

COMPANY VEHICLES

Company vehicles are to be kept at an appropriate clean standard.

There is also to be no smoking in company vehicles.

Use of vehicles whilst on annual leave is at the discretion of Management. Whereas the limited private use of vehicles is permitted after hours, it is expected that employees do not take advantage of the privilege.

If your company vehicle requires a service and/or any repairs or maintenance please fill out a Vehicle Maintenance form in order to have it approved so that your company vehicle can be checked/fixed. Services are to be maintained at the manufacturers recommended intervals.

Speeding & Parking Fines

Speeding fines are not to be incurred whilst driving a company vehicle. If this occurs the driver of the vehicle at the time will be responsible for paying the fine themselves. This also applies to parking fines.

If your driving license is suspended, Management must be informed immediately. No vehicle is to be driven without the current appropriate license.

