**YOUR LOGO**

Company Name

Company Address

Company Telephone

Registered Office Details

**Business Driver Policy**

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Road risk policy statement

This driver policy relates to any person driving a company vehicle, or driving their own vehicle on [Company] business.

The Health and Safety Executive now regard existing workplace health and safety laws as applying to anyone driving a vehicle as part of their work. It is essential therefore that [Company] has a controlled and auditable management process in place to protect itself and its employees.

The health and safety of all our employees, associates and Directors, as well as members of the public, is of paramount importance. Safe driving is a vital element in each individual’s ability to perform his or her particular job effectively.

All vehicle users are not only responsible for their own safety; they are also responsible for the safety of others who may be affected by their actions. Every vehicle in the possession of, or placed at the disposal of [Company] is a valuable item of business equipment, which must be kept available and maintained in a road-worthy condition at all times.

Serious or fatal consequences can be caused due to human error or misuse of a vehicle. [Company] must therefore look to each Director, employee, agent and associate to uphold the highest standards of driving and safety, and the conditions of vehicle road-worthiness demanded by law.

Directors and employees who drive on business have been issued with this Driver Policy which sets out the rules, processes and regulations, that all who drive on behalf of [Company] must follow.

All authorised drivers must familiarise themselves with the contents of this Driver Policy, as financial penalties can arise if certain requirements are ignored. [Company] may not accept liability for expenditure as a result of failure on the part of any driver to comply with these documented requirements.

**Anyone using a vehicle must comply with all the requirements set out in this Driver Policy. Failure to do so will be treated by [Company] as a disciplinary issue.**

In so far as its vehicles and drivers are concerned, it is the intention of [Company] to actively manage and control the occupational road risk, which arises from this use. Employees, agents, associates and Directors who drive on business, however frequently or infrequently, are required to co-operate fully in the management of occupational road risk. In return, everyone can benefit from the successful management of this important part of the business.

Signed on behalf of [Company]

Name

Position

Date

Some startling statistics

* Around a dozen people die every week while driving on business. That’s nearly four times as many as die in all other types of work place accidents added together.
* Over 150 cars are crashed every day while being driven on business.
* Around 200 people are seriously injured every week while driving on business.
* If you drive 25,000 miles each year, your chances of being involved in a fatal accident are around just 1 in 8000. Your chances of winning the lottery are 1 in 14 million.
* A driver using a mobile phone is 9 times more likely to be involved in a fatal collision.
* The reaction time of the average driver doubles if the driver is on the phone - whether hand-held or hands-free, and is 50% worse than a driver on the drink drive limit.
* The average time to send a text is around 5 seconds. On a motorway at 70 mph this means you will travel over 150 metres while looking at your phone.

**Your health and safety while driving on business is of paramount importance. Please read and follow the guidance in this policy at all times.**

**Who does the policy apply to?**

If an employee *ever* drives on business, whether regularly or just occasionally, whether in a company car, their own car or even a hire car, the driver and their employer have a number of legal obligations to help ensure the safety of both the driver and of other road users.

**What is classed as a business journey?**

A business journey is any journey involving a business task that is not simply travelling to and from the employee’s usual place of work. All employees required to drive as part of their job to visit clients, suppliers and any other businesses are required to adhere to this driver policy at all times. The following journeys, which employees often think of as private journeys, are usually classed as ‘business’ journeys for insurance purposes.

* Working at another office one day a week
* Driving to another location for a conference, exhibition or training session
* Driving to a client or supplier’s hospitality event
* Stopping off to ‘do the post’ or deliver something on the way home

Any employees making these types of journey are bound by the same obligations as our high mileage business drivers and should read this policy in full for guidance on driver safety, company rules on alcohol and mobile phone use, and to ensure they know what to do in an emergency.

Driver responsibilities

While the Company has a responsibility to ensure its policies and work procedures do not put our drivers’ health and safety at risk, drivers must also make all efforts to ensure they don’t unnecessarily put themselves or any other road user at risk. All employees need to familiarise themselves with the contents of this policy and with any other information on business driving that your organisation has made available. Employees such as admin or sales support staff, who may have cause to interact with other employees who drive on business, need to be aware of the company’s policy on mobile phone use whilst driving.

All drivers should remember that their responsibilities regarding driving on business such as driving in a safe manner with due regard for the health and safety of other road users, regular maintenance and vehicle checks, and adherence to the other items listed in this handbook are the same whether you are driving a company car, your own personal vehicle, a pool car or a hire car.

This driver handbook is provided in order to advise drivers of the accepted practices regarding use of Company vehicles and driving on Company business. Drivers should be aware that, in the event of an accident, the Company could be held responsible in law should they have failed to follow the guidance set out in this policy, or to have driven in an irresponsible or unsafe manner. It is therefore a possibility that failure to follow the guidance in this handbook could lead to disciplinary proceedings.

**Licence**

Drivers must ensure that they have a valid licence to drive their vehicle. They must not, under any circumstances, undertake any business journey without a valid licence or if currently disqualified from driving.

All drivers are required to submit their original licence to the company for validation before driving a Company vehicle or undertaking any journey for business purposes. The Company also reserves the right to validate your licence via the DVLA and will ask you to complete a driver mandate form to enable this. A completed mandate is valid for three years and allows the Company to continue to validate your licence throughout this period. If your employment with the Company ceases during this period, the mandate will be cancelled and the company will make no further checks.

If a driver commits a motoring offence, or has their licence endorsed for any other reason, regardless of whether driving their own or a company vehicle, and regardless of whether they were on Company business or not at the time, they are required to inform the Company at the earliest possible opportunity. The driver is required to ensure that the Company, and their private insurer if driving their own vehicle, are aware of any penalty points on their driving licence.

Drivers must notify the company immediately if disqualified from driving or their licence is suspended or revoked. If in possession of a Company vehicle, the Company is entitled to withdraw the vehicle immediately. Drivers should be aware that such an occurrence may render them uninsurable under the Company’s fleet insurance policy when their licence is returned, or that additional charges or restrictions may be applied.

**Insurance**

If you are driving a Company vehicle under the Company’s fleet insurance policy, you will have been provided with the correct cover. If you are driving a Company vehicle or your own vehicle under your own insurance, you will need to make sure that your policy covers you for business use. Standard ‘Social Domestic and Pleasure’ motor insurance usually covers you to drive only to and from one primary place of work. If you undertake journeys in connection with work you MUST ensure that you have appropriate cover for such business journeys. If you are required to work from more than one location, occasionally drive to events or conferences, etc, or run errands of any kind, you should advise your insurer to ensure you have the correct insurance cover.

**Road Fund Licence**

Drivers must currently have a valid Road Fund Licence or ‘tax disc’ displayed on the lower left hand corner of their vehicle’s windscreen. Failure to do so is an offence. Drivers of Company supplied vehicles where the Company has not supplied a new licence when the existing one expires, should inform your manager at once. If the tax disc is lost or stolen, the driver should inform both their manager and also the police to avoid possible prosecution.

**Medical Requirements**

Certain medical conditions can affect the ability to drive, or may render a driving licence or motor insurance invalid. If concerned, drivers should seek advice from their doctor immediately and notify the Company at the earliest possible opportunity if they receive a positive diagnosis. It is a legal requirement for drivers to be able to read a number plate in daylight from 20.5m/67ft. Drivers may wear glasses or contact lenses if required. Drivers are requested to take an eye test at least every two years and to inform their manager if their eyesight deteriorates.

Driving safely

It is each driver’s responsibility to observe The Highway Code and Road Traffic legislation at all times. The Company does not require employees to drive at excessive speed or to drive in a manner that puts them or other road users at increased risk.

Complaints

Should the Company receive repeated complaints about the driving standards of an employee, it reserves the right to make corrective interventions where necessary including, but not limited to, requiring the driver to attend education and training sessions and disciplinary hearings.

Alcohol and drugs

Whilst it is possible to consume a small amount of alcohol and still be legally OK to drive, the company operates a zero-tolerance policy towards alcohol. Drivers must not undertake any business journey, or drive any company vehicle, while under the influence of any alcohol at all. Drivers should also remember that if they have consumed an excessive amount of alcohol the previous evening, it is possible that they could be unfit to drive for the whole of the following day. Failure to follow this rule will result in disciplinary action and possible dismissal.

Driving under the influence of illegal drugs whilst on a business journey in any vehicle or any journey in a company owned vehicle is a disciplinary issue and will result in instant dismissal. Driving under the influence of certain medically-prescribed drugs can also render an employee unfit to drive. If an employee is prescribed any drugs or medication, they should make their doctor aware if the job entails driving and ensure that they are aware of any restrictions on driving that are advised when taking the drugs or medication. If there are restrictions on your driving, you should inform your manager immediately. The Company will make every effort to manage the situation whilst the employee is temporarily unable to drive including assigning any driving duties to another driver and finding alternative employment if the employee is fit to perform other duties.

Mobile phones

It is illegal to use a mobile phone or other piece of hand-held electronic equipment whilst driving. If an employee is found to have done so and that this was a contributing factor in a road accident, the employee could be prosecuted for careless or dangerous driving for which the penalties currently include having to retake the driving test, disqualification, an unlimited fine or up to 2 years in prison.

Do not use company-supplied equipment such as laptops or mobile telephones while in your car, even in stationary traffic. Drivers should not do so whilst listening to an MP3 player or any other device that requires headphones.

**BLUETOOTH ALLOWED OPTION**

If a driver needs to use a mobile telephone whilst driving, only do so with an approved hands-free kit and keep use to a minimum. Drivers should be aware that using a mobile telephone, even hands-free, is actually a far greater distraction than holding a similar conversation with a passenger inside the car. Drivers are up to 4 times more likely to be involved in an accident while using the phone. Although legally allowed to do so, using a hands-free mobile phone whilst driving can still present a significant disctraction for the driver and, should a driver crash while using a hands free mobile phone, this fact may be used by the prosecution in any court case.

If a driver receives a call whilst driving, they must only answer it using a hands free option and if it is safe to do so. Keep the call length to a minimum and, if required to talk for longer, find a safe place to stop to allow the call to be concluded in safety before continuing the journey. Outgoing calls should only be made while stationary or where it can be done without compromising safety.

If your vehicle has a satellite navigation system or onboard computer, you should only programme these systems, or change settings, while stationary and not whilst driving.

**Zero Tolerance Option**

The use of mobile phones or any other hand-held device will not be permitted whilst driving a vehicle for company purposes.

If an employee is involved in an collision whilst driving for company purposes, the police WILL check if they were using a mobile phone or any other hand-held device. If they were, then this could result in prosecution by the police and disciplinary action by the Company. It could also seriously affect the Company’s insurance cover.

Similarly if an employee is making a call to a person whom they know to be driving, the caller could also be liable to prosecution by the police and disciplinary action by the Company

Should a driver need to make or receive a call whilst driving they must pull off the road and park in a safe area before making the call.

Do not expect staff to answer calls when they are driving. Instead leave a message asking them to call back when they have stopped the vehicle and are parked safely.

We recommend that phones are switched off and can take messages while driving.

This is an express term of your conditions of employment and failure to follow this rule will result in disciplinary action and possible dismissal.

Journey planning

Drivers should ensure each journey is planned appropriately so that there is no need to speed or break any of the recommendations in The Highway Code in order to keep to the planned schedule.

Drivers should use an internet mapping service or the vehicle’s satellite navigation system to ensure they know where they are going and approximately how long the journey will take. Always be sure to leave enough time for rest and refuelling stops on long journeys and allow a little extra time in case of unforeseen delays such as roadworks or diversions.

If using a satellite navigation system, only programme the system while stationary and not whilst driving. If the system indicates a late arrival time, drivers should not break the speed limit in order to make up time, but instead should find a safe place to stop before using a mobile phone to call ahead and advise those waiting of the expected arrival time.

Tiredness and fatigue

Drivers are far more likely to be involved in a road accident if doing so while tired. Always consider whether any business journey is necessary and whether other options are possible such as using the bus, train, plane, etc or using technology such as video conferencing to avoid travelling altogether. Never drive if feeling too tired or aware that concentration or reactions may be impaired due to tiredness or fatigue.

On long journeys, it is advisable to take a 15 minute break every 2 – 2½ hours. Walking or stretching during the break can help restore alertness, as can taking some refreshments. Finish any food and drink before continuing the journey and do not try to eat and drink whilst driving. Cool air from the car’s ventilation system or an open window can help prevent the onset of fatigue whilst driving.

If a driver becomes tired during a journey, they should stop as soon as possible and find a safe place to park. Take a 15 minute nap and maybe an energy drink or cup of strong coffee, and not drive again until fully alert. If necessary find a hotel and make an overnight stay.

Vehicle Manoeuvring

When manoeuvring your vehicle take care to look out for other vehicles including cars, vans, lorries, buses and especially motorbikes, also potential hazards such as pedestrians, cyclists, animals and street furniture such as bollards, lamp posts, kerbs and walls. Make extra use of your mirrors and be aware of any blind spots. If you are at all unsure it is clear to complete your manoeuvre, get out of the vehicle and check the available space before moving off. Reverse into parking spaces wherever possible so that you can drive forwards to exit the space and do not reverse onto a main road.

Adverse weather

Drivers should be aware of weather reports and not start a journey if there is a chance that bad weather could jeopardise their safety or prevent completion of the journey. It is better to cancel a meeting than risk a serious accident in extreme weather conditions.

Visibility is drastically reduced in fog, heavy rain, sleet or snow. If travel is essential, allow extra time and remember much more time and space will be needed to slow or stop the car in an emergency.

Winter driving

Weather conditions can change suddenly during winter and it is easy to get caught out. If at all possible do not attempt to drive in snow. If driving is essential, be properly prepared for any situation that may arise. This includes warm clothes for the journey and suitable weatherproof clothes should the vehicle become stuck and need to be abandoned. If snow is likely, also carry a shovel.

Before travelling always:

• check washer fluid and anti-freeze levels are sufficient

• completely clean all windows of snow and ice – not just a hole to see through

• demist the inside of all windows

• remove all loose snow from the vehicle including bonnet, roof and boot lid

• clear snow/ice from front and rear lights and check they’re working correctly

• ensure your tyres have plenty of tread depth and are at the correct pressure

It is an offence to fail to carry out the above actions which can be punishable with penalty points and a fine. Loose snow on the car can also be a hazard to other vehicles.

Driving and parking offences

Any driving offences must be reported immediately to the Company. Failure to do so may invalidate the motor insurance. Drivers are personally responsible for any fines imposed for such offences, including failure to pay any city congestion charges and must settle these within the legal time limit. If a penalty is incurred whilst driving a Company vehicle, and the fine is not paid within the time limit, the company will be held liable and such fines, plus an administration charge, will subsequently be deducted from salary.

If driving is a requirement for a particular job role and the employee is convicted of a driving offence which results in the suspension of his/her licence, or receives penalty points that mean they have a greater number of points than is allowed under the Company’s insurance cover, the employee may then be subject to suspension or dismissal or redeployed to another job role within the Company at the Company’s discretion.

Vehicle use

**Business Use**

Company vehicles are provided for business use and drivers must ensure that the vehicle is available for that purpose at all times. Only employees of the Company are permitted to drive the vehicle on Company business. Other nominated additional drivers, such as friends and family, are not permitted to drive the vehicle on business use. Drivers should keep an accurate record of all business journeys including the date, destination and distance travelled.

**Private Use**

A Company supplied vehicle may be used for social, domestic and pleasure purposes but must only be used for normal road travel and must not be used for any racing, pace-making, hill climbing, trials, sprinting or in any form of competition whatsoever. It must also not be used for any form of driving tuition or hire and reward. Care should be taken that the vehicle is not overloaded or driven in any other manner that is against the law or outside what the vehicle was designed to do. **OR** Company vehicles are not permitted to be used, and nor are they insured for, personal use by employees at any time.

Vehicle specification

When choosing a car for business use (either company car or employee-owned), there are some important issues that should be considered in order to ensure the chosen vehicle is suitable for the journeys intended. The chosen vehicle should have appropriate performance and load capacity for the types of journey it be making. Care should also be taken to choose a vehicle that delivers good fuel economy to ensure costs per journey are minimised.

Vehicle on-board safety features are an important part of staying safe on the roads and minimising both the chances of you being in a road accident, and the chances of serious injury should you be involved in an accident. Employees are advised to choose, where possible, a vehicle with as many of the following features as possible:

• Anti-lock braking system (ABS)

• Electronic stability control or traction control

• Automatic emergency braking system

• Electronic speed limiter and/or adaptive cruise control

• Front and rear parking sensors

• Lane keeping aid

• Blind spot information system

• Driver and passenger airbags and side air-curtains

• Seatbelt pre-tensioners

Vehicle maintenance

Vehicles used for business journeys, whether company-owned or employee-owned, must be roadworthy and in a safe and legally acceptable condition to make any journey. Oil, coolant and windscreen washer fluid levels together with tyre tread depth and pressures must all be checked regularly. All external lights must be working correctly and the windscreen free of chips and cracks which should be repaired at the earliest opportunity. It is the driver’s responsibility to ensure that the vehicle is serviced in line with the manufacturer’s recommendations and that it has a valid MOT test certificate where required.

Company vehicles must be returned in good condition at the end of the contract period or when the driver leaves the company. Any damage must be attended to and any items such as spare keys and the manufacturer’s handbook returned with the car.

**10 Point Vehicle Check**

All drivers are responsible for checking their vehicle regularly to ensure it is in safe working order. Tyres and windscreens should be checked weekly or before any long journey. Seat and headrest position should be checked at the beginning of every journey.

1: Tyre tread depth

2: Tyre pressure

3: Front lights, sidelights, main beam and indicators

4: Rear lights, indicators, brake lights, reverse and fog lights

5: Washer jets are poiting at windscreen

6: Wiper blades

7: Chipped or cracked windscreen

8: Cracked mirror glass

9: Spare wheel or puncture repair kit

10: Fluids - Oil, water, washer bottle

Windscreen

Always make sure your windscreen is kept clean inside and out. This is particularly important when the sun is low as it can make visibility difficult through a dirty windscreen.

Check the windscreen regularly for cracks or chips which must be addressed as soon as possible. Many chips can be repaired by a competent windscreen replacement service and this is far cheaper and more convenient than having to replace the screen, which will be inevitable if the chip remains unrepaired. It is illegal to drive a car with damage to certain areas of the windscreen.

A wiper blade will typically last just 6 months before it starts to degrade and underperform. Gently wipe the blade regularly to keep it clean and check the rubber for wear or splits. Streaks during use are a sign of worn rubber and the wiper should be replaced. The washer fluid level should be checked on a regular basis. It is an offence to drive with worn wipers or no screen wash.

Tyres

Tyre tread should be checked every week including the inside edges as wear can be uneven. Hitting a pothole or a kerb can damage the suspension and wheel alignment causing uneven wear across the tyre. Also check the sidewalls for any damage caused by contact with potholes or with the kerb when parking. Check they are inflated to the correct pressure, details of which can usually be found in the manufacturer’s handbook or on a sticker inside the fuel flap or drivers door edge.

Vehicle security

Most new vehicles have a very good level of engine immobilisation and it is very difficult for anyone to steal a modern car without the keys. This is has led to a rise in key theft and car-jacking. Car keys should always be stored securely. When in the car, employees are advised to always drive with the doors locked – some cars have an automatic locking function on the doors when the car exceeds a set speed.

• Never leave keys in the ignition when filling up with fuel or loading the boot

• Never leave the vehicle unattended when warming it up in winter

• Store your car keys out of sight and away from doors and windows

When parking, try to leave the car in a well lit position and secure any valuables and electronic or other company equipment in the boot. Always lock the car when it is unattended, even when filling up with fuel.

Smoking

It is against the law to smoke in the work place, and any Company vehicle, or private vehicle being used for a business journey, is considered an extension of the work place under Health & Safety law.

Smoking is therefore prohibited in any Company vehicle or any other vehicle, including your own, whilst being driven on a business journey with passengers.

Passengers

Drivers must never carry more passengers than the vehicle is designed or insured to carry and all passengers must wear a factory-fitted seatbelt during the journey.

Children and animals are not permitted in the vehicle during any business journeys, whether in a company owned vehicle or your own vehicle, but may be carried on personal journeys. Children under 12 years old and under 1.35m in height (4’5”) must sit in an appropriate child seat with a fitted safety belt. Children over 12 years of age or 1.35m in height must wear the vehicle’s own factory fitted seatbelt.

Drivers should never pick up hitchhikers.

Nominated additional drivers

The Company’s right to validate driver licences electronically via the DVLA also extends to all nominated additional drivers included spouses and children who are permitted to drive company cars.

If a nominated driver is convicted of a motoring offence, has their licence suspended or revoked, or is involved in a road accident whilst driving, regardless of whether they were driving the Company vehicle or any other vehicle, the Company must be informed immediately. Failure to do so may invalidate the vehicle’s insurance.

The Company reserves the right to refuse requests for nominated additional drivers if their driving record is not satisfactory. The company also reserves the right to remove previously authorised nominated additional drivers for the same reason. Only current approved nominated additional drivers may drive a Company owned vehicle.

Driving and Parking Offences

You must report any driving offences immediately to your manager. If you fail to do so it may invalidate your insurance. You are personally responsible for any fines imposed for such offences, including failure to pay any city congestion charges, and you must settle these within the legal time limit. If you drive a Company vehicle, and fail to pay any fine within the time limit, the Company will be held liable and such fines, plus an administration charge, will subsequently be deducted from your salary.

If driving is a requirement for your job role and you are convicted of a driving offence which results in the suspension of your licence, or you receive penalty points that mean you have a greater number of points than is allowed under the Company’s insurance cover, you may then be subject to suspension or dismissal or redeployed to another job role within the Company at the Company’s discretion.

Driving abroad

No Company vehicle may be taken to continental Europe or Ireland without the prior permission of the Company. If permission is granted, the driver will be responsible for any additional associated costs including appropriate foreign travel insurance and breakdown cover.

When travelling abroad, you are also personally responsible for familiarising yourself with, and complying with, the different motoring laws in each country. For instance, in France, it is an offence to drive without a breathalyser in the car and a high-vis jacket for all occupants. It is also an offence to carry any device capable of detecting speed cameras or to have a satellite navigation or GPS system that is able to warn of speed camera locations. In France the legal minimum for tread depth is also greater at 2mm rather than 1.6mm as in the UK.

After an accident

Failure to stop at the scene of an accident is a criminal offence.

If anyone has been injured in the accident, the driver is required by law to contact the emergency services immediately by telephoning 999. If nobody has been injured and the vehicle is not causing an obstruction, there is *no* requirement to call the emergency services.

Move all uninjured passengers to the side of the road. Do not attempt to move injured passengers unless they are in danger – wait instead for the paramedics to arrive. If a motorcyclist is involved, do not attempt to remove their crash helmet.

Once all vehicles and passengers are safe, exchange details with any other parties including names, address and insurance details. If there are any witnesses, collect their names and addresses as well.

Do not admit any liability for the accident or enter into any discussion other than to exchange the details required to report the accident to your insurance company and the Company.

The driver will need to complete a full report of the incident including a diagram of the vehicles showing how the accident occurred, why it occurred and what damage resulted. If possible, take photos of the accident and any damage to the vehicles involved, and any road or landscape features that may have contributed to the incident.

You should report the details of any accident to the Company within 24 hours. A claim form must then be completed and returned.

If the accident happened while driving on company business, it must also be reported to the Company who are required by law to record the details of the incident and any injuries. A decision will then be made as to whether any further action or investigation is necessary.

Reporting damage

Damage to a company owned vehicle must be reported to the Company within 24 hours.

**Accident Damage**

See the section ‘Had an Accident?’ and follow the advice given carefully.

**Vehicle Break In**

Check the damage to the vehicle and identify any property that may have been stolen.

Notify the Company immediately if any company-owned items were stolen.

Check whether the incident could have been recorded on CCTV and report the incident to the building’s owners.

The incident should be reported to the local police who will provide a crime reference number which should then be presented to the insurance company.

**Vehicle Theft**

Theft of a company owned vehicle must be reported to the Company within 24 hours. Check whether the theft could have been recorded on CCTV and report the incident to the building’s owners.

The theft should be reported to the local police who will provide a crime reference number which should then be presented to the insurance company.

You should report the details of any collision to the Company within 24 hours. A claim form must then be completed and returned.

Notify your line manager and/or Fleet Manager immediately if the vehicle was company owned or contained any items of company property when it was stolen. You will need to supply details of the location and a diagram showing where the vehicle was parked. The Company will arrange a replacement car if appropriate.

The driver will need to complete a full report of the theft including a diagram of the vehicle’s position before it was stolen, including photographs and details of any witnesses or possible CCTV coverage.

You should report the details of any thefts to the Company within 24 hours. A claim form must then be completed and returned.