

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations. This policy is non-contractual in its effect and does not form part of normal terms and conditions of employment, unless otherwise stated in your contract of employment.

Company Vehicles/Private Vehicles

The information contained in this policy, which is by no means exhaustive, has been compiled to provide a better understanding of the facilities, which are available to those employees who use Company vehicles whether they are purchased, hired or having use of a company pool car, and to enable them to deal effectively with all the more unusual situations they are likely to encounter.

No privately owned vehicle may be used on Company business unless it has valid insurance, vehicle excise licence and, where applicable, a valid MOT certificate, and the user is authorised by means of a driving licence, *and* permission from us to use it for this purpose.

1. Company Car Allocation

There are 2 company vehicle bandings for staff which are Band 1 and Band 2. You will be notified of the Band which is applicable to you. Any employee who qualifies for a company vehicle must adhere to this policy. However, if you qualify for a company vehicle but would prefer a car allowance instead you may be permitted to do so. Please note, if you have a company vehicle but wish to change to a car allowance you will only be permitted to do so if you have provided suitable notice of this request, upon the company car contract expiring. The notice which you must provide in this regard will be communicated to you as appropriate.

For the avoidance of doubt, where you are provided with a car allowance, you will be responsible for payment of all reasonable standing and running costs of the vehicle including insurance, tax, MOT, maintenance and repair.

Company car fuel mileage expenses:

This rate will vary based on current fuel prices. The company will complete a review every 6 months that takes the average fuel price from the RAC's website and the business' average miles per gallon across our fleet to calculate an up to date and fair price.

All company car drivers will be provided with a fuel card to buy all fuel for their vehicle, removing the requirement for staff to be out of pocket and make expense claims at the end of each month.

Upon completion of a mileage form each month the company will simply deduct any personal mileage at the agreed mileage rate from your monthly salary.

All company car drivers in Band 2 will be paid their business mileage at the agreed mileage rate.

Band 1

The choice of car is: Ford Focus (or equivalent), hatchback or estate, as selected by the business with a maximum monthly hire rate of £250.

The usual leasing contract terms are 3 + 35 for the Band 1 business car lease and you will be provided with the Band 1 vehicle for a period of 36 months at any one time.

Any company vehicle leased at Band 1 has a maximum excess mileage cost of 7 pence per mile under the lease contract. You will be notified in advance of the contracted mileage allowance.

OR

Car Allowance: £200 pcm (per calendar month)

Band 2

You may choose your company car based on the following criteria:

- Terms: 3 + 35 business lease
- Excess mileage limit: 10p per mile
- Maximum monthly cost of £480 per month

Vehicles must be suitable and appropriate for business use. There is no option for the staff member to make additional contributions towards the vehicle.

The usual leasing contract terms are 3 + 35 for the Band 2 business car lease and you will be provided with the Band 2 vehicle for a period of 36 months at any one time.

Any company vehicle leased at Band 2 has a maximum excess mileage cost of 10 pence per mile, under the lease contract. You will be notified in advance of the contracted mileage allowance.

OR

Car Allowance: £350pcm (per calendar month)

Please be aware, if the Company incurs any fees from the leasing car company, when a vehicle is returned with any damage, this cost will be the allocated drivers' responsibility.

For the avoidance of doubt, if you are issued with a company vehicle the Company's reserves the right to change your vehicle at any time.

2. General Responsibilities of Authorised Drivers

All employees and other persons authorised to drive Company vehicles are responsible for knowing and complying with the requirements of the law, both generally and specifically, covering their particular vehicle and relating to driving on the public highway.

Authorised drivers must possess at all times and, if requested, present to be photocopied, a current valid licence to drive the particular class of vehicle allocated. This copy will be kept on file.

Authorised drivers must ensure that:

- I. the vehicle is fully roadworthy at all times and complies in all respects with the requirements of the Road Traffic Acts or the legislation relating to public safety. Drivers are also expected to be mindful of the Highway Code, including in particular the eyesight standards for driving.

- II. seatbelts are worn at all times by drivers and passengers.
- III. drivers must use the vehicle log- book to record journeys and mileage.
- IV. daily attention must be given to tyre condition and pressures, oil and water levels, brakes, lights, steering and windscreen washers/wipers.
- V. the vehicle is properly serviced and maintained in accordance with the manufacturer's specification and that all faults and damage are reported and repaired.
- VI. the vehicle is clean and well maintained and, if possible, garaged when not in use. If it is necessary to reinstate damage or to valet a badly maintained vehicle, the right is reserved to recharge the allocated user.
- VII. vehicles are not left overnight in "high risk areas". Damage caused to vehicles whilst parked accounts for a high number of incidents. Try to park in a safe, well lit place.
- VIII. any protection device is activated and operational when the vehicle is left unattended.
- IX. any detachable equipment is removed from a vehicle when not in use. Drivers will be responsible for replacing stolen equipment where detachable radios, satellite navigation equipment etc., are not removed from the vehicle when leaving it unattended.
- X. any personal effects should be removed from the vehicle or left in a locked boot. Under no circumstances should items of Company property, e.g. laptops, mobiles, be left in the vehicle unattended at any time. Personal effects which are not direct Company property should be insured by the individual concerned.
- XI. where applicable, drivers' information packs, breakdown / accident procedural notes etc. are kept within the vehicle at all times.
- XII. the vehicle will remain the responsibility of the individual, until it is returned to the Company.
- XIII. report any damage / incident that occurred during your use or was noticed by you, prior to your intended journey.
- XIV. mobile telephones are not used at any time whilst the vehicle is in motion, unless you have the correct 'hands-free' kit. Even with a hands-free kit, calls should be kept to an absolute minimum. Texting is strictly forbidden whilst the vehicle is in motion.
- XV. it is the responsibility of each employee not to drive whilst they are on a course of medication where their judgment may be impaired, and they should notify the Company of any medication courses.
- XVI. no driver or passenger smokes or vapes in a Company vehicle.
- XVII. at no time should the driver of any Company vehicle be distracted from giving their full concentration to driving for any reason. Should you need to check for directions, use a satellite navigation system, read a map, eat or drink etc you are expected to find a safe place to stop the vehicle first.

XVIII. there is a danger of driver distraction being caused by in-vehicle systems such as satellite navigation systems, congestion warning systems, PCs, multi-media, etc. You must exercise proper control of your vehicle at all times. Do not be distracted by maps or screen-based information (such as navigation or vehicle management systems) while driving or riding. If necessary find a safe place to stop.

Failure to comply with the above conditions or any other requirements of this policy may lead to disciplinary action and possible withdrawal of the use of vehicles.

Vehicles must be returned to the Company immediately if you are requested to do so.

If any damage is caused to a vehicle (a hired vehicle or company vehicle) and the damage was a result of your carelessness, negligence, recklessness or through breach of the Company's rules or any dishonesty on your part, we reserve the right to recoup from you the costs of repair or replacement, either by deduction from salary or any other method acceptable to the Company.

3. Servicing and Maintenance

Emergency breakdown cover may be provided initially under manufacturer warranties and drivers are requested to consult the Company for details of this. In the absence of this, or on expiration of manufacturer cover, you are expected to contact the relevant breakdown recovery Company.

All mechanical faults or damage to a vehicle should be reported to your Line Manager immediately.

4. Charges

It will be your responsibility to pay any toll bridge or congestions charges and claim these back, ensuring Accounts are aware of any charges incurred on the specific day and that receipts are retained and provided to enable Accounts to reimburse you.

Alternatively, you can request Accounts to pay them on your behalf if payment can be made online but it is your responsibility to inform Accounts on the day that you will be driving through any chargeable areas. Failure to do so will result in any fines being payable by yourself.

5. Insurance

- I. All Company vehicles are insured through the Company. Copies of all the relevant certificates of motor insurance are lodged with the Company and are available for production as and when required.
- II. Vehicles may be requested to be used for social, domestic and pleasure purposes on occasion, however all drivers are expected to be Authorised Drivers.

6. Authorised Drivers

Generally, only Company employees to whom the vehicle is allocated will be allowed to drive Company vehicles.

- I. Staff must be over 21 years of age.

- II. They must be in possession of a current Department of Transport (Great Britain) full driving licence. An original copy of each authorised driver's licence will be required on a yearly basis for Insurer's records.
- III. They must not have any convictions for drink / driving offences.
- IV. Learner drivers / holders of a provisional licence may not drive Company cars / vans.
- V. The Company may, at its absolute discretion, require the immediate return of a Company vehicle if the allocated user is certified by a registered medical practitioner as being unfit to drive or if he is legally debarred from doing so.

7. Accidents

In the case of an accident, the first priority must always be for the welfare of the persons involved. Call for any medical assistance that may be required, and then contact the Company.

If a Company vehicle is involved in an accident resulting in damage to any vehicle, person or property: -

1. No admission of guilt should be given at the scene.
 2. Details of all parties involved and their vehicles should be taken. The other party will need to know that the vehicle is owned by the Company and the Company telephone number.
 3. An attempt should be made to obtain an independent witness. Passengers in vehicles involved in incidents are not classed as independent.
 4. The vehicle should only be driven if the driver is satisfied that it is safe to do so.
- I. In the event of the car being involved in an accident, however trivial, it is the driver's responsibility to report this by immediately completing and returning written details of the accident to your Line Manager.
 - II. In the event of major accident repairs, immediate telephone contact must be made with the Company, who will make arrangements for the vehicle to be removed to an approved repairer.
 - III. Drivers are responsible for reimbursement of the policy excess in the event of a "fault" claim or where the excess cannot be recovered from another party.

8. Motoring Offences

- I. All employees and other authorised drivers are responsible for knowing and complying with the requirements of the law and the Highway Code.
- II. All fines (e.g. parking, speeding, use of a mobile phone, smoking) are the responsibility of the driver and must be paid immediately. In the event that they are initially met by the Company, they will be recovered from the driver, together with an administration charge.

- III. If the Company incurs any fine as a result of your failure to obey the Highway Code, legislation and/or the rules and procedures contained in this vehicle policy, the Company may look to you for recovery of all or part of any financial penalty incurred. **You must agree**, if requested, to reimburse the Company for any financial penalty incurred by the Company because of your actions or inactions. Should you refuse to provide reimbursement within a set timescale, the Company reserves the right to deduct this money from your wages.
- IV. All motoring offences, whether incurred during or outside of working hours, and whether in a Company or privately owned vehicle, carrying a penalty in excess of three points must be reported by the driver to the Company.
- V. If an authorised driver is disqualified from driving for ANY period, the authority to drive a Company vehicle is automatically withdrawn. The driver must immediately advise the Company. Following expiry of a period of disqualification all previously authorised drivers must submit their driving licence for inspection.

Should, after consideration of the options available, an employee be unable to carry out their duties as a result of disqualification, the Company may have no alternative than to terminate employment.

9. Fuel Purchasing

The Company shall reimburse the Employee for the cost of fuel properly incurred during business mileage at an agreed rate. Please see clause 1 for further details of company car fuel expenses and car allowance expenses.

10. Fuel Cards

Fuel cards are to be used for business purposes only. If an employee is found to have fraudulently taken, misused the company fuel card or fraudulently claimed fuel expenses, we reserve the right to recoup any monies spent on personal fuel, either by deduction from salary or any other method acceptable to the Company.

11. Private Use

An authorized driver is able to use the allocated vehicle for social, domestic and pleasure purposes, provided they have prior permission from management.

12. Overseas Motoring

If a Company vehicle driver wishes to use a Company vehicle for overseas private travel they must obtain written permission from the Managing Director. Permission is not automatic. Drivers will be expected to pay for their own fuel costs. In the event of an accident or breakdown whilst driving overseas, employees are responsible for any additional costs incurred and employees receiving permission will be required to arrange suitable vehicle breakdown cover at their own expense.

Employees will be charged at the lease contracted amount per mile for any mileage done overseas. If an employee does not give the company an exact number for mileage used, the company will get this figure from the tracker data for the number of days spent overseas.

13. Own Vehicles

The miles which can be claimed are basically the increased miles travelled over and above the normal miles to and from work. This rule does not cover all circumstances but the claim should be fair and reasonable in all cases.

Drivers must ensure that their insurance covers business use. The Company will reimburse business mileage at the current Inland Revenue approved rates. Should you have any queries, please contact your Line Manager.

14. Long Term Absence

In accordance with the Company's policy relating to long term absence, through illness, suspension, unauthorised absence or any other form of absence the Company reserves the right to withdraw Company vehicles or to stop payment of car allowance.

The allocation of Company vehicles to all directors and employees remains at the absolute discretion of the Company and may be withdrawn at any time in line with business needs.

15. Vehicle Tracking and Dashboard Cameras

All company vehicles are fitted with tracking devices. Also, employees who have a car allowance benefit will have fitted tracking devices to their personal vehicle but this tracking device information shall only be monitored during normal business hours.

Devices can record or transmit information such as the location of a vehicle, the distance it has covered and information about the users driving habits. Vehicles are tracked in the legitimate interests of the business to ensure effective management of staff and vehicles.

Use of Tracking information

Tracking data may be used to protect the Company against fraudulent damage claims, as a means of monitoring vehicle users for health and safety purposes, to investigate and provide information relating to any incidents in company vehicles and to reconcile monthly business mileage claims.

You should not turn off a vehicle tracker or dash cam. Failure to deal with this will be dealt with under the disciplinary procedure and in serious cases, this may be dealt with as gross misconduct.

Should there be a reasonable belief that there are unusual patterns of activity or non-activity, the tracking device data may be used to investigate the reason for this.

Any evidence used from the tracking device in the investigation into unusual patterns of activity/non activity may be produced as evidence in any subsequent disciplinary process.

Where vehicle tracking evidence forms part of a disciplinary case against you, you will be shown a copy of the tracking report, and you will be given the opportunity to respond to it, as part of the disciplinary procedure. You will be provided with a copy only where there is adequate protection for other employees shown in the data.

The vehicle tracking information will only be disclosed to those employees who need access to it as part of the disciplinary process. This would usually include relevant

parties who may require sight of the report, once it forms part of the disciplinary process.

Where there is evidence of criminal activity, data may be provided to the police or other enforcement agencies, if required. Any such disclosure would be made in accordance with the General Data Protection Regulations.

When new methods or use of vehicle tracking information are introduced all affected staff will be fully informed, ensuring that they have information about the purpose of the monitoring and how the information will be used.

Who will have access to the data?

In respect of disciplinary proceedings, the following individuals may have access to vehicle tracking information for the purposes of the disciplinary process:

- Investigating Officer
- Employee's representative
- Disciplining Officer
- Appeal Hearing Officer
- Note taker in investigation, disciplinary and appeal
- Human Resources

In respect of other uses of vehicle tracking information the following may have access to the data:

- All Heads of Departments
- Health & Safety Officer
- Managing Director
- Business Services

Retention Periods

The information recorded from vehicles trackers is stored on our external tracking company's database (RAM Tracking) and will be kept for a period of 3 years.

Access

Employees have the right to request access to vehicle tracking information for a vehicle assigned to them and should contact their Head of Department for further information.

16. Fatigue Management and Overnight Accommodation

Driver Fatigue

Driving when tired significantly increases the risk of having an accident/crash. Statistically it has been proven to be as dangerous as drink driving.

Various guidance is provided under The Journey section to manage the fatigue risk. To minimise this risk of fatigue, drivers should follow the following guidance:

Managing Driver Fatigue

- Consider whether the journey is absolutely necessary; where meetings are concerned consider other methods of communication such as teleconferencing. Consider other means of transport - train/bus?

- Risk assessments need to be carried out to ensure that the risk of driver fatigue is correctly managed.
- Ensure wherever possible that you plan work patterns to minimise the likelihood of driver fatigue.
- Drivers should attempt not to drive for more than 2 hours without having a break. Ideally drivers should be encouraged to take short, frequent breaks during journeys.
- It is a well-known fact that certain activity such as walking and stretching triggers the sympathetic nervous system and helps keep you alert. Some foods and substances can also temporarily increase alertness.
- There are a number of measures that managers and drivers can take to decrease but not prevent the onset of fatigue on a journey. Examples are:
 1. Temperature: Cool dry air, especially on your face, helps keep you alert.
 2. Sound: Irregular or variable sounds e.g. conversation can stimulate alertness.
 3. Environmental light: bright light tends to increase alertness while dim light leads to drowsiness.
 4. Aroma: Studies have found that some smells, e.g. peppermint, make people more alert. Others, like lavender, have a sedative effect.
 5. When drivers feel sleepy, instead of fighting it, they should stop at the nearest safe place:
 - Stop and park safely
 - Have a high energy or caffeinated drink
 - Set their alarm or mobile phone
 - Take a 'powernap' for no more than 15 minutes
 - Do not drive until fully alert
- To protect the wellbeing of our staff and ensure safety, overnight accommodation should be arranged where practical if a work-related journey is excessively long, particularly if travel time exceeds 8 hours in a day or would require driving after 8pm. Line manager approval is required in advance. In all cases, employees are encouraged to avoid driving while tired and follow fatigue guidance in this policy.

Signed:

Position: Managing Director



Name: Neil Jones

Date: 30/07/2025