

Scope

This *policy* applies to all drivers of vehicles both owned or externally hired by *MIDA Civil Engineering Limited*.

Purpose

The primary aim of this *policy* is to define the responsibilities, rules, and procedures to be followed by drivers of company or private vehicles for business purposes.

The *policy* outlines the responsibilities, rules, and procedures applicable to drivers of company owned and non-company owned vehicles, or private vehicles being used on company business.

1.0 Drivers of Company Vehicles

Company vehicles will only be issued where the *operations director* or *managing directors'* approval has already been gained.

The provision of a company vehicle is on the condition suitably maintained. Any vehicles provided to an employee or contractor working on behalf of the *Company* will remain the property of *MIDA Civil Engineering Limited*. We reserve the right to amend our procedures and regulations relating to company vehicles at any time.

Company vehicles are primarily intended to facilitate company business as necessary transportation; to ensure the timely presence of designated drivers at targeted locations, and to maintain contact with clients and client related businesses as business demands. Due to insurance terms, only the nominated and authorised drivers are permitted to drive company vehicles. This is subject to licence checks and must be confirmed by *MIDA Civil Engineering Limited*.

Vans are allocated based on the number of individuals in a work team, irrespective of geographical location.

Drivers of company vehicles must always drive responsibly and in adherence with the current legislation governing the highways. Any employee who has been issued with a company vehicle must adhere to the above and the conditions detailed in the *Company Vehicle Handbook*.

2.0 Conditions of Use

Responsibilities Overview

1. **Vehicle Declarations:** All drivers must download the *fleet check app* and complete a fit to drive declaration and daily vehicle inspection. It is the driver's responsibility to document and report any existing damage when signing for the vehicle.
2. **Image:** Take good care of the vehicles, they are to be always kept clean inside and out.
3. **Damage to vehicles/accidents:** Damage and accidents need to be reported to site management at the earliest opportunity. Take plenty of photos of the incident scene and fill in the accident report which is located within the *fleet check application*. Any damage or accident caused due to negligence or driver error will be paid for by the named driver of the vehicle. This also goes for the inside of the vehicle. If you have more than 6 points, then a higher excess will be charged, and it will be the company's discretion if this gets passed on to you.
4. **Fines:** All fines and penalties are to be issued and paid by the named driver. This will be worked on a 3-strike system. After the 3rd strike the driver will be asked to return the

vehicle, which may also affect their employment with *MIDA Civil Engineering Limited*. All company drivers must immediately inform the *Company* if they are convicted of a driving offence, receive penalty points, or are disqualified from driving as this may affect our vehicle insurance.

5. **Driving Hours:** *Driving is permitted on company business only*. No out of hours (private use) driving is permitted unless agreed in writing by a *director*. If your vehicle is driven out of hours on private use without consent, you will be charged at £1 per mile. After the 3rd strike the driver will be asked to return their issued company vehicle, which may also affect their employment with *MIDA Civil Engineering Limited*.
6. **Fuel Cards:** Most company vehicles will be issued fuel cards, and if lost there will be a charge passed to the allocated driver to replace the card. Vehicles that do not have a fuel card issued will be issued an expenses sheet to complete. The *authorised driver* will need to send this to the office every week with receipts attached to reclaim their expenses. The vehicle related expenses will then be paid into the *authorised driver's* personal bank account approximately every 4-weeks.
7. **Servicing and Maintenance:**
 - Tyre pressure – regularly check all tyre pressures, including the spare wheel where fitted, as per manufacturer's instructions as documented in the vehicle handbook or on the information plate. Adjust pressure accordingly.
 - Tyre tread depths – Recommended to be changed at 3mm depth but must be above the minimum legal limit of 1.6mm.
 - Oil levels – using dip stick marked parameters, add oil if necessary to keep level between the parameters (please report fault if you are having to refill oil levels on a regular basis).
 - Brake fluid – check the brake fluid header tank to ensure the fluid is between the minimum and maximum marks on the tank (do not use vehicles with a low brake fluid level below the minimum mark – please report the fault if the brake fluid level is low as this may indicate a leak within the brake system).
 - Water – Refill washer water tank on a regular basis and add antifreeze to the windscreen washer fluid when refilling.
 - Coolant – Check the coolant levels on a regular basis and maintain the levels between the minimum and maximum marks on the header tank (please report the fault if the coolant levels need to be refilled on a regular basis as this may indicate there is a leak in the system or an engine/overheating fault).
 - Lights – All lights to be checked and confirmed working.

In addition to the above, should any warning light appear, please report this at the earliest opportunity via the fleet check application. Failure to do so may result in further damage to the vehicle and may be treated as negligent behaviour. It is the responsibility of the individual driver to liaise with the *MIDA Procurement Department* to ensure the vehicle is regularly maintained and serviced in accordance with the manufacturer's recommendation schedule.

8. **Dangerous Driving/Abuse:** Any reports of dangerous driving or abuse to the public while using a company vehicle will not be taken lightly. Depending on the circumstances or the situation it could lead to instant dismissal for gross misconduct.

9. **Returning the Vehicle:** When requested, return your vehicle to;

MIDA House
New Road
Maulden
Bedfordshire
MK45 2BG

Or such other place as the *Company* may reasonably stipulate, immediately upon the termination of the appointment arising, or upon the employee becoming no longer legally entitled or company approved to drive. This includes leaving employment. If the vehicle does not get dropped to the above address, a collection fee will be deducted from the driver's last pay.

Key Principals

1. As part of our employee wellbeing procedures, we reserve the right to ask an employee to attend a medical examination prior to the issue of a company vehicle. This is to ensure that a person with a possible medical condition is fit to drive.
2. A company vehicle can only be allocated to you if you possess a full UK driving licence or an EU licence pending director's approval. It is the responsibility of the authorised driver to update the *MIDA Procurement department* of any changes to their licence. All drivers must co-operate fully when asked to produce their licence. Licence checks will be completed on an annual basis for company drivers and authorised spouses/partners.
3. The *Company* retains the right to terminate employment without prior notice, or provide payment in lieu of notice, if the employee is convicted of a driving offence and is disqualified from driving, where driving is an essential part of their job role.
4. Drivers are not permitted to drive any vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness. Please refer to the company's *Drug and Alcohol Policy* for further guidance.
5. Mobile phones may not be used whilst driving a vehicle, unless using an approved true hands-free device. This is for the safety of all road users/pedestrians, and to ensure company drivers are demonstrating legal compliance with the current driving legislation. Even using a hands-free device could distract the driver and it is advised to pull over to receive a call, or to call a caller back. We do not expect you to answer your phone while driving.
6. Satellite navigation aids should be set for destination while the vehicle is parked, and the handbrake applied. Drivers must not operate the satellite navigation device while the vehicle is in motion.
7. In addition to the use of mobile phones and satellite navigation aids, other distractions such as eating or drinking while driving may also distract the driver. Therefore, any activity likely to distract you whilst driving should be avoided.
8. Drivers must follow all highways and legal compliance obligations, including speed limits. Parking and traffic violations leading to fines or prosecutions are the responsibility of the driver. Trackers fitted to vehicles may pick-up speeding violations.

3.0 Vehicle Tracking

A vehicle tracking system has been installed in all *MIDA Civil Engineering's* fleet vehicles, primarily for the purposes of improving safety, security and efficiency as set out as follows:

Safety

- (a) The system provides peace of mind that drivers are adhering to speed limits and driving time restrictions, as well as general safety on the roads.
- (b) The system can be used to provide information as a defence for staff and the *Company* in contentious situations, such as third-party claims or disputable vehicle incidents.

Security

The system permits 24-hour visibility of the fleet and could be used to track vehicles which due to unexpected movement, would be under suspicion of being stolen.

Efficiency

- (a) Visibility of moving time and downtime of each vehicle.
- (b) 24-hour visibility increases efficiency.
- (c) Visibility of fuel consumption and efficiency through route monitoring.
- (d) Visibility of programmed rest stops where applicable.



Signed:

Date: 23rd February 2026

James Brown

Regional Managing Director