# Breheny Group Vehicle Responsibilities Quick Guide

**Drivers & Managers**
**One-page summary**

**Order of precedence:** Contract of Employment > Breheny Group Company Vehicle Policy > Company Drivers Handbook. Where documents conflict, the higher-ranked document applies.

## 1. BEFORE ANYONE DRIVES

- Drivers must hold the correct full, valid licence for the vehicle being driven; provisional licence holders must not drive company vehicles.
- Fleet Administration must have licence details and completed DVLA mandate before company business driving starts and thereafter when requested.
- Drivers must immediately report endorsements, points, loss of licence, disqualification or medical conditions affecting ability to drive.
- Managers must only allow authorised, insured and eligible drivers to drive on company business.
- Own vehicle users claiming mileage must provide business-use insurance and MOT where applicable; failure may stop allowance or mileage payment.

## 2. WHILE DRIVING & LOOKING AFTER VEHICLES

- Drivers must follow the Highway Code, speed limits, road signs and safe parking requirements at all times.
- Drivers must keep vehicles roadworthy: tyres, brakes, lights, fluids, windscreen/windows, servicing, MOT, cleanliness and defect reporting.
- Mobile phones or devices must not be used when driving unless legally compliant hands-free is available; long or outgoing calls require a safe stop with engine off.
- Drivers must not drive under the influence of alcohol, drugs or medication. No smoking or vaping in any vehicle used on company business.
- Drivers must plan journeys to manage fatigue; taking at least a 15-minute break after 2 hours driving and discuss overnight accommodation with managers where required.

## 3. INCIDENTS, FINES & NON-COMPLIANCE

- All accidents, damage and incidents must be reported to the Fleet Team, regardless of severity or whether a third party is involved.
- Do not admit liability or arrange payment. Pass third-party communications, prosecution notices or summons to Insurance Administration immediately.
- Notify the Insurance/Fleet as required and capture details/photos where safe. Police reporting may be legally required within 24 hours in specified circumstances.
- Motoring, parking, bus lane and speeding fines are the driver's responsibility, including lease administration charges if applicable.
- Breaches may lead to driver training, withdrawal of vehicle entitlement, salary deductions, recharge of excess/damage, disciplinary action or dismissal.

## DRIVER ELIGIBILITY & LICENCE CHECKS

**Driver eligibility, age and licence experience restrictions**

| VEHICLE / SITUATION | MINIMUM AGE | LICENCE EXPERIENCE | ACTION REQUIRED |
|---|---|---|---|
| Electric Cars | 25+ | Licence held 2+ years | Exclude drivers below either requirement unless referred/approved by insurer. |
| Electric Vans | Refer | Refer | Mandatory referral to Fleet Administration/insurer before driving. |
| Petrol/Diesel vehicles ABI Group 40 and above | 18+ | Licence held 2+ years | Exclude drivers below either requirement unless referred/approved by insurer. |
| Double cab pick-ups - business use | 21+ | Licence held 2+ years | Business use permitted for authorised drivers. |
| Double cab pick-ups - social, domestic and pleasure use | 21+ | Licence held 2+ years | Business use permitted for authorised drivers. |
| Commercial vehicles over 7.5 tonnes | 25+ | Licence held 2+ years | Exclude drivers below either requirement unless referred/approved by insurer. |
| Any driver with more than 6 points or AC, BA, CD, DD, DR, DG, MR, TT or UT convictions | Refer | Refer | Mandatory referral to Fleet Administration/insurer before driving. |

## SPECIAL MANAGER CHECKS

**Special requirements managers should check**

### VEHICLE ABROAD

- Approval required before overseas travel; contact Fleet at least 10 working days before travel.
- Carry driving licence and overseas/vehicle documents.
- Private overseas use requires suitable breakdown cover including vehicle repatriation. Drivers must provide a copy of the document to the Fleet Team.
- Check country-specific legal kit, e.g. warning triangle, hi-vis vests, first aid kit, fire extinguisher, bulbs/fuses or IDP where required.
- Drivers can not use their fuel cards overseas.

### GREY FLEET / OWN CAR

- Business-use insurance certificate and MOT certificate must be provided where applicable.
- Vehicle must be safe, roadworthy, serviced and fit for purpose.
- Drivers must follow the same company operating rules as company vehicle users, as per the Driver's Handbook.
- Business mileage claims must be accurate & timely.
- Home to permanent workplace commuting and private travel are not business mileage.
- Fraudulent or deliberately incorrect claims may result in investigation and disciplinary action.
- Grey Fleet Drivers must also provide licence check approval.

### NEW STARTERS

- New employees must submit their approval for a licence check via DAVIS prior to collecting a vehicle or using their own for company business
- Managers must give the Fleet Admin team a minimum of 2 weeks' notice to source a vehicle if required.
- New Employees entitled to a company car will receive a pool vehicle during their probation. This vehicle will typically be a Hybrid, otherwise Electric Car depending on availability. Hybrid Cars are only permitted during the probation period.
- There is no salary sacrifice for employees on probation; however, BIK is chargeable.

### SITE/CLIENT USE VEHILCES

- Client, Contract Administrator, Supervisor or other non-Breheny users may only use a Breheny fleet vehicle within the motor insurance limits: **Business use for Breheny Group Ltd and subsidiaries only**.
- Any other business use or continued use when there is no live Breheny project, must be referred for insurer approval before use.
  This cover is limited to non-Breheny business relating to the project and at insurers' discretion.

### CHANGE OF VEHICLE / RETURN

- Managers must not reallocate, swap, lend, change the user of, or make a fleet vehicle available to any Breheny & non-Breheny employee until Fleet Administration has reviewed and approved the change.
- Requests to change vehicle option should normally be made at the start of the tax year, up to 1st October.
- Drivers cannot opt out of a company vehicle lease without paying early termination and repair charges where applicable.
- Promotion, secondment or moving business group means keeping the current car until the end of its term, with allowance changes if applicable.
- Vehicles must be returned clean with keys, manuals, history and equipment, when required, including resignation, loss of licence, medical restriction or policy withdrawal.

**Fleet Administration Team**
01449 726902 fleetadmin@brehenygroupplant.co.uk

**Insurance Claims - QBE**
0808 100 8181

**Company-owned vehicle breakdown (AA)**
0330 053 0440

## REFERENCE DOCUMENTS

**Car Policy**

**Drivers Handbook**

**S&G 017 – Vehicle Safety**

**CP10234 – Vulnerable Road Users Policy**

**Driver Hub**

## IF IN DOUBT ASK THE FLEET TEAM