



## COMPANY VEHICLE POLICY

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## **Vehicle Housekeeping**

### **Introduction**

It has been noted that there have been a couple of instances where vehicles have been returned in a less than acceptable state/condition.

Interiors of the vehicles have become very cluttered, with newspapers and food wrappers left on dashboards, and other rubbish being allowed to accumulate in the foot-wells and under the seats.

### **What needs to be done?**

Company vehicles are to be swept out and washed down at least once a week, or more often, depending upon conditions/usage. Remember that having clean, serviceable lights, clean windows, and unobstructed controls are a legal requirement.

Rubbish, old newspapers, etc. are to be removed from vehicles at the end of each working day and placed in the recognised recycling or waste bins available.

Make sure that the vehicle is correctly loaded, and all items are secured to prevent them from moving around.

### **Why should we?**

One of the first things that anyone notices about you and Beton Bauen as a whole, is the condition of the vehicle you are in. Imagine what a clients reaction would be if you arrive onsite in a dirty van, with rubbish thrown across the dashboard?

There is also the legal aspect to remember. It could result in you being fined and may result in you facing disciplinary action. Whilst we often work in dirty environments and company vehicles will get dirty, remember that we work in the public eye.

Make sure that your vehicle is clean and tidy at all times, so that it reflects on the company and you as an individual in a professional manner.

**Discussion point:** Vehicles are shared by others. Would you expect to receive a vehicle in a condition that you are returning one in?

**Notes:** Don't forget daily RAM Assist

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While the company asks for all employees to be productive, Beton Bauen also asks that employees take care of company equipment and property, especially vehicles registered to the business.

## **IMPORTANT NOTICE**

Unfortunately, there has been a significantly high number of accidents involving and damage cause to company vehicles over the recent months.

This cannot continue, as the company cannot continue to absorb such costs. Consequently, we are writing to all employees to request that they take more care of company vehicles, and company property, in general.

Going forward, please be aware that in the event that any employee causes damage to company equipment or property (including company vehicles) through negligence, carelessness, or recklessness, that following an investigation / disciplinary hearing, they will be subject to the following measures:

- **First accident/incident – Warning**
- **Second Accident/incident – Warning + 50% cost of insurance excess or parts fitted**
- **Third Accident/incident – Warning + 100% cost of insurance excess or parts fitted**
- **Fourth Accident/incident – Termination of employment + 100% of insurance excess or parts fitted**

Signed:



Position: Managing Director

Date: 05/01/2026