

1. Purpose

To define the process for requesting, approving, and allocating company vehicles for the transport of Site Operatives to and from site, to ensure adherence with company policies, operational efficiency and cost control.

2. Scope

This process applies to all Construction and Contracts Managers seeking to obtain MIDA vans for any operative on their sites.

3. Eligibility Criteria

- 3.1 Only Site Managers and 20T+ machine drivers are eligible to travel solo in a MIDA van.
- 3.2 All other operatives are required to travel in vans that meet the minimum occupancy rate for each vehicle in the fleet, set out below.
- 3.3 New operatives to the business **will not** receive a van at induction, they must work a minimum of two weeks before a decision is made on their longer-term employment with the business – only then will a van be approved.
- 3.4 All drivers must comply with MIDA's company *Vehicle Policy* and *Driver's Handbook*.

4. Minimum Occupancy Rates

Number of Seats	Minimum Occupancy	Criteria
2	50%	Site Managers or 20T+ Machine Ops only
3	100%	For specialist Gangs only where required to transport tools and equipment
5	70%	2-3 passengers + driver required. Average across your 5-seaters
6	83%	4 passengers + driver required
6+	100%	Requests reviewed on a case by case basis

5. Exceptions to Eligibility Criteria & Occupancy Rates

- No vans will be distributed without director approval.
- An exception may be made to *Eligibility Criteria 3.3* in the event that a high-quality gang cannot be displaced from their current employer without a MIDA van provided.
- The only other exception to *Eligibility Criteria 3.3* is for Site Managers.

Procedure

3.1 Request for MIDA Vans

- *Contracts Managers* whose contracts require additional vehicles must submit a request to the *Construction Manager* by 12pm Wednesday.
- The request should include the reason for the requirement, the type of van required, the number of passengers and site location. Where the request does not meet occupancy rates the *Construction Manager*, along with the *Contracts Manager*, must consider alternative arrangements to hit expectations, before submitting a request.

3.2 Review and Approval

- The *Construction Manager* reviews the request and assesses the requirement for the van and expected occupancy.
- If the request is justified, the *Construction Manager* forwards it to the *Operations Director & Finance Director* for further review by COB Wednesday.

3.4 Director Approval

- *Directors* review the request, ensuring that the request is reasonable and considers the wider impact to the business.
- If the request is approved, the *director(s)* notifies the *Construction Manager* in writing.
- All vehicles will be ordered by the Procurement team, with collections scheduled for a Monday morning.

3.5 Monitoring and Reporting

- On top of existing Fleet monitoring (Including but not limited to fines, speeding notices, excessive braking or acceleration) MIDA's Procurement & Plant team will monitor occupancy rates, sharing these against target occupancy regularly – Regional teams are expected to continually work towards improving these rates.
- The *Directors* will review occupancy rates weekly and where applicable, apply challenge to the decision making of *Construction Managers / Managing Surveyors* at *Management Committee* and *Contract Performance Review* meetings.

Signed:



Date: 23rd February 2026

James Brown

Regional Managing Director