



EdStart- Specialist Education Ltd.

**PERSONAL VEHICLE FOR  
COMPANY USE POLICY**

<b>Policy Reviewed</b>	September 2024
<b>Review date</b>	September 2025

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## 1. POLICY STATEMENT

The Personal Vehicle for Company Use Policy outlines the regulations and guidelines surrounding the use of personal vehicles for business purposes.

## 2. PROCEDURE

Edstart Specialist Education recognises that employees may be required to use their own personal vehicle to complete Company Business. Employees who use their personal vehicle for company business will be reimbursed based on the number of miles travelled. Employees shall only be authorised to use personal vehicles for carrying out Edstart Specialist Education business upon meeting the following conditions:

- Possess a valid driver's license;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds current minimum automobile and business insurance;

All employees driving a personal vehicle to carry out business on behalf of the Edstart Specialist Education must follow all of the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting company business and are to abide by all traffic laws while operating a vehicle.

Drivers and pupils are required to wear their seatbelts at all times, with no exceptions.

In order to prevent injury to the operator of the vehicle, as well as bystanders, all cargo inside or on the vehicle must be secured and stored safely at all times. This will prevent unintentional movement, damage to the vehicle, and/or cargo.

Employees operating a motorised vehicle for business use are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. Any operator who has his/her driver's license revoked or suspended shall notify the Edstart Specialist Education immediately. In this event, the operator shall immediately cease any usage of personal vehicles for business use.

Driver's history record will be acquired for review for all employees driving personal vehicles for business purposes upon request of the insurer.

No vehicle operator shall drive a vehicle while under the influence of alcohol, including at or beyond the local legal blood alcohol limit. Illegal drugs are not to be used, and operators are not to be under the influence of prescription drugs that cause drowsiness and other forms of impairment that prohibit the safe usage of motorized vehicles.

Usage of all handheld devices (examples: mobile phones, PDA's, MP3 Players, GPS) is strictly prohibited while driving. Mobile phone usage, including hands-free is prohibited while operating a vehicles.

### **3. MILEAGE RATES FOR REIMBURSEMENT**

Employees will be reimbursed 32 pence per mile. This rate takes into account all actual expenses including fuel, oil, maintenance, insurance, depreciation, etc. (Note: Mileage subject to changes.)

In addition, any parking expenses or tolls an employee incurs will be reimbursed by the Company. However, Edstart Specialist Education will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a personal vehicle for business purposes. Additionally, any costs associated with the maintenance, fuel, vehicle breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.

Employees who wish to be reimbursed for miles driven must document and submit their mileage on the Mileage Form, recording the number of miles driven and submit it to their manager for approval. For any parking reimbursement, employees must also attach the original parking receipt to an expense form. Parking expenses without original receipts will not be reimbursed.

Employees may only claim mileage driven for business purposes, they cannot claim travel over their lunch break or their daily commute to/from work. Employees must honestly report their mileage usage; employees caught making false claims, exaggerating miles driven, claiming miles that were not related to regular company business or any other misreporting will be subject to disciplinary action up to and including termination.

### **4. LIMIT OF LIABILITY**

The Edstart Specialist Education will not be held liable for any accidents, damages or losses incurred by employees while using a personal vehicle for business purposes.

## Appendix 1

### Risk Assessment Private Car

RISK ASSESSMENT FORM								
SITE:	EdStart	DEPARTMENT:	AP	MD	James Lowe			
ACTIVITY:	Private car/ taxi	ASSESSMENT COMPLETED BY:	James Lowe					
HAZARD REF No	HAZARD	WHO IS AT RISK	HOW MANY	HOW OFTEN	EXISTING CONTROLS	POTENTIAL HARM	CHANCE OF HARM	OVERALL RISK
1	Mechanical Breakdown/ fault	Staff/ pupils	All	Rarely	All vehicles regularly serviced by trained staff following manufacturer's guidelines. Daily safety checks completed	Minor	Unlikely	Low
2	Injury caused in Road Traffic Accident	Staff/ pupils	All	Rarely	Driver of vehicle is experienced and holds <del>licence</del> Licence Vehicle equipped with First Aid Kit Vehicles fitted with seatbelts	fatal	Unlikely	Medium
3	Persons injured crossing roads	Staff/ pupils	All	Occasional	Visit will be supervised by experienced and qualified staff Visit accompanied by qualified first aider	fatal	Unlikely	Medium
4	Misbehavior while driving	Staff/pupils	All	Rarely	Staff should follow instructions from method statement 002 about managing behavior in moving vehicle. Stop vehicle immediately. Staff/ Student ratio as per school guidelines	fatal	Unlikely	Medium
5	doors	Staff/pupils	All	Rarely	Staff to be the only person who open and close the doors.	Major	Unlikely	Low
HAZARD REF No	ACTION REQUIRED			RESPONSIBILITY		TARGET DATE	COMPLETION DATE	
1	Servicing/ pre-trip inspection			Staff/ Driver		On the day		
2	Maintain first aid kit/ ensure seatbelts are worn			All staff		On the day		
3	Correct action followed			All staff		On the day		