

Ref. No:	IMS-POL-12	<h1>Vehicle Users Policy</h1> <p>(See QA-M-01)</p>	
Rev. Status:	02 AUG 25		

The Company would remind employees that the vehicle in their possession is an expensive piece of equipment and in order to safeguard it and to ensure it is used correctly, the policy below must be adhered to at all times.

A vehicle is only provided to employees who hold a current and valid driving licence and HGV licence when required. **As all vehicles are insured through the Company any conviction for driving offences, any driving endorsements and any fines incurred whilst employees are in possession of a company vehicle must be reported immediately.** The company will complete regular electronic driving license checks to verify continued entitlement to drive and monitor any driving endorsements and penalty points, however, as above it is the drivers' responsibility to notify the company straight away of any driving penalties or other endorsements or restrictions which could affect their entitlement to drive company vehicles.

Any employee who is considered to be acting carelessly or recklessly in their use of the vehicle will be subject to disciplinary action. This will be monitored by Trackers that are installed in all Company Vehicles. The tracker system monitors all aspects of driver behaviour including vehicle idling, speed, harsh cornering, harsh braking and over revving the engine etc. All company drivers must adhere to the relevant speed limits for the vehicle and should be courteous to other road users at all times.

All accidents/incidents in which a vehicle in an employee's charge becomes involved, regardless of fault and whatever persons or property are affected, must be reported immediately to the Company. Authority must be obtained prior to making a statement to either the police or other authorities.

In cases where fines incurred are not paid by the employee and the Company are notified or involved in any legal action, the Company reserves the right to deduct the amount of the fine plus any additional costs arising out of any proceedings or internal administrative costs from the employees pay.

In the event of an employee being prosecuted or convicted of a driving offence which results in disqualification for any period and holding of a licence is an essential requirement of the job; this may result in the employee's dismissal.

Drivers are responsible to ensure that containers within the vehicle are properly sealed and secured.

All loads must be properly secured at all times.

No vehicle is to be driven in an un-roadworthy condition. Any defect which may affect the safety of the vehicle must be reported immediately to the workshop, and a Weekly (Daily for HGV's) Vehicle Inspection must be completed and the record returned to the office. The vehicle must not be driven without the fault being rectified or prior approval being given.

Only authorised employees may drive company vehicles.

Unauthorised passengers must not be carried in vehicles.


No pets are allowed within vehicles.

No smoking is allowed within vehicles.

Vehicles may only be used for work purposes and may not be used for personal use without written permission.

No employee shall drive or be a passenger in any vehicle prior to, during, or after working hours, if the driver is, or can, reasonably be believed to be under the influence of alcohol or drugs.

Any employee who has the use of a Company vehicle is responsible for ensuring that any necessary servicing, maintenance and repairs are arranged with the Company workshop.

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Employees in general must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc., are up to the required standard.

All vehicles must be serviced in accordance with the Company's policy and/or manufacturers recommendations.

Servicing should be booked and carried out whenever possible at a time when it will cause least disruption to the employee's working day.

In the event of the vehicle requiring any repair work, prior authorisation must be obtained from the Company and/or its insurers.

If it is necessary to hire a replacement vehicle whilst repairs are being carried out the employee must not do this without prior authorisation.

All vehicles may require to be returned to the Company premises during holiday periods exceeding 2 days duration.

Any vehicle not being looked after to the satisfaction of the Company may be withdrawn and disciplinary action may be taken in this respect.

Where a vehicle is damaged due to the carelessness of an employee, then at the discretion of the Company, that employee may be liable to pay any insurance excess due in respect of that damage.

**Authorised by:**



**Peter-Jon Cowe**  
Chief Operating Officer

**Date: 05<sup>th</sup> January 2026**

**Next Review Due: January 2027**