Company car and allowance drivers’ manual
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Introduction

Skanska (the company) is committed to providing its employees with transport for company business which is both legal and suitable for purpose. The company requires all drivers to drive in accordance with the Highway Code, and ensure that their vehicles are maintained, cleaned and driven in a courteous manner in order to ensure that they portray the required company image.

The company has a legal responsibility to ensure that all drivers are authorised to drive the vehicle provided, are familiar with the vehicle controls and are fully aware of their legal responsibilities and duties.

The importance of safe driving can be outlined using a few simple facts from the Health and Safety Executive:

- 95% of all road incidents involve some form of human error
- In 76% of road incidents, the human is solely to blame
- Most road incidents occur in built-up areas
- The most dangerous times on the road are weekdays during the rush hours between 7 and 9 a.m. and between 3 and 6 p.m.
- Traffic incidents account for the largest single cause of death and injury for young adults

Most road incidents can be prevented with care and simple common sense actions.

All employees either driving a vehicle supplied by the company or receiving a car allowance must follow the company’s occupational road risk procedures. The company will manage occupational road risk through individual risk assessments to ascertain the inherent hazards of driving for work, including journeys to and from the place of work. From the results, the company will work with individuals or groups to increase safety whilst driving and to reduce the environmental impact of driving.

All drivers will be subject to driver’s licence checks prior to being issued with a company vehicle or company car allowance. After the initial check, licence checks will be carried out annually, or more frequently where there are more than three points on the licence. Please refer to ‘How the driving licence verification service works’.

The company is committed to employing safe and courteous drivers, and in order to become an authorised company driver, employees must adhere to the following criteria:

- Hold a full, valid driver’s licence applicable to the company vehicle allocated
- Submit their driving licence for validation (please refer to ‘Scheduled driving licence checks’)  
- Be medically fit to drive in accordance with DVLA licensing laws
- Complete a driver’s risk assessment prior to receiving a company vehicle or within 1 month of first being asked if they already drive a company vehicle.

All of the above are applicable to company car, car allowance and occasional drivers.
New starters/
newly eligible
existing employees

Company cars
Car-eligible new starters will be allocated a company car. For full terms and conditions refer to the Skanska UK Company Vehicles Policy.

N.B. It is the employee's responsibility to notify Her Majesty's Revenue and Customs (HMRC) that they are in receipt of a company car/fuel card benefit. The company strongly advises that employees carry out this notification without delay in order to avoid a heavy tax liability in later months.

Car allowance
Car-eligible new starters may be able to opt out of the company car scheme and take a cash allowance in lieu of a vehicle. Refer to the terms and conditions stated in the Skanska UK Car Allowance Policy for limitations and guidelines.

Restrictions on
use of vehicles
Drivers of company cars are allowed to use the vehicle for social, domestic and pleasure purposes as well as company business, subject to the following exceptions:

• Competitions
• Rallies
• Trials
• Pacemaking
• Speed testing
• Learner driver tuition
• Carriage of passengers for hire and reward

Where goods are carried in a company car they must be secured and the vehicle must not be overloaded.

Improper use of a vehicle will result in the employee being subject to company disciplinary procedures.

Control
of vehicle
An employee allocated a company car is the nominated driver until the vehicle is surrendered, and is responsible for the vehicle and for any driving offences and fines incurred.

The nominated driver must maintain a record of any authorised persons driving their vehicle. If any motoring offence occurs while the vehicle is being driven by an unidentified third party, then the nominated driver will, as far as the company is concerned, be liable for that offence.

Deductions
from salary
As an employee allocated a company car for business, social and domestic use, the driver will be subject to P11D car tax rules.

In the case that a charge is made to the cost centre by the contract hire company on the return of the vehicle as a consequence of neglect in the general care and maintenance of the car, the
employee may be required to make a contribution of up to £500. Fair wear-and-tear will be allowed for as part of the general depreciation of the vehicle.

The company reserves the right to deduct monies owed due to vehicle neglect from a departing employee's final salary, or retain an amount subject to a vehicle being returned late. Where the employee has chosen to have selected manufacturer optional extras fitted at the start of a company car contract, appropriate monthly deductions will be made from their salary over the contract period. In the event that the driver leaves the company (except as a result of redundancy, ill-health, early retirement or death) the balance due for the remainder of the contract will be deducted from the final salary to the fullest possible extent. The remaining balance must be repaid to the company prior to leaving.

The company has an agreement with Shell UK for the supply of fuel cards for company car drivers. These cards are obtainable for company cars through Fleet via e-mail – carfleet.admin@skanska.co.uk

The card is mainly for use at Shell service stations, but in exceptional circumstances will be accepted at Esso, Total and Texaco. It must only be used to obtain fuel and lubricants for a company car or hire car provided whilst a company vehicle is off the road.

The card will show the driver's name and employee number and must be signed by the holder on the reverse. The card may not be used by any other person.

The driver must present the card to the cashier on obtaining the fuel or lubricants. The card holder must sign the sales voucher and retain one copy as proof of transaction in case of discrepancies. In addition to signing the voucher the driver must check that the vehicle registration, mileage and charge made for the fuel are correct.

The card holder must ensure that the fuel card is kept in a safe place at all times, and the card should never be kept or left inside the vehicle.

If a card is lost or stolen, contact Fleet as soon as possible, so they can place the old card on stop and apply for a replacement.

During business hours, e-mail Fleet at carfleet.admin@skanska.co.uk or telephone +44 (0)1923 423942. Outside business hours, call EuroShell on 0800 731 3131.

If the old card is found after it has been stopped, do not attempt re-use as it will not work and will be flagged by Shell as an attempt at fraudulent use.

The fuel card remains the property of Shell UK Limited and must be returned to hrDirect immediately if any of the following circumstances arise:
Withdrawal of company vehicles

• The employee's employment with the company is terminated
• The employee retires from company service
• The company vehicle is withdrawn
• The employee is legally disqualified from driving
• The employee is transferred overseas and surrenders the company vehicle

If the fuel card is damaged or has previously been reported lost and is retrieved, it should be returned to Fleet.

All fuel cards will be issued with an expiry date, and new cards will be issued automatically before that date. Expired cards should be destroyed and disposed of.

Improper use of a company fuel card will result in the employee being subject to company disciplinary procedures.

Use of company vehicles outside the UK

The vehicle allocated to an employee may be withdrawn or substituted under circumstances which the company considers justifiable, including but not limited to the following:
• Reduction in business mileage, and/or change of role
• Where there is a change in company car policy
• Where the driver is in breach of the rules, such as misuse or neglect of the vehicle
• Where an employee allocated a vehicle on a business-need basis is unable to drive the vehicle through disqualification, incapacity or other long-term absence
• Where an employee develops a medical ailment that causes the DVLA to revoke their licence on medical grounds

If a company vehicle is to be taken out of the United Kingdom for business or holiday purposes, the following procedures must be followed:
• The vehicle leasing company should be contacted to obtain foreign travel pack (there will be an administration fee charged direct to the driver)
• The driver should make themselves aware of the road legislation for the country they are travelling to.
• Breakdown cover for company cars will be obtained through the vehicle lease company
• An insurance certificate should be obtained from Fleet

It should be noted that cover for caravans and trailers is limited to third party liability only whilst being towed by the company vehicle. Drivers should make their own arrangements for additional cover.
These guidelines detail the procedures to be followed should an employee allocated a company car incur a fine as a result of any of the following driving offences:

- Parking tickets
- Driving in bus lanes
- Congestion charges
- Speeding

An employee who receives a ticket/fine for a driving-related offence must act upon it immediately. Failure to do so could result in disciplinary action.

Where the employee accepts responsibility for a driving offence, or there is clear evidence that the employee is liable, the company will be entitled to deduct from the employee's salary/wages the cost of any fines not paid by the employee, plus the cost of any administration fees charged by a third party. hrDirect will notify the employee in writing in advance of any deduction being made.

The employee will be able to contest any fine received.

The company's fleet of cars is provided by leasing companies, who are the registered owners of the vehicles. Some penalty charges incurred, e.g. driving in bus lanes or unpaid parking tickets, are issued directly to the leasing company who must automatically pay the fine. The company is then re-charged the cost of the fine, along with an administration fee. Once a fine has been paid, it cannot be contested with the issuing authority. Where this is the case, and the employee wishes to contest the fine, the company will review the circumstances surrounding the fine and a decision will be made on whether to reclaim the costs incurred from the employee.

Drivers who regularly incur charges for traffic offences will be subject to company disciplinary procedures.

**Parking tickets**

Employees must ensure that all parking ticket fines are paid promptly, or are properly contested to prevent any escalation in charges. Employees can do this by:

- Immediately paying the fine directly to the charging authority, or
- Contesting the fine with the Issuing Authority

If the parking fine is not paid or acted upon, the following procedure will apply:

- Fleet receives a fine that may have already escalated in cost
- The fine will be sent directly to the driver for immediate action
- hrDirect will be notified. Failure to action will be subject to disciplinary procedures
Driving in bus lanes and stopping in box junctions
Driving in bus lanes within restricted hours and stopping in box junctions are prohibited and employees should ensure they comply with UK regulations. Photographic evidence against a driver can be provided and therefore, in most cases, these offences cannot be contested.

The following procedure will apply should Fleet receive any penalty charges for these driving offences:
- Fleet receives an invoice from the leasing company for the offence
- Fleet will arrange immediate payment of the invoice and the employee's cost centre will be charged
- A copy of the invoice/fine will be sent to hrDirect
- hrDirect will confirm in writing that payment to cover the cost of the fine and the administration charge will be deducted from the employee's salary/wages

Congestion charges
Employees must comply with the company's congestion charging procedure relevant to their operating unit, obtainable from their HR business partner. Failure to do so will result in the company receiving a penalty charge for the car.

The following procedure will apply:
- Fleet receives an invoice from the leasing company for the offence
- Fleet will arrange immediate payment of the invoice and the employee's cost centre will be charged
- Fleet will send a copy of the invoice/fine to hrDirect, confirming the driver's name
- hrDirect will confirm in writing that payment to cover the cost of the fine and administration charge will be deducted from the employee's next salary/wages payment

Speeding
Travelling in excess of the posted legal speed limit is strictly prohibited and drivers of company vehicles should ensure they comply with UK road traffic regulations. Photographic evidence against a driver may be presented if the offence is recorded by a camera.

The following procedure will apply should Fleet receive a speeding notification:
- Fleet receives notification of the offence and identifies the driver according to the number plate stated and records of authorised user
- Fleet completes and returns the documentation to the police notifying them of the alleged offending driver's name. The police will then make contact with the driver and the relevant process will be applied, e.g. the driver may receive a fine and points endorsed on their driving licence or may be required to attend a court hearing
- The employee must inform hrDirect of any convictions endorsed on their driving licence
Insurance policy

Our current insurance company is Zurich Insurance. Please contact Fleet should you need a copy of the company car insurance certificate.

Vehicles covered

Vehicles covered under the company car policy include company cars and minibuses.

Car allowance

Any individual who receives a car allowance must ensure that their car insurance covers business use. The wording that is most common on insurance certificates that provide cover for business use is ‘for use in connection with his/her businesses’.

All car allowance drivers are required to produce an appropriate insurance certificate every 12 months (or upon change of vehicle) together with other documentation required as per Skanska UK Car Allowance Policy.

All other employees (occasional drivers)

If an employee needs to make a one-off journey for business purposes they may only use their private vehicle if their insurance covers them for business use. Please note that Business mileage rates (for employees without company car/car allowance) cannot be claimed unless the car is specifically insured for business use (please refer to ‘Business mileage claims for drivers’). If the insurance does not cover business use, the driver will need to contact their line manager to use a colleague’s company car, or to authorise an unallocated company vehicle or a hire car.

If the vehicle is a personal car and only used to travel to and from work this will be stated on the insurance certificate. The wording most commonly used on private insurance documents is ‘for social, domestic and pleasure use, including travelling to and from the policy holder’s place of work’.

Demonstrator vehicles

The company will occasionally have demonstrator cars. These vehicles are subject to the same policies and procedures which apply to company cars.

If the company provides a company car and fuel to an employee for private use, HMRC regards these as taxable benefits in kind to the employee. They are called the ‘vehicle benefit charge’ and the ‘fuel benefit charge’ respectively.

The vehicle benefit charge is calculated on a percentage of the vehicle’s P11D list price, graduated according to the level of the vehicle’s CO2 emissions and fuel type. The fuel benefit charge is determined by applying the same percentage figure used to calculate the vehicle benefit charge to a flat-rate amount as per HMRC guidelines.
Individuals should consider whether or not it will be cost-effective to opt out of the fuel card benefit. The HMRC website has worked examples which will assist drivers in making the right choices for their own personal circumstances. The company reserves the right to supply a fuel card to an employee

This applies to all Skanska UK Plc employees.

The company recognises that in certain situations employees may be required to use their own cars on company business. Where this happens the company will reimburse the employee for approved business mileage.

Approved business mileage will be reimbursed to occasional drivers, employees in receipt of a car allowance, or those in receipt of a company car but not a fuel card.

**Conditions**

- The employee claiming a mileage rate must be the registered owner (or a named driver) of the vehicle or a nominated driver of a company car
- The vehicle must be insured for business use
- The rates may only be paid for authorised business journeys, i.e. the journey from home to normal place of work is usually excluded
- Claims for business journeys should be made on the staff expenses claim form with the accompanying mileage log
- At the request of the company, an employee claiming a mileage rate may be required to produce evidence of ownership of the vehicle for which a mileage rate is being claimed
- Where circumstances arise which require interpretation of the above, or are not covered by the above, the company reserves the right to interpret or establish the appropriate rules. It is also the intention of the company to regularly review this policy

**Rates**

The mileage rates are in line with HMRC guidelines and may change from time to time. Please refer to the company intranet pages for the appropriate current mileage rates as they may differ, depending on whether or not the employee is in receipt of a car allowance, company car or is classed as an occasional driver.
How the driving licence verification service works

Options

Policy

All drivers will be subject to driver’s licence checks prior to being issued with a company vehicle or company car allowance.

Scheduled driving licence checks

The company has a legal obligation to check driving licences on a regular basis to ensure that employees driving on company business hold a current, valid licence. Industry best practice recommends that they are checked every 12 months as a minimum standard. It is a condition of the provision of a company vehicle or allowance that a licence check is completed.

As part of the company’s improved Management of Occupational Road Risk policy (MORR), the company has entered into an agreement with the Licence Bureau for a driving licence verification service.

How the driving licence verification service works

The driving licence verification system is the most efficient way of checking licences, and is Skanska’s preferred option of carrying out the checks. A consent form allows the company to check the employee’s licence for a maximum of three years. After three years a new mandate is required. The service complies with the requirements of the DVLA and the Data Protection Act.

Skanska’s preferred option – Enrolment into the Licence Bureau Verification System. Drivers will be enrolled into the driving licence verification system both initially and during the course of their employment.

In the event of a driver leaving the company, or electing to change their licence verification option, the company is responsible for removing the employee from this verification process.

Reporting

The reports generated by the verification service will confirm the existence or otherwise of a current valid drivers’ licence and will contain the following data:

- Driver’s name and partial licence number
- Categories of licence held
- Current endorsements
- Renewal dates for any HGV/PCV licence holders
- Photocard expiry
- Licence expiry
The frequency for rechecking licences will be based upon the number of points currently endorsed on a licence. The following table shows the minimum frequency of licence checks:

<table>
<thead>
<tr>
<th>Number of points on licence</th>
<th>Frequency of checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 points</td>
<td>12 months</td>
</tr>
<tr>
<td>4-7 points</td>
<td>6 months</td>
</tr>
<tr>
<td>8+ points</td>
<td>3 months</td>
</tr>
</tbody>
</table>

**Alternative Options**

**DVLA check using their Hotline with driver permission (Stand by me)**

Where a driver wishes to have their licence check completed by this alternative option, the driver will be required to attend the Fleet department at a pre-booked date and time.

The driver will be required to bring with them their current driving licence and photo card where applicable. The Fleet department will then call the DVLA using their Hotline facility and ask the driver to speak to the DVLA to provide permission for them to verify the licence details just provided to Skanska.

**Presentation of current driving licence and counterpart where applicable.**

Where a driver wishes to use this option, they will be required to present the Fleet department with their current licence and counterpart where applicable for copying, which then needs to be endorsed by the driver to confirm that this is their current licence and is a true copy.

Both of these alternative processes are clearly less efficient than the automated option for both drivers and the company, and would need to be followed every time the licence is due for checking. Notwithstanding this, the final choice of which driver licence verification option you choose is entirely your decision.

**Employee responsibilities**

The company requires all employees to comply with the company’s health and safety policies and with the following in regard to MORR:

All drivers must:
- Hold a full and valid driving licence
- Be qualified and competent to drive the vehicles that feature as part of their job
- Be aware of the guidance contained within these policies, and what to do in relation to incidents and emergencies
- Observe speed limits at all times, and all other road traffic laws
- Always drive in a courteous manner, with respect for other road users
• Adhere to the company’s mobile phone and in-car devices policy (please refer to ’Use of mobile phones and in-car devices’)
• Follow the stated incident reporting procedures
• Report ALL vehicle damage as soon as practicable to Fleet
• Give consideration to whether the journey is essential, or if there is an alternative business method which can be employed more effectively (e.g. conference calling). If more than one employee is travelling, consider shared driving
• Use all safety equipment provided, should the need arise (e.g. a warning triangle whilst broken down)
• Inform hrDirect of any endorsements on their driving licence and inform the company immediately if their licence is revoked
• Ensure that the vehicle is only used in accordance with the limitations of use stated in this document (please refer to ’Restrictions on use of vehicles’)
• Comply with the non-smoking policy in any company vehicles
• Inform the DVLA and the company of any medical ailment or infirmity which may impair their ability to drive or in the event that an existing condition deteriorates. Failure to notify the DVLA is a criminal offence and constitutes gross misconduct under company disciplinary procedures
• Wear corrective eyewear if prescribed (e.g. glasses, contact lenses) and undergo an eye test at least every three years.

Any employee who suffers from a medical ailment or infirmity which may affect the type of vehicle that they drive should be referred to Fleet for approval before being authorised as a company driver.

In the event that an employee has their licence revoked for whatever reason and loses the right to drive, and is therefore unable to carry out their contractual obligations, their employment with the company will be reviewed. In some circumstances the company will have no other choice but to terminate the contract of employment.

It is a criminal offence to drive a motor vehicle if a driver cannot read a standard number plate in good daylight from 20.5 metres (67 feet) using glasses if necessary. If the driver requires glasses or contact lenses to do this they must be worn every time a vehicle is driven.

If for any reason hearing has deteriorated, the driver must contact a medical practitioner to have their hearing tested and inform Fleet immediately so that reasonable adjustments to the vehicle can be considered and put in place.

It is the responsibility of the employee to comply with all legal requirements relating to the use of the vehicle whilst being used for business purposes, and the company shall not be liable for any fines relating to any traffic or other offence.
Drugs and alcohol policy
As per the terms and conditions of employment, all employees must adhere to the company Drugs and Alcohol policy.

Smoking policy
As per the terms and conditions of employment, all employees must adhere to the Skanska Smoking Policy, which states that smoking is not permitted in any company-provided vehicle.

Risk assessments
The company has a duty of care to look after the welfare of all its employees whilst driving on behalf of the company.

Risk assessments are required for all employees who drive on company-related business, in order to help identify the hazards associated with each employee whilst driving at work. The company has entered into an agreement with an external organization which has developed a comprehensive risk assessment system.

All drivers will be required to complete an online risk assessment every three years. The company will use the results to work with groups of drivers to increase safety and reduce the environmental impact of driving.

Evaluating the risks
In order to ascertain which individuals are at greatest risk, the company needs to consider both existing and potential future risk factors. There are a number of elements that need to be considered as part of the risk analysis:
- Driving experience
- Licence details
- Incident record
- Age
- Mileage
- Medical history
- Behavioural types
- Attitude to driving

All approved drivers will complete a two-part online risk assessment at least every three years, analysing both situational and behavioural risk. Once completed, the driver is given a risk rating of high, medium or low for each section. A copy of the results will be available for the driver at the end of the assessment.

If a driver’s job role or personal circumstances change (including pregnancy), this may result in a new risk assessment being undertaken.
Incident prevention

Preventing inappropriate use of speed
- Employees are required not to exceed the speed limit and to drive safely at a speed appropriate to the road conditions. Repeated speeding offences will be regarded as a disciplinary matter.
- Journeys should be planned with safety in mind, allowing sufficient time to enable compliance with speed limits, the weather and taking rest breaks.
- Incidents will be subject to investigation. Repeated incidents for which the driver is responsible may result in disciplinary action.

Preventing fatigue while driving
Fatigue is a major cause of driving incidents due to loss of concentration and reduction in reaction speeds.

The HSE recommends that as a general rule when planning a journey, drivers should allow an extra 15 minutes for every hour the journey is estimated to take. This is in addition to allowing a minimum of 20 minutes break in every two hours of driving.

The following guidance shall be adhered to by all drivers:
- Fatigue is a major cause of incidents and drivers are reminded about the dangers of falling asleep at the wheel, the need for safe journey planning, the early signs of fatigue and times of day when the risk is greatest – i.e. early mornings.
- Not driving regularly more than 350 miles in a day.
- Drivers should be careful of the consequences of driving long distances before and after work – consideration should be given to the possibility of staying overnight if appropriate.
- If feeling tired, drivers should stop in a safe place and take a break before continuing their journey. By following these guidelines it is possible to reduce the likelihood of being involved in a road collision or road rage incident, or suffering stress and fatigue.

Driver competence
- Company car drivers must be competent to drive the vehicles that feature as part of their job.
- All drivers must be aware of the guidance contained within these policies, and what to do in relation to incidents and emergencies.
- Drivers should ensure that vehicles are checked and serviced at the correct intervals as scheduled according to the manufacturer’s handbook.

Personal safety
Personal welfare should be maintained not only whilst actually driving, but also when not behind the wheel, by adopting a set of standard security procedures:
- Keep valuables out of sight, especially bags, laptops and briefcases.
- Ensure that doors are locked whilst in transit.
- Have a mobile phone in the vehicle which can be used for emergencies.
- Park the vehicle in well-lit, busy or secure premises, to protect the driver, passengers and the vehicle.
• Take care when exiting the vehicle, particularly when parked on busy roads
• Should a breakdown occur on the motorway or high-speed road, get out of the car and wait a safe distance away from the vehicle. Changing tyres or other emergency repairs should only be undertaken when it is safe to do so.

Back care
Drivers are different in terms of size, weight and shape. It should be ensured that car seats are adjusted to suit their own specific requirements. This section details how to achieve a posture which will allow a driver to achieve ergonomic control and safe usage of the vehicle.

The benefits of a good car seat are removed if it is not used correctly. Slouching in the seat, for example, stresses the spine unnecessarily. Drivers should ensure that they utilise the whole of the seat, positioning their hindquarters right back into the corner of the seat squab and back rest, taking full advantage of the seat contours.

Excessive backrest rake angle will cause stress to the neck and upper chest/shoulder area, reducing the ability to turn the steering wheel easily. Conversely, if the seat back is too upright this places stress on the hips and neck and makes the angle of the elbow too narrow.

The angle of the backrest should be adjusted slightly backwards from vertical until it feels natural and the elbows are in a comfortable and relaxed position.

Excessive backward legroom adjustment will have the same effect as an excessive backrest rake angle, placing stress on the arms and neck. Slide the seat forwards until the pedals are comfortably reached with knees and elbows in a relaxed, flexed position.

Excessive seat height increases pressure on the thighs. Adjusting this in order to allow the knees to bend will reduce pressure on the lower back.

The lower back should rest against the seat without the spine sagging. Increase or decrease the lumbar support until this posture is achieved.

The active head restraint offers protection against whiplash neck injury in the event of an incident. The centre of a head restraint should be adjusted so that it is level with the back of the head.

Rotating in the seat places great pressure on the spine. Never turn around to reach something in the rear of the car, however light it may be. Users of laptops should not use the passenger seat as a desk, but should slide it back as far as possible then be seated in it while working.
Use of mobile phones and in-car devices

Background
It is illegal to use hand-held telephones whilst driving, (driving includes times when the car is not in motion but is not safely parked e.g. stationary in traffic). From December 2003, the use of a hand-held telephone whilst driving has been a specific road traffic offence.

Guidance
The following guidance is given and should be followed at all times:
• Hands-free phones may be used but care should be taken, as there is evidence that their use can distract the driver
• Drivers are advised to switch off hand-held telephones whilst the vehicle is in motion to avoid distraction
• Care should be taken when calling out to ensure traffic conditions are safe to do so. The use of pre-programmed numbers is encouraged. It is recommended drivers dial out when stationary
• Incoming calls should only be taken if conditions allow and callers should be told that you are driving, and that you may break off the conversation at short notice
• Drivers should not make notes or refer to documents whilst carrying out a conversation on the phone
• Conversations should be kept as short as practicable whilst driving. Do not chat
• Always be willing to defer calls if driving conditions are difficult

Definitions
A hand-held device is something that “is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function”.

A device is “similar” to a mobile phone if it performs an interactive communication function by transmitting and receiving data. Examples of interactive communication functions are sending and receiving spoken or written messages, sending or receiving still or moving images and providing access to the internet.

This includes those types of car phone that are permanently wired into the vehicle but require hand operation (e.g. telephone style handsets that need to be held up to the ear-mouth).

Driver behaviour is taken very seriously. Drivers should remember to drive and act courteously to all other road users at all times.
The weather affects visibility and how a vehicle performs. When weather conditions reduce visibility, speed should be reduced and actual speed checked regularly on the speedometer. The ability to stop within the field of vision is essential.

Examples of weather conditions which reduce visibility are:
- Fog and mist
- Heavy rain and bright sunshine
- Snow and sleet

Night (the hours of darkness) is defined as the period between half an hour after sunset and half an hour before sunrise. Drivers should be aware of the following condition changes when driving at night:
- Reduced visibility – even with lights, visibility is lower than it is in the day
- Decreased colour contrast – colours, shapes and edges (kerbs and bends) become indistinct
- Vision adjustment problems – reflection, dazzle, changes from well-lit to dark areas meaning sometimes the driver cannot see at all until their eyes readjust
- Decreased perception – errors estimating speed and distance
- Increased fatigue due to raised levels of required concentration
- Worse eyesight in less light – drivers must have their eyesight checked regularly
- Dipped headlights should always be used, even on well-lit roads
- Full-beam headlights should be used with care so as not to dazzle other road users
- Noise-levels should be considered. Horns should not be sounded when driving in a built-up area between the hours of 11.30 pm and 7.00 am except when another road user poses a danger

Certain conditions affect road users at different times of the year. Drivers are advised to be aware of differing seasonal conditions.

Winter
- Reduced visibility and slippery surfaces make winter driving hazardous
- Speed should be adjusted according to conditions
- Driving in fog, snow or icy conditions should not be considered unless absolutely necessary

Spring
- At certain times of day, the sun is low and the glare can restrict vision
- Speed should be reduced and care taken in wet and windy conditions

Autumn
- Fallen leaves can be wet and slippery
- Extra care should be taken around the end of daylight savings time; as the evenings draw in there tends to be an increase in the number of road incidents
Company vehicles

Vehicles provided by the company are obtained through various leasing companies. The leasing company, Skanska and the employee all have duties and obligations to ensure that the vehicle and its ancillary equipment are operated safely, maintained to a high standard and that all legal and contractual requirements are upheld.

Each leasing company will deal with the following items in relation to the vehicle:
• Maintenance
• Breakdowns
• Servicing/MOTs
• Vehicle excise licences (tax discs)
• Production of vehicle documents (including overseas travel documents)

For any additional information please contact Fleet.

Maintenance and defect reporting

The company allocates a vehicle to a nominated driver, who is responsible for the following:
• Servicing and repairs, including emergency repairs - these should be carried out in accordance with the procedures set out in the manufacturer's handbook and guidance issued by the leasing company
• Carrying out repairs following an incident (please refer to 'Thefts, incidents and damage')
• Contacting Fleet should the need arise to hire a replacement vehicle for any reason
• Ensuring that manufacturer’s recommendations concerning the care of the battery, oil/water levels and tyre pressures are followed and that the vehicle is serviced at the correct intervals
• Dealing with all mechanical defects immediately they become known

There will be a charge as a consequence of neglect in the general care and maintenance of any vehicle, including valeting on the vehicle’s return, if considered appropriate. The company reserves the right to make deductions from an employee’s pay to cover such expenditure.

It is the responsibility of the driver to determine whether a vehicle is roadworthy, and a company employee cannot alter their decision until an authorised or competent person has checked the vehicle. If in doubt, contact Fleet or the leasing company for guidance.

Failure to comply with any of the above may result in the driver being subject to company disciplinary procedures.

Servicing of company cars

Servicing should be carried out in accordance with the manufacturer's handbook issued with the vehicle from the appropriate leasing company.

Contact numbers to book the vehicle in for a service are:
Leaseplan Driver Line: 0844 493 5834
Zenith Service team: 0844 848 8075
Requests for a free courtesy vehicle should be stated at the time of booking.

Should a hire car be required, employees must contact Fleet.

If the employee is in receipt of a car allowance, they must ensure that the vehicle is serviced according to the manufacturer’s handbook. The company reserves the right to inspect car allowance driver’s servicing history at any time.

The company is committed to ensuring that its fleet of vehicles is safe, clean and damage-free in order to portray a professional image to the public. The condition of the vehicle is a reflection on how organised a driver is at work.

It is the driver’s responsibility to ensure that:
- Rubbish and unnecessary items are not carried in the vehicle
- Modifications are not made to a company car without approval from Fleet
- Lifts are not offered to strangers or hitchhikers
- The vehicle is kept locked when unattended and parked in a safe place
- The vehicle is locked whilst paying for fuel
- All security devices fitted are used at all times
- The ignition keys are NEVER left in the vehicle when the driver is not sitting in the driving seat
- No goods are left visible in the vehicle. They should always be locked away out of sight
- The car is kept clean, that all minor damage and scratches are made good before any rust develops, and that the engine is protected against frost damage
- All company car mechanical defects are dealt with immediately they become known

In the event of a breakdown on a motorway or high-speed road, and having parked the locked vehicle on the hard shoulder or edge of the road, the driver should get out of the car and wait in a safe place away from the carriageway.

In the event that individuals are approached by anybody other than the designated emergency/recovery service, they should get back into the vehicle, lock the doors and continue to wait for assistance from a recognised authority. In these circumstances it is recommended that the front passenger seat is used.

In the event of breakdowns elsewhere, drivers should remain in the vehicle with the doors locked and hazard warning lights on. If the vehicle breaks down on a motorway or an ‘A’ road and the driver is using a mobile phone to report a breakdown, the marker posts help to identify the location of the breakdown. Lifts should not be accepted.
### Reporting

All breakdowns are to be reported to the lease company:
- **Leaseplan Driver Line**: 0844 493 5834
- **Zenith Breakdown and Recovery Line**: 0800 028 0205
- **Zenith Tyre Desk**: 0844 848 8076
- **Zenith Windscreens**: 0844 848 8078

In the event that these numbers are unobtainable, Fleet may be contacted via:
- **Tel**: +44 (0)1923 423942
- **Fax**: +44 (0)1923 423410
- **e-mail**: carfleet.admin@skanska.co.uk

In accordance with the EU 4th Motor Directive, it is a legal requirement that the company keeps a central database of all vehicles utilised, indicating the driver at any given time of the day. This is maintained to ensure that all traffic violations and incidents can easily be attributed to the relevant person.

### Delivery

Upon delivery of a new company car, a check sheet is completed by the delivery driver, confirming the condition of the vehicle at the time of delivery. The driver must sign the check sheet to confirm the present condition of the car. The delivery driver will demonstrate the controls, safety and security features of the vehicle. A vehicle should not be accepted or taken onto the public highway before complete familiarisation without seeking clarification from Fleet.

### Collection

Upon collection of any company car, a check sheet is completed. The collection driver carries out an inspection of the vehicle and notes its condition. The company driver signs the check sheet confirming the vehicle’s condition.

Any damage not noted on the delivery sheet subsequently picked up on the collection note will be charged to Skanska, subject to fair wear-and-tear.

It is an employee’s responsibility to agree the condition of the vehicle, as all damage thereafter will be attributable to that driver. Once signed for, the driver is responsible for the vehicle in terms of:
- Damage/defects
- Parking tickets
- Traffic violations
- Incidents
As the nominated driver, it is the employee's responsibility to keep a log of who drives the vehicle. If one of the penalties indicated above is incurred, the nominated driver must inform hrDirect who was in charge of the vehicle at the time of the offence; otherwise the nominated driver will be liable.

Insurance cover for company cars
The company has arranged motor fleet insurance with Zurich Insurance, with the claims procedure being handled by Leaseplan Accident Management.

**Stolen vehicles**
In the event of a vehicle being stolen or vandalised, the police should be contacted immediately to obtain an incident/crime reference number. They will need the following information:

- Registration number
- Time and date of incident
- Type of vehicle
- The driver’s name and contact telephone number

The employee MUST obtain the police crime reference number during the call.

The keys to the stolen vehicle should be returned immediately to Fleet.

If the employee or authorised driver cannot produce the keys to the stolen vehicle because it was left unattended with the keys inside, this will be deemed gross misconduct and the employee will be subject to company disciplinary procedures.

**Incidents**
Should there be an incident involving injury or damage to the vehicle or third party property, the driver must report the incident through the Leaseplan Driver Line within 48 hours, especially in the event of personal injury. They will record all the incident details, deal with the repairs to the vehicle and arrange a replacement car whilst the vehicle is being repaired.

If anyone is injured in the incident, the police must be called immediately. Details of the officer(s) attending the incident should be obtained, including their name, number and the telephone number of the police station to which they are attached, along with an incident reference number.

Under no circumstances should liability be accepted or any declaration signed. It is essential to obtain the names and addresses of any other parties involved, the registration number of other vehicles, contact details of any witnesses and details of the third parties insurance wherever possible. A note of how many people were in the third party vehicle at the time of the incident should be taken.
The employee should give their name and address together with the company's name and head office address, specific company location and registration number of the vehicle to any person having reasonable grounds for requiring such information. If this information is not passed on, the incident must be reported to the police as soon as possible and within a maximum of 24 hours.

In the event of an incident occurring on a motorway it is best to use a roadside emergency telephone so that the emergency services know the driver's exact location. If using a mobile phone, the location can be noted from the numbers on the marker posts on the side of the hard shoulder.

The employee should report the incident to their line manager. All incidents in which injury occurs must be escalated according to the incident escalation process.

Any correspondence received from a third party involved in an incident should at once be forwarded, unanswered, to Fleet.

Incidents are analysed regularly and persistent offenders will be interviewed and disciplinary action may be taken, or further training recommended.

If the vehicle being replaced is subject to the London congestion charge, the driver must contact Fleet to arrange for the new vehicle to be added to the congestion charge register. Failure to do this will result in the company receiving a penalty charge notice. The company reserves the right to claim back the monies from the driver.

Employees should check their driving licence to make sure they can tow and how much they can tow, particularly if the driver passed their test after the 1st January 1997.

As soon as a trailer is coupled to a vehicle, it is the responsibility of the driver.

When towing, the trailer becomes part of the vehicle combination.

**Towing limits:**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>750 kgs</td>
<td>Un-braked trailer</td>
</tr>
<tr>
<td>Up to 3500 kgs</td>
<td>Overrun braked trailer</td>
</tr>
<tr>
<td>Over 3500 kgs</td>
<td>Braked trailer (as part of the towing vehicle's braking system)</td>
</tr>
</tbody>
</table>

Please follow this procedure when towing trailers:

- Check the trailer weight does not exceed the manufacturer's recommendations as confirmed in the handbook relevant to your vehicle
- Check the trailer braking mechanism for correct operation. Check the wheel nuts for security – check for wheel damage where nuts have been loose in the past, and the general condition of the trailer
• Reverse the vehicle up to the trailer to be attached, remembering to always use a banksman when reversing
• Switch off the vehicle engine and remove the keys from the vehicle
• Release the trailer handbrake mechanism (trailer must be on a level surface)
• Connect the towing eye/hitch of the trailer to the ball/pin on the towing attachment of the vehicle
• Connect the electrical plug of the trailer or trailer board to the socket on the towing attachment of vehicle
• Raise and secure the jockey wheel of the trailer
• Check the condition of the breakaway cable and the coupling, then attach the breakaway cable on the trailer handbrake mechanism to the towing attachment of the vehicle (but not to the ball/pin) – always check which type of coupling is being used
• Secure the trailer board to the rear of the trailer or ensure that the number plate is visible if the trailer has integral lights fitted
• Check that the number plate is displayed showing the correct registration number of the towing vehicle
• Check all tail lights, brake lights, fog lights, reversing lights and indicators (individually) for damage and correct operation. This applies to the trailer board if the trailer electrics are not used
• Check that the plant weight is evenly distributed between the vehicle’s axles to avoid an overload – check the plate for axle weights
• Drive off slowly – always engage first gear when moving off
• Continue to monitor trailer security during driving and be aware of any unusual feedback from the trailer and/or the towing vehicle
• Observe all speed limits
• Remember that a vehicle will require greater stopping distance when towing a trailer – keep a safe distance from the vehicle in front
• Great care should be taken when reversing not to jack-knife to such an extent that the trailer comes into contact with the towing vehicle thus causing damage
• Drive very slowly over speed humps – they cause major damage to both the vehicle and the trailer

Failure to comply with this procedure will result in disciplinary action.

**Seat belts**
Seat belts are provided in all cars, and they must be used at all times by both the driver and all passengers. Under no circumstances should there be more people in a vehicle than the number of seat belts provided. Children should use the appropriate seating for their size and never be allowed to unfasten their seatbelts when the vehicle is moving. Failure to comply could lead to a prosecution.
Drivers are required to confirm mileage readings at the time of the road fund licence renewal. A new road fund licence will be sent out with an acknowledgement form which needs to be returned to Fleet.

**Fleet**
Phone: +44 (0)1923 423942  
Fax: +44 (0)1923 423410  
e-mail: carfleet.admin@skanska.co.uk

**Leaseplan driver line (including Avis hires)**
Phone: 0844 493 5834

**EuroShell (out of hours)**
Phone: 0800 731 3131
Dear customer
We are often asked to provide details of our security or reassurance as to our working practises. Obviously we are unable to provide details of our security measures however I hope the following provides reassurance.

Our promise to you
We adhere to and where possible exceed the requirements outlined in the Data Protection Act 1998.

We do not
Sell your information on.
Provide your information to other parties not directly involved in vetting your information.

We only release information as required
Address information is only released to approved parties e.g. (the DVLA) and the companies approved in your mandate in the event of problems in identification

We protect your information from identity theft by:
Not providing your full licence DVLA or DVA NI licence number on the website or reports (In the case of the DVLA we blank out the last 3 digits).

We don’t store your address on our website even though it is hosted on the same infrastructure used by banks. The website although secure is still totally separate from our main system.
We implement strict vetting of our staff and secure our premises both physically and electronically.

Paper documents are scanned and shredded before disposal.

We are ISO 27001 compliant
This standard specifies the requirements for establishing, implementing, operating, monitoring, reviewing, maintaining and improving an Information Security Management System (ISMS). Conformance to this standard means an organization has a management system that ensures the confidentiality, integrity and accessibility of its information.

If you require further information please do not hesitate to contact us

Yours sincerely

Licence Bureau Ltd
Notes for guidance

Please read the notes before filling in this form.

1. This form should only be filled in to confirm an individual's entitlement to drive. It must be filled in and signed in all cases by the driver. Forms without a signature will not be accepted.

2. If the details on your driving licence are not up to date, return it to us and tell us what changes are needed. It is a legal requirement that you tell us immediately of a change to your permanent address or name. You could be fined up to £1000 if you do not notify us of these changes.

3. If you are a bus or lorry driver and have passed driver certificate of professional competence (CPC) initial test modules, or completed periodic training since 10 September 2008 (for bus drivers), or 10 September 2009 (for lorry drivers) and you need these details included in your response please fill in section 3 with your driver qualification card (DQC) number if known. Please do not fill in section 3 if you do not hold a CPC qualification. The driver CPC information will be sent to the company separately from your driver record details.

If you have any queries regarding driver CPC please contact the Driving Standards Agency in the following ways:
- Phone 0300 200 1122
- Email customer.services@dsa.gsi.gov.uk (referring to 'Driver CPC Enquiry')

4. In some instances, the company requesting details of your driver record may be making the request on behalf of the company you have a relationship with.

5. DVLA has a duty under the Data Protection Act 1998 to protect personal information. To ensure adequate protection, DVLA require the specific consent of the driver before releasing information. This information will only be released for the purpose of confirming entitlement to drive and will be held in accordance with the Data Protection Act 1998.

6. If you wish to withdraw consent you may do this at anytime under the Data Protection Act 1998. Check with your employer whether they would prefer your withdrawal of consent verbally or in writing. It is your responsibility to obtain acknowledgement of your withdrawal of consent.

7. If you leave your current employer or cease to drive in connection with the named company your consent becomes automatically invalid. If you are re-employed by the same company a new consent form will be required.

Warning

Failure to provide sufficient information about your company or the driver you are enquiring about, or failure to sign the declaration will result in your application being rejected.

It is a criminal offence under section 55 of the Data Protection Act 1998 to unlawfully obtain or disclose (or procure the disclosure of) personal data from Data Controllers without the data subject's consent. It is also an offence to sell personal data that is illegally obtained. Convictions for offences are punishable in a Magistrates Court by a fine of up to £5000 or by an unlimited fine in a Crown Court.

Any legitimate complaints received from a driver whose details have been obtained unlawfully may be passed to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately we may refuse future applications.
1 Company details (to be filled in by the company making the enquiry):

Company name and address (the company):

LICENCE BUREAU LTD
5 AMBERSIDE HOUSE
WOOD LANE
HEMEL HEMPSTEAD
Postcode: HP2 4TP

Account number: 
Reference number: 

Please delete as appropriate:
Are you making an enquiry on behalf of another company?
Yes ☒

If yes, company name must be entered below.
SKANSKA UK PLC
Unit 

2 Driver details (to be filled in by the driver):

Surname: 
First name: ___________ Middle name(s) 
Date of birth: / / 

Driver number: 

Current address:
Line 1
Line 2
Line 3
Post town
Postcode:

Address on licence (if different):
Line 1
Line 2
Line 3
Post town
Postcode:

* You must tell DVLA of any changes to your address. Failure to do so could result in a fine of up to £1000

3 CPC information (please see notes over the page):

Please delete as appropriate:
Do you require CPC information?
Yes ☒

DQC number

4 Driver declaration (to be filled in by the driver):

IMPORTANT: Please read the notes over the page before signing this form

Declaration:
being the person referred to in section 2 above, I authorise the company or companies listed in Section 1 above to ask DVLA for my driver record information as and when they require, at a frequency they shall determine. I understand that the company I authorise to ask for my driver record information may use an intermediary company to make the enquiry with DVLA on their behalf. I authorise and direct DVLA to disclose to the company or companies in Section 1, all relevant information relating to my driver record from the computerised register of drivers maintained by DVLA. This includes personal details, driving entitlements, endorsement details, disqualifications, convictions, photo images and CPC details (where appropriate). Medical information is not to be provided. This authority will expire when I cease to drive in connection with the company and in any case three years from the date of my signature.

SIGNATURE: 
DATE:
**Declaration**

**Driver form of acceptance**
I confirm that I have read and understood the terms and conditions outlined in this car manual. I agree to abide by the rules set out. I understand that failure to comply with this manual could lead to the initiation of company disciplinary procedures.

**For company car drivers**
In accordance with this policy, where an employee incurs a penalty for a motoring or parking violation that must be paid by the registered keeper (e.g. parking, congestion charge and bus lane violations), the company may deduct the cost of any fine not paid by the employee and any administrative fee charged by a third party from the employee's salary/wages. By signing this declaration, you are authorising Skanska UK Plc or any of its Operating Units to deduct any such fine from your salary/wages should the need arise. Prior to any deduction being made, hrDirect will write to advise you of the details of the deduction.

Signed: ........................................................................................................................................................................

Print name: ........................................................................................................................................................................

Date: ........................................................................................................................................................................

Employee number: ............................................................................................................................................................

Operating unit: ............................................................................................................................................................
All employees authorised for car allowance in lieu of a company car are required to ensure that the vehicle they use for business purposes meets certain criteria. More recently with legal Corporate Manslaughter charges being brought against companies in the press, Skanska must ensure we take driver safety and car roadworthiness very serious under the company's duty of care.

The Skanska car allowance policy states employees claiming car allowance should own or have access to a car which must:

- Be insured (in their own name, or as a named driver) for business use, including the carriage of passengers and goods and equipment (please note, travel to and from work does not constitute business use)
- Have a valid MOT certificate

Additionally, if for any reason you are unable to use your own nominated vehicle for work on occasion, you must be able to provide a replacement vehicle, which similarly must be insured for business use. NB. A company car cannot be provided for any period.

I would be grateful if you would please return this form duly signed and dated, together with copies of the following required documentation in the stamped addressed envelope provided.

- Vehicle Registration Certificate (V5C) in your name (or in the name of your partner living at the same address as you);
- Insurance Certificate for Business Use
- Valid MOT Certificate

Name: ____________________________________________________________

Employee No.:________________________________________________________________________

Address: __________________________________________________________________________

I confirm that I have made arrangements for a replacement vehicle for work should my own/nominated vehicle be unavailable/out of action for any period of time.

I confirm that any replacement vehicle used for work in the event of my normal car being unavailable/out of action is insured for business use.

Signature: _______________________________ Date: ____________________________