

MEMORANDUM

TO: ALL POOL CAR DRIVERS

FROM: ASHLEIGH NOWAK

DATE: 22ND NOVEMBER 2016

SUBJECT MATTER: POOL CAR USE

The purpose of this memo is to reiterate the company's stance on pool car use.
The pool cars are for **business use only** and only covered under the Companies insurers for Business Use . They are not under any circumstances to be for personal use or for carrying passengers that are not Orridge workers.

Please see the below extract on Pool car insurance from the Pool car policy which you have all signed and agreed to adhere to.

Business Use

Pool cars are not authorised for personal use under any circumstances. Any driver who contravenes this may be removed as a pool car driver and will be liable for disciplinary action.

May I please remind you that Pool car logs are to be submitted on a weekly basis and page 2 which details your journeys should also be completed, along with your passenger pickup post codes.

Thank you all for your cooperation.

