



# **SBL Fire Solutions**

*Saving Life and Property through fire containment*

Unit M1, Trinity Trading Estate, Tribune Drive, Sittingbourne, Kent, ME10 2PG  
Tel : 01795 437837, Fax : 01795 470661

## **Company Vehicle Statement**

### **DRIVING COMPANY VEHICLES**

Drivers of Company vehicles must 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 regulations detailed in the Transport Operation Handbook

The Company shall be responsible for payment of all reasonable standing and running costs of the vehicle including insurance, tax, MOT, maintenance and repair and shall bear the cost of fuel incurred during business mileage or reimburse the Employee for the cost of fuel **on the presentation of a VAT Receipt.**

The employee shall:

- a) take good care of the vehicles and ensure that the provisions of the Company's Vehicle Policy as amended from time to time and any policy of insurance relating to the vehicle are observed.
- b) pay all expenses directly connected with the employee's private use of the vehicle.
- c) be responsible for payment of all fines incurred for traffic offences and parking fines.
- d) notify the Company of any accidents involving the vehicle (whether or not these take place while the employee is on business);
- e) immediately inform the Company if he/she is convicted of a driving offence or disqualified from driving.
- f) immediately inform the Company if he/she is takes prescribed or non-prescription medicines, or suffers from any condition that may affect their driving capability; and
- g) return the vehicle, its keys and all documents relating to it immediately upon the termination of the appointment arising or upon the employee becoming no longer legally entitled to drive.

Signed.....

Mr Glen Spree – Director  
SBL Fire Solutions Ltd

Dated : 13th October 2023