



Vehicle Driver Policy	
Reference: GN42	Effective date: 16 th August 2022
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Master document: [HR/Public/Policies/General]	Revision date: August 2024

Vehicle Driver Policy

Driver Policy Overview

This vehicle policy gives employees guidelines for obtaining, qualifying for, and using an organisation vehicle. An “Organisation vehicle” is any vehicle Windmill Hill City Farm assigns to employees. This policy applies to all employees who use an organisation vehicle and applies during and outside of working hours.

Qualified drivers

The insurance held for our vehicles is on a ‘named drivers’ basis. Only those drivers named on the insurance can drive the vehicles.

In the case of the farm tractor, drivers must also have undergone an induction with another qualified driver to ensure they are competent to use the vehicle.

Personal Use

Windmill Hill City Farm does not allow personal use of organisation vehicles. Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home and non-work related trips.

Organisation driver rules

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Monitor fuel, mileage, tyre pressure, and fluid levels, check before using the vehicle every time.
- Use the company fuel card to refill the vehicle with fuel.
- Report any damage or problems to your assigned vehicle manager.
- Report changes to your driver privileges, such as driver’s license suspension, immediately.
- Always lock the organisation vehicle.
- Always leave organisation vehicle at a place of work. (HCF or WHCF).
- Bring vehicle to scheduled maintenance appointments. (MOT or servicing).
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in the organisation van (also applies to passengers).
- Do not lease, sell, or lend the organisation van to anyone outside work.
- Do not use a phone or text while driving.
- Do not allow unauthorized drivers to use an organisation vehicle unless required by an emergency.
- Employees who violate organisation vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

Cleanliness and hygiene

Drivers and passengers should tidy the cab of any litter after using it. No food should be consumed in the cab. The cargo area of the vehicle should be cleaned of debris after each use. No livestock should be transported in the van (small caged animals can be transported).



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Accident procedures

In case of an accident, contact the HR department immediately. They will contact the insurance provider. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. Do not guarantee a payment or accept responsibility for the accident.

Bump Card and reporting in the event of an accident

A 'Bump card' to be used as guidance in line with accident procedures. This is a guide to help staff if in an accident. This is to be printed out and left in the van to be used and should include the following:

Details of other drivers involved in the incident

Other vehicle Registration no.

Make, Model and Colour of other vehicle:

Driver's Name:

Contact Number:

Address:

Insured through:

Policy No:

Contact No:

Independent witness details:

Name:

Phone No:

Address:

After an accident you should report to the police within 24hours, where:

1. Any person or animal has been injured:
2. You believe that the police would prosecute the other driver:
3. The other driver failed to provide particulars:
 - Police Details
 - PC Name
 - Badge No
 - Station Address

Breakdown

We do not currently have any breakdown cover for the vehicle. In the event of a breakdown, a local recovery service should be contacted for assistance.

Organisations' Responsibilities

- Ensuring vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing insurance.



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- Paying tolls, parking or other legitimate fees (not fines).

What the Organisation is not responsible for

- Paying fines that employees receive while driving organisation vehicles they are responsible for.
- Posting bail for employees who are arrested while driving vehicles from the organisation fleet.

Insurance

An insurance policy with NFU Mutual was set up on 16 Aug 22. It has one year validity and will auto-renew unless we contact them. Policy number 003X 8344176. To add additional drivers incurs additional cost. Named drivers from 21 Aug 22 are Steve Sayers, Ned Ledson, Bill Lambert, Hannah Jowett and Catherine Ware.

Information required from any additional drivers added:

- Name
- Gender
- Date of Birth
- Address
- Occupation
- Marital Status
- Has the driver been resident in the UK for at least 5 years. If NO, when are they planned to arrive in the UK and where are they travelling from
- Does the driver hold a full UK licence and have they held this for at least 5 years. If NO, what licence do they hold and what is the issue date
- Has the driver had any accidents, claims (including personal injury) or damage involving any motor vehicle in the past five years whether or not a claim was made, and regardless of blame
- Has the driver had in the last five years any motoring convictions (including any prosecutions pending), driving licence endorsements, fixed penalties (endorsed on your licence), or been disqualified from driving
- Has the driver taken part in Pass Plus or an advanced driving qualification
- Does the driver have any medical condition or disabilities which could affect their ability to drive
- Has the driver ever been refused insurance, had insurance cancelled, declared void (as though it never existed) or had renewal declined or any special terms or conditions imposed
- Has the driver ever been subject to any Court Judgements e.g. CCJ's in the last five years whether satisfied or not
- Has the driver been convicted of any non-motoring criminal offence, or do you have any prosecutions pending

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