



Mobitech Lift Trucks Vehicle Policy

Policy overview.

Mobitech Lift Trucks vehicle policy gives employees guidelines, for obtaining, qualifying for, and using a company vehicle. A “company vehicle” is any vehicle Mobitech Lift Trucks assigns to its employees. This policy applies to all employees who use a company vehicle.

Qualifying for a company vehicle.

Mobitech Lift Trucks vehicles are assigned to a designated employee so as to allow same to perform their paid duties. Zero out of hours use is permitted.

Employees may qualify for a company vehicle if they are onsite service technicians or forklift transport drivers.

To be eligible for a company vehicle, employees must complete a form and submit a copy of their driver’s license to HR. Employees are only allowed to drive a company vehicle if they have a valid driver’s license that has not exceeded the legal penalty point’s limit.

Mobitech Lift Trucks reserves the right to disqualify an employee from driving company vehicles if they have been held at fault for a car accident, or have been arrested on charges of violating vehicle and traffic laws. Mobitech Lift Trucks can assign and revoke access to company vehicles at its discretion.

Company vehicle rules.

- Our vehicles are highly visible to our customers, as such they need to create a very good visual impression.
- They are to be washed externally and cleaned and tidied internally **at least once a week**. This is to be done in your own time, but payment of £10.00 per clean can be claimed by producing dated photographic evidence to Joanna Dunmill in HR via email.
- **N:B A weeks bonus can be lost if your company vehicle appearance inside and out, is not kept up to a satisfactory standard.**
- You are to obey all UK traffic laws and be courteous toward other drivers.
- Receipts must be provided for all fuel purchased on company credit cards.
- Fuel must not be purchased from motorway services or any other premium priced outlets
- For your own safety, pre-use walk around inspections must be carried out before driving your designated vehicle.
- A monthly KEY produced "vehicle inspection job", must be fully completed at a convenient time.
- Any damage or problems to your assigned vehicle must be reported immediately.
- Any changes to your driver privileges, such as additional driver's license penalty points or license suspension, must be reported immediately.
- Always lock your company vehicle when leaving it unattended.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any company vehicle.
- Do not use a phone or text while driving.
- Do not allow unauthorized drivers to use a company vehicle.
- Employees who violate any company vehicle rules will be subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

Accidents.

- In the event of an accident contact Joanna Dunmill in HR immediately. She will in turn contact our insurance provider.
- Follow all legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Within 24hours complete a Mobitech Lift Trucks accident report and return to Joanna Dunmill in HR.
- Do not guarantee any payment or accept any responsibility without company authorization

Mobitech Lift Trucks responsibilities.

- Ensuring all vehicles are safe before assigning them to employees.
- Scheduling regular servicing and maintenance.
- Providing fully comprehensive vehicle insurance.
- Ensuring road tax is paid
- Ensuring annual MOT's are carried out
- Retiring and replacing vehicles as needed.

What Mobitech Lift Trucks will not be responsible for.

- Paying fines employees receive while driving company vehicles they are responsible for.
- Making bail for employees who are arrested while driving company vehicles.