WORDING FOR DRIVER’S HANDBOOK

CARE AND SECURITY OF VEHICLES

* Each Driver must treat his or her vehicle with care, and may be held responsible for the cost of unreasonable damage caused while driving at work.
* Each Driver is responsible for ensuring that his or her vehicle is kept in a roadworthy condition, in good working order, and that the exterior and interior of the vehicle is kept clean to an acceptable standard.
* Each Driver is responsible for the cost of washing, interior cleaning and garaging the vehicle for which s/he is responsible, where that vehicle is a car. This will be monitored in the form of spot checks by XXXXXXXXXXXXxx.
* When leaving a vehicle unattended the relevant Driver must lock and immobilise it properly.
* Where the radio/CD player has a removable display as a deterrent to theft, the display must be removed and retained by the Driver when the vehicle is unattended. The Driver may be disciplined where failure on his or her part to properly secure a vehicle has resulted in the theft of that vehicle or part of it.
* To deter theft and subsequent repair costs, the Driver should take all reasonable precautions to ensure the security of his/her personal effects in an unattended vehicle. A limit of £XXX applies to all claims for stolen personal effects.
* The organisation may decide to issue a Driver with additional security equipment (e.g., a chain and padlock) to increase the security of their vehicle if necessary. The driver may also request this.