

Armadillo Marketing Limited Company Vehicle Policy

Armadillo recognises its responsibilities with regard to vehicle usage and requires all employees who are supplied with or operate a vehicle owned or provided by the company for use to comply with the following:

1. Vehicles are for business use and personal use only when authorised by an Armadillo Director, this includes use by non employees, and shall be in accordance with the details provided within contracts of employment.
2. Vehicles are only available to Employees who hold a full current and valid driving licence.
3. Vehicles should be driven in a manner so that fuel economy, tyre life and engine wear are maximised. Careless or reckless use of vehicles shall result in disciplinary action. It is also the user's responsibility to ensure that it is kept in a clean and tidy condition and maintained in accordance with the manufacturer's recommendations.
4. The vehicle driver shall be responsible for any prosecution, conviction and resultant fine whilst using the vehicle and shall notify an Armadillo Director as soon as possible. Accidents must be reported to the police and an Armadillo Director as soon as possible. Repair costs may be charged to employee if found to be driving irresponsibly.
5. Vehicle users must avoid the consumption of alcohol above the legal limit and non prescribed drugs prior to or during the course of driving a Company vehicle. Infringement shall result in disciplinary action, which may result in dismissal.
6. Any health changes affecting ability to operate company vehicles must be notified to an Armadillo Director.
7. Smoking is not permitted by vehicle users or passengers in company owned or supplied vehicles.
8. Consuming food and drink is also not permitted whilst driving.
9. Use of mobile phones & similar hand held electronic devices is discouraged.
10. Seat belts must be worn at all times and vehicles used in accordance with the Highway Code.
11. Vehicle fuel shall only be purchased by means of a fuel card supplied by the company, and every effort should be made to obtain fuel from garages providing the most competitive rate at the time to reduce costs. The company receives detailed information on each card and any unusual trends in spend or usage will be highlighted and checked. Personal fuel costs are to be agreed with an Armadillo Director in advance and if charged to fuel card can be deducted direct from salary.
12. Vehicle Usage Logs (kept in all company vehicles) must be completed for every trip and passed to Accounts at the end of each month.
13. Vehicles shall be locked and any security devices installed enabled when the vehicle is left unattended, without any Company property being visible.

