must maintain accurate logbooks and tachograph records (if applicable), and these records must be made available for inspection at any time.

8. Personal Use of Company Vehicles

– Personal Use:

Company vehicles are intended for business use only, unless explicitly authorized for personal use. Any unauthorized use of company vehicles for personal activities is prohibited.

– Approval:

In cases where personal use is allowed, prior written approval must be obtained from a supervisor or management.

9. Violations and Disciplinary Action

– Violations:

Any violation of this policy may result in disciplinary action, including but not limited to suspension of vehicle privileges, retraining, or termination of employment.

– Monitoring Compliance:

The company reserves the right to monitor the use of company vehicles through GPS tracking systems or other means to ensure compliance with this policy.

10. Conclusion

By following these guidelines, employees will help ensure a safe and productive environment when using company vehicles. This policy will be reviewed periodically and updated as necessary to reflect changes in laws, regulations, or company practices. Employees are encouraged to reach out to management for clarification or if they have questions regarding this policy.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2025

Next Review Date:
08.12.2026