



PRIVATE USE OF COMPANY VEHICLES POLICY STATEMENT

Our Commitment

A-one+ takes its obligations seriously to ensure that all employees travel and operate company vehicles in a lawful way and that the vehicles owned and leased by A-one+ are used for appropriate purposes.

If any employee is unclear about the application of this policy they should consult with their Line Manager before using any company vehicle for private use.

Our Approach

- This policy applies to all company vehicles whether owned, leased or hired e.g. vans, pool cars, plant.
- This policy does not apply when employees are driving the company vehicle allocated to them in line with their terms and conditions of employment i.e. those who have a contractually allocated company car or van for private use.
- A-one+ vehicles are for the sole use of the business and are NOT to be used for any private or personal use.
- Vehicles may be taken home only if there is a business need and if the employee has written permission from the General Manager, Network Manager or Programme Delivery Manager. Permission must be sought on each separate occasion.
- If there is a business need for an employee to take home a company van on a regular basis e.g. 'on call' rota (or an employee has a contractual entitlement to a van but not to private use), this must be notified to the HR department and an appropriate authorisation letter issued to the employee. In these circumstances, vans may not be used for any private journey other than to and from the workplace. Vehicles in this category may also be required by other employees during working hours and may not be wholly and exclusively 'claimed' by the employee allocated to the vehicle.
- Vehicles may be tracked and checked for compliance at any time using the Masternaut checking policy.
- Vehicles may not be taken for any other private purposes (shopping etc.) during business hours and must only be used for the business of A-one+ - if in doubt check with the Line Manager before using the vehicle.

Policy Breaches

All employees should be aware of this policy and be aware that any breach may be considered to be gross misconduct. Employees are expected to be fully aware of their obligations under this policy and are responsible for ensuring they do not cause, or contribute to, a breach of the policy.

Signed

Date 23/2/18

Clive Leadbetter

A-one+ Managing Director (for and on behalf of A-one+ JV Board)