



How to ensure your company has an up-to-date, comprehensive and effective vehicle policy.

A company 'fleet policy' is a document that defines everything to do with the allocation and operation of all vehicles used in connection with your business.

Your policy should set out who is able to drive the vehicles, how they should be used safely, and what drivers should do in the event of a breakdown or incident.

A well-structured and understood fleet policy is also the cornerstone of controlling the costs of running your vehicles. It can also be used to significantly **reduce** your costs.

With the increased focus upon the Health & Safety of your drivers and the strengthened legislation in this area, it is now vital that your business has an up-to-date policy that clearly defines the responsibilities of both drivers and directors alike. In the event of a serious incident, the authorities **can severely prosecute directors** who are unable to present a clearly defined company vehicle policy.

SOME KEY POINTS TO INCLUDE

There are many issues to consider when writing your fleet policy but it should include the following:

- Who is eligible to drive your vehicles, including non-employees?
- What is the insurance cover and are there any exclusions?
- What are the responsibilities of the drivers and the directors' duty of care?
- What should a driver do to ensure his or her safety at all times?
- When should a driver NOT use their vehicle?
- What should a driver do if they break down or have an accident?
- How can vehicles be driven far more economically?



OTHER POINTS TO CONSIDER

- Ensure the policy is supported from the very top of your organisation
- Make your Fleet policy an integral part of your wider HR policy
- Define the penalties for drivers who do not adhere to the policy including the terms of withdrawing a vehicle altogether
- Build your vehicle choice around the most tax-effective models, both for your company taxation and the driver's personal tax
- Decide how to reduce your carbon footprint and build a 'greener fleet' policy
- Define where and when vehicles should be serviced
- Ensure the policy is communicated with proof of reading to every driver
- Instruct drivers how to take care of vehicles, especially tyres
- Include privately owned vehicles (grey fleet) in your policy
- Define how Fixed Penalties and other motoring offences will be handled and paid for



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WHAT YOU SHOULD BE DOING NOW

As a director of a business where employees are using company-owned, or privately-owned vehicles for work, you should know the latest legislation and how your business can avoid some very expensive penalties (even imprisonment!).

HOW WE CAN HELP YOU

Our fleet experts will work with you to scope, define, publish, **and communicate** a fleet vehicle policy throughout your business.

Call us today and find out how an updated policy can save your business a great deal of money.

UK Fleet Manager was launched in 2008 to help companies without the luxury of an experienced Fleet Manager of their own. We deal with the complex issues involved in running a business vehicle fleet. Unlike others, our fleet management service is designed to enhance your existing vehicle policy and operation. Your existing arrangements are reviewed and recommendations made to supplement industry best practice. We will also greatly increase your buying power, with a total focus upon reducing costs.

UK Fleet Manager has the ability to supply modular vehicle solutions from one source, or to supply a totally outsourced fleet management service, including 24/7 manned support for your drivers. The savings achieved through the reduction in overall fleet costs should more than cover the cost of these services.



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