

# Company car policy

## Policy brief & purpose

Our company car policy describes our guidelines for using company cars. A “company car” is any type of vehicle our company assigns to employees to support their transportation needs for their jobs. Company cars belong to our company and we want to make sure our employees use them properly.

## Scope

This policy refers to all of our employees who are eligible to receive a company car and those who drive one as part of their daily job duties.

The company does not guarantee the supply of cars to any employee and should car not be available for any reasons the employee remains responsible to ensure they make their own way to and from work as per their rota.

## Policy elements

### Employees who may be assigned a company car

Employees who are eligible to be assigned a company car fall into three categories:

- Employees who need to travel for work providing that the company has vehicles available to assign to the employee
- Employees who are given a company car as a benefit attached to their jobs.

In most cases, our company will determine which employees will be assigned company cars. Employees who aren't assigned company cars but believe they need one may discuss this with their supervisor to discuss if a vehicle can be arranged or not.

We retain the right to revoke or assign company vehicles at our discretion.

### Prerequisites to drive a company car

Our employees are only allowed to drive a company car if they:

- Have a valid driver's license.
- Have a clean driving record for at least. This means they mustn't have been held at fault for a car accident, or arrested on charges of violating vehicle and traffic laws (e.g. driving under the influence of drugs or alcohol).

Employees will need to complete a form and submit a copy of their driver's license to be eligible for a company car.

## **Employees with disabilities**

Employees with disabilities may also be eligible for company cars pending risk assessment and where deemed appropriate a doctor's report may be required.

Employees who take medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive a company car. A doctor's report may be required.

## **Driver's obligations**

We expect employees who drive company vehicles to follow rules. They should:

- Drive safe and sober.
- Respect traffic laws and fellow drivers.
- If applicable, wear glasses or contacts when driving.
- Document any driving-related approved expenses.
- Check their car regularly to ensure gas, tire pressure and all car fluids are at appropriate levels.
- Report any damages or problems with their assigned cars to coordination team as soon as possible.
- Avoid double-parking, blocking entrances and engaging in other traffic violations that may result in fines.

If employees have their driver's licenses suspended or revoked, they must inform their manager immediately. Their company car will be reassigned and we cannot guarantee that a vehicle will be available when they become eligible to drive in accordance with our policy.

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired.

### **Employees are not allowed to:**

- Smoke inside of a company car.
- Lease, sell or lend a company car.
- Violate distracted driving laws by using a phone or texting while driving.
- Use a company car to teach someone how to drive.
- Leave the company car unlocked, unattended or parked in dangerous areas.
- Allow unauthorized people to drive a company car.

## **Accidents**

If employees are involved in an accident with a company car, they should contact our coordination team immediately and report the same by email as soon as they are safe to do so, in order for us to get in touch with our insurance provider.

Employees shouldn't accept responsibility or guarantee payment to another party in an accident without company authorization. If employee makes any arrangement without the company authorization they will be liable to make the payment themselves directly and company will not be involved in the matter,

Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

In the event of car damages or breakdown the employee would be expected to find their own way to way as the company does not guarantee a vehicle to anyone as part of their employment contract.

## **Our company's obligations**

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons, we'll:

- Make sure cars are safe to drive before assigning them to employees.
- Schedule periodical maintenance to ensure cars remain in good condition.
- A copy of this policy is available on our website and is briefed to all employees with access to company car when they collect the vehicle.
- Insure vehicles with a reliable insurance provider.

Drivers are responsible for bringing in their company cars for any maintenance our company schedules.

We keep records of our fleet with manufacturing date and mileage. We will retire any car that's deemed too old or too high in mileage.

## **We are not responsible for:**

- Paying fines employees accumulate while driving company cars that they are responsible for (e.g. for driving too fast.)
- Bailing out employees arrested while driving company cars.
- Payment for damages cause to the vehicles when in possession of the employee such as accidents or act of vandalism.

## **Protecting the environment and saving costs**

Cars are harmful to our environment and costly to use. We'll try to provide employees with eco-friendly cars when possible. We also expect our employees to use their assigned company cars sensibly, considering environmental impacts. Examples of instances when using company cars isn't necessary:

- When public transport is easily accessible and faster.
- When business trips are far enough to warrant use of train or plane.
- When employees can complete a task without driving.

## **Disciplinary Consequences**

Employees will face disciplinary consequences if they don't follow this policy's rules. For minor offenses, like allowing unauthorized people to drive a company car or receiving more than 2 fines, we may issue reprimands and ultimately revoke the company car.

We may terminate an employee and/or take legal action as needed for more serious offenses. That can include leasing out a company car for personal financial gain, or causing an accident while driving intoxicated.

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