


OWN VEHICLE POLICY

Policy Reference Number:	KRD-POL-VEH-2110-B
Revision Date:	14 September 2023
Review Date:	21 September 2024
Approved By:	Rob Kennedy
Signed:	

This policy statement is supplemented by other business policies, core values and mission statement which are available on our company website www.kennedyredford.com

As part of our overall health and safety policy, Kennedy Redford is committed to reducing the risks which our staff face and create when driving for work.

Staff driving for work in their own vehicle must ensure that it always complies with the law, is in safe and roadworthy condition and is suitable for its purpose. Persistent failure to comply with the policy will be regarded as a serious disciplinary matter.

The Operations Director must ensure:

- Staff understand their responsibilities to ensure their vehicles are legal, safe and well maintained.

Staff who drive their own vehicle for work must:

- Ensure it is taxed and has a valid MOT
- Ensure their motor insurance policy includes business use cover for the amount and type of business mileage they undertake
- Ensure that the vehicle is serviced according to the manufacturer's specifications
- Present the vehicle's MOT certificate, insurance policy and service schedule for inspection on request
- Ensure the vehicle is not used inappropriately, (e.g. unsecured load carrying, or hazardous off-road access)
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to their line manager
- Present their driving license for inspection on request
- Co-operate with monitoring, reporting and investigation procedures.