

CORPORATE VEHICLE & MANAGEMENT POLICY PUP201

[LINK TO POLICY](#)

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FORMS](#)



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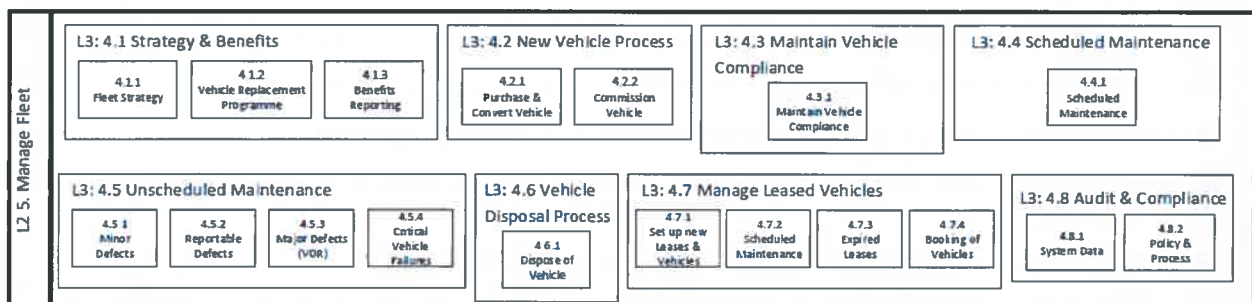
1 PURPOSE

This policy sets out the conditions and guidelines for the overall management of National Ambulance (NA) corporate vehicles (vehicle); ensuring staff effectively maintain and manage vehicles in line with manufacturers' or suppliers guidelines.

In addition, NA operates a Leased Vehicle Scheme within the general conditions of service. The scheme provides employees with a leased vehicle for those who fall within the scope of the scheme. Details of Terms and Conditions of the scheme are set out in this policy. Employees who are entitled to a leased vehicle or borrow a leased vehicle should study these conditions.

2 SCOPE

This policy applies to all vehicles and all drivers operating these vehicles.



3 PRINCIPLES

- ✓ **Accountability:** NA reserves the right to charge Drivers responsible for costs born, as a direct fault of the Driver or in failing to follow any policy or procedure that results in damage, up to the insurance excess determined by the insurer.
- ✓ **Compliance:** failure to comply with this policy may result in disciplinary actions or at a minimum, revoke all vehicle privileges.
- ✓ **Competent people:** staff involved in driving vehicles must be approved by NA or the leasing company and hold the necessary licences and qualifications specific to the class of vehicle.
- ✓ **Integrity:** vehicles should be maintained to the standard prescribed by the manufacturer or supplier and therefore not compromise staff's safety.
- ✓ **Legality:** NA must conform to UAE Law and other legal requirements.
- ✓ **Quality:** vehicles should be of the highest standard and quality to ensure patient and driver safety by identifying and notifying faults that present a hazard, risk to safety of people or the NA brand.
- ✓ **Responsibility:** NA will not support with a legal defence, any member of staff who operates outside this policy. Drivers are responsible for their own actions.
- ✓ **Risk:** to minimise the risk of harm, to staff and pedestrians and increase safety.
- ✓ **Utilisation:** where possible, vehicles should be rotated between higher and lower mileage areas.
- ✓ **Value maximization:** create an optimum balance between the performance, risk and cost of vehicles over their lifecycle.

4 DEFINITIONS

CAO is the Chief Administration Officer.

COO is the Chief Operations Officer.

Collision occurs where a vehicle strikes another object (e.g. a vehicle or a metal post) and could have avoided, with reasonable effort.

Corporate vehicles: a non-operational vehicle driven by staff for business or where approved, personal use.

Driver refers to any person legally qualified and approved to drive an NA vehicle.

Fleet Management is part of the Supply Chain Directorate and responsible for managing NA vehicles.

Fleet Management Booking System: refers to NA Microsoft Outlook Calendar along with the corresponding vehicle registration number.

Financial Authority/Delegation: refers to those people given the authority to procure within a specified financial limit.

Incident includes collisions, faults, breakdowns, repairs, maintenance or warranty work.

Leased Vehicle Scheme: staff conditions of contract stating a vehicle is provided.

Lessor: The supplier who leases the vehicle to NA through a formal agreement.

Managers include directors, supervisors or anyone with defined and documented management responsibilities.

Maintenance start date: date the vehicle maintenance planning begins.

NA vehicle is any vehicle leased, owned, or to vehicle out NA business.

Operative IQ (OIQ): is the mandatory system used to manage fleet, assets, and inventory.

Planned Maintenance: maintenance that is regularly performed on vehicle to lessen the likelihood of failing.

Pool vehicle: a vehicle that is made available to NA employees for business purposes

Purchase Order: a legally binding document requesting the delivery of goods or services to a supplier to a predefined location.

Owner: The staff member legally assigned the vehicle, as per agreement.

Staff include employees and contractors working for NA.

Sourcing: the activity of identifying and procuring goods or services to meet a specific need.

Supply Chain Management: the function responsible for managing assets, inventory, warehousing, logistics, and fleet.

5 ROLES AND RESPONSIBILITIES

R1 CAO and CEO is responsible for the approval of all purchase orders in line with the company's financial delegation policy.

R2 CFO is responsible for the coordination of the replacement budgeting process.

R3 R10 Drivers are responsible for ensuring they are appropriately trained and competent in using any vehicle that forms part of their duties.

R4 Drivers are responsible for identifying and reporting vehicle faults and where this presents a risk to safety.

R5 Drivers sending vehicles for repair, maintenance or return are responsible for cleaning the vehicle before returning and in completing any relevant forms.

R6 Drivers under QHSE must take reasonable vehicle for their own health and safety, and also of other people who may be affected by their acts or omissions when driving a vehicle.

R7 Drivers are responsible for storing vehicle in accordance with the manufactures recommendations and maintained when not in use.

R8 Drivers are responsible and accountable for their own actions and that of their passengers when operating NA vehicles.

R9 Fleet Management is responsible for keeping accurate vehicle management records.

R10 Fleet Management is responsible for ensuring the vehicle are repaired and maintained in accordance with supplier's/manufacturer's recommendations following a planned maintenance schedule.

R11 Managers are responsible for ensuring the dissemination of this policy and that their staff understand and comply with its policy and procedures.

R12 Procurement is responsible for verifying, sourcing and raising all purchases orders direct to suppliers through OIQ and the Oracle System.

R13 Staff are responsible for ensuring that they are conversant with the content of this policy.

R14 Supply Chain is accountable for the overall management of vehicle governed under this policy.

6 STRATEGY & BENEFITS

6.1 SELECTION AND REPLACEMENT

In all cases, refer to the Procurement Policy No PUP103 for guidance on the procurement process.

Upon purchasing new vehicles, NA may source a servicing agreement equal to the life of the warranty or the vehicle.

Replacement vehicles must receive a Pre-Delivery Inspection (PDI) in accordance with the initial vehicle receipt and handover process and then registered in OIQ with the assigned Owner.

The selection and purchase of a vehicle must be:

- Assessed against defined requirements;
- Standardised to lessen driver's confusion, increase passenger safety availability and facilitate ease of training;
- Suitable for the KMs travelled per year;
- Trialled prior to committing to a purchase or lease; and
- Evaluated against total cost of Ownership –
 - longevity of asset as by manufacturers recommendation
 - Potential maintenance costs
 - Potential savings
 - Cost of change

7 NEW VEHICLE PROCESS

7.1 RECORDING & SETTING UP

All vehicles must be set-up and tracked in OIQ to ensure Finance and Lessors registers remains synchronised.

Vehicle information must include as a minimum, the following fields:

Unit Number	Assigned Contract	VIN Number
Unit Type	Lessor	License Plate
Vehicle Type	Year	Purchase cost
Unit Location	Make	Purchase date
Service Status	Model/Type	

7.2 TRACKING

All vehicles must be set-up as 'resources' in the company Outlook calendar system to provide a tracking and booking system when vehicles are loaned or driven by another staff member.

Each time a vehicle is borrowed, the Driver must request the vehicle from Fleet Management using the vehicle registration number and booking this as a 'resource' through the calendar invite system. This enables Fleet Management to track who is driving what vehicle. This also ensures an efficient system to capture traffic fines and incidents, should they occur.

In addition, the Driver must complete the Log Book assigned to the vehicle located in the passenger's glove box, where applicable.

8 MAINTAIN VEHICLE COMPLIANCE

8.1 ELIGIBILITY

Eligibility for a vehicle is determined by individual staff's terms and conditions of employment. A vehicle will not be provided where a vehicle allowance is paid to staff as part of their terms and conditions.

Where an employee is asked to travel on business, a vehicle may be provided on request, when available.

Eligibility is subject to the employee not having been convicted of an offence, which as a result of the conviction is currently preventing the applicant from obtaining comprehensive insurance or driving a vehicle.

Only persons over the age of 23 with no record of a major traffic offence, who have a current UAE Driver's License in existence for more than 1 year in the UAE or 2 years in their home country, are eligible to drive.

Drivers who are not eligible under their country to directly transfer their license must pass the open book written exam and practical exam. Those who have the correct credentials and experience may drive company vehicles.

Drivers must carry their valid license and Emirates ID, as per UAE law. Failure to do so could result in an arrest.

Only Drivers authorised under UAE law holding the relevant license can drive vehicles with a Manual Transmission.

Drivers must notify Fleet Management immediately and their manager if their license is suspended, cancelled or has limitations placed on it.

Drivers must ensure that they have the appropriate license for the vehicle they are driving.

8.2 ALCOHOL AND DRUGS

No Driver shall drive under the influence of alcohol or illegal drugs. The UAE has a zero tolerance policy and if found, may result in a prison sentence. NA policy states no employee will consume any alcohol for a minimum of 8 hours before driving any vehicle or commencing work.

8.3 BEHAVIOURS

Drivers are responsible and accountable for their own actions and that of their passengers when operating corporate vehicles.

8.4 CELL PHONES

It is illegal to use a cell phone whilst operating a vehicle unless a properly installed hands free device exists. Staff must pull over and stop in a safe place to use a cell phone unless using a hands free device.

8.5 SMOKING

Under no circumstances is any person allowed to smoke any substance of any kind inside a company vehicle.

8.6 MEDICAL CONDITIONS

Drivers must inform Fleet Management and their line manager of any medical conditions, medications prescribed or otherwise, which would affect their performance, driving or prevent them driving legally

The general directorate of Police require eyesight to be to the required standard and recommend eye tests every two years. If you require lenses or glasses then you must wear them. UAE federal law 139.

8.7 STORAGE

Vehicles must be suitably stored when not in use. Storage facilities should take into account any special requirements regarding temperature, humidity, etc.

When not in use vehicles must be kept locked and under safe storage on site by Fleet Management such as Mussafah Warehouse or a Civil Defence site but never on the outside road. An exception to this is where staff are part of the Leased Vehicle Scheme and take their vehicle home.

Keys to vehicles must be kept with their Owner or in a locked box at the approved site and be clearly identified with a tag stating its number or registration plate. Any spare keys must be handed to Fleet Management for safe storage.

Drivers must take reasonable precautions to safeguard the security of the vehicle when left unattended.

8.8 CLEANING

Cleaning remains their sole responsibility of the assigned Owner. When transferring vehicles to another member of staff for a period greater than 2 days, this becomes the new Driver's responsibility.



Where a vehicle moves into a general pool for a period of time e.g., staff on holiday, it becomes the responsibility of Fleet Management until the Owner returns. Fleet Management may in turn assign that responsibility.

Staff must remove all personal belongings and dispose of rubbish when handing the vehicle back, and deposit waste in the appropriate waste disposal.

Where a vehicle is found to be in an unsatisfactory condition, the Driver responsible may incur the costs associated with rectifying the vehicle and Fleet Management will pass these costs to Finance for deduction from the Driver's pay.

8.9 COLLISIONS & REPORTING

In all cases Fleet Management must be notified of a collision, no matter how minor.

Where leased, Drivers must submit a Police report to the Lessor or to Fleet Management to begin the claims process. The Driver is to send the original report, including photographs, to Fleet Management for their records.

It is the responsibility of the Driver to report to the Duty Manager, Fleet Management and QHSE when someone is injured.

An incident, repeat offences or blatant negligence may be followed by an internal investigation and result in disciplinary action, remedial training or the appointment of an approved instructor to conduct a driving assessment depending on the severity of the case.

8.10 POLICE

Drivers must obtain a Police report for all collisions within 24 hours, regardless of whether another vehicle or party is involved. Failure to do so may result in the Driver being fully liable for all costs normally paid by the insurer. The vehicle must remain at the scene with the Driver until a member of the Police conduct an investigation and authorises its release from the scene.

The Traffic Police (Saeed) establishes liability. This will determine who will pay for the damage caused. Where a staff member is negligent and at fault, they may be liable for the cost of the insurance excess fee, dependant on the insurer, plus the cost of the Police Report.

UAE Federal traffic law states that in the event of an accident that does not result in a physical injury, parties involved should park their vehicles in the nearest location that does not obstruct traffic to avoid fines. Failure to do so may result in a fine.

8.11 INSURANCE

Drivers must report any damage to Fleet Management and the Lessor within 24 hours. Drivers who fail to adhere to the collision reporting process, placing financial risk on NA, may be fully liable for all costs normally paid by the insurer.

Where the collision is the fault of a NA employee, the excess determined by the Insurer or Lessor's insurer, plus the cost of the Police report, will be borne by the employee. If the cost of the repairs falls below this

amount and it is an NA vehicle, then this will become the amount payable. Lessors are not obliged to adopt the same policy.

Insurance covers use in the U.A.E. only, unless prior agreement is given by NA or a Lessor. Where granted all fees are to be paid by the Driver, unless authorised by the CAO.

In the event of theft of a vehicle or a temporary replacement vehicle, the Police must be notified immediately, otherwise insurance cover could be rendered void.

Off-road driving or driving under the influence of drugs or alcohol renders any insurance invalid.

Loss or damage to personal items is not covered under the terms of insurance. It is the Driver's responsibility to remove any personal belongings when leaving the car, prior to handing vehicle over at the end of lease or when a vehicle goes for servicing/maintenance.

8.12 FUEL AND FUEL CARDS

Fleet Management, in agreement with Finance and the CAO, approves the issue of fuel cards. Cards assigned to a vehicle are non-transferrable and only cover the purchase of fuel, vehicle washing, and engine oil.

The Driver is responsible for ensuring the garage accepts the fuel card (ADNOC) prior to obtaining the fuel or they become liable. Where a vehicle has an allocated fuel card the mileage must be submitted at the time of refuelling along with the Drivers details.

Where a pre-paid fuel card exists, the corresponding manager is responsible for the administration of keeping the card active. The driver is responsible for notifying the manager when a top up is required.

The general rule is that a vehicle must always be given and received with a full tank other than when returning a vehicle allocated to a specific staff member with a fuel allowance and in this case the vehicle should be returned with at least the same amount of fuel as when collected.

Fuel claims must have a valid receipt along with the mileage of the vehicle at the time of re-fuelling written on the front of the receipt, and a completed FIF105 Expenses claim form. Staff must be eligible to claim fuel and any claims must be approved by the line manager.

8.13 SPEED RESTRICTIONS

NA has a duty of care to ensure that its staff do not contribute to unsafe driving practices such as excessive or serial speeding. NA will not tolerate unsafe practices therefore Drivers must comply with UAE traffic legislation and demonstrate good road safety habits.

NA and Lessors automatically receive traffic infringement notices. Drivers will be responsible for all penalties/fines incurred whilst driving corporate vehicles, and depending on the severity of the offence, may result in a prison sentence or confiscation of a vehicle. All fines will be passed to the Driver for deduction from their salary. If a Driver is found to have an excessive number of speeding fines then this may result in a formal warning, confiscation or even eventual dismissal.

Any offence that results in an employee losing their driving license where this is a prerequisite to their role, may result in a breach of contract leading to termination of employment.

Any endorsements on licences including speeding, disqualification, change in medical condition etc. must be notified immediately to your line manager and Fleet Management. Any cautions received by the employee relating to driving also need to be notified.

8.14 LOG BOOKS

Where multiple staff use a vehicle, a logbook must operate at all times and be kept located inside the passenger glove compartment.

It is the responsibility of the Driver to complete the log before and after the journey and the responsibility of the vehicle's Owner to ensure the book remains current.

Missing logbooks must be reported to Fleet Management immediately.

8.15 SECURITY

Drivers must ensure that:

- They take reasonable precautions to safeguard the security of the vehicle when left unattended.
- They immediately notify the Police, Fleet Management and the Lessor in the event of theft of the vehicle.
- The vehicle is driven in accordance with the guidance given in the handbook and is not abused in any way.

9 SCHEDULED/UNSCHEDULED MAINTENANCE

Drivers who are in possession of a vehicle have a duty of care to ensure the vehicle is safe, operated within the maintenance and warranty schedules, and remains fit for purpose. This is a joint responsibility of Fleet Management, the Lessor and the Driver. Failure to comply will result in the Driver incurring these costs.

Manufacturer and Lessor guidelines and recommendations will dictate the servicing schedules and it is a joint responsibility of Fleet Management and the Driver to adhere to that schedule, normally placed on the Driver's inside door panel. The Driver or Owner must contact Fleet Management or the Lessor directly to arrange a service and replacement vehicle. As a guide, corporate vehicles are usually maintained every 10,000kms.

Where Drivers are not the responsible Owner, they must report any non-conformance to maintenance schedules to Fleet Management within 12 hours of identifying the issue.

The Driver must carry out routine safety checks and oil and water and keep them top-up to the required level, as approved by the manufacturer. Any incidents or costs as a result of not following this policy will be borne by the staff member.

NA will only use reputable and accredited service dealerships and their selection must adhere to Procurement Policy.

Neglect, misuse, abuse or improper handling of the vehicle or any of its parts caused by actions of the Driver, which are outside the designated use of the vehicle, or by omission e.g. failing to top up with oil or ignoring vehicle warning lights; will result in passing on these costs.

In all cases, a replacement vehicle will be sought by NA or provided by the Lessor when servicing a vehicle.

9.1 REPAIRS

Damaged tyres and punctures shall be repaired or replaced where the driver is not at fault. Where the driver is at fault a police report accompany the claim. Damage caused by collision, accident or vandalism will be at the cost of the Driver.

Any damage caused through Driver negligence will be at the cost of the Driver up to the value of the insurance excess.

9.2 INSPECTIONS

It is mandatory for Drivers to undertake vehicle inspections prior to and after use to confirm its condition and roadworthiness. It is the sole responsibility of the Driver to report any defects or issues with the vehicle to Fleet Management or to the Lessor.

Drivers are responsible for ensuring there is sufficient petrol, oil, water, and completing a visual check of tyre conditions prior to operating the vehicle.

Drivers must familiarise themselves with the features of the vehicle before use. For example, adjust mirrors, seat, and familiarise with controls such as overdrive, control positions, and functions (indicators, window wipers, etc.).

Drivers must secure the vehicle (including handbrake on) and any equipment or personal belongings etc., when parked.

The Owner shall permit representatives from the Lessor or Fleet Management to inspect the condition of a vehicle at any reasonable time and place.

10 VEHICLE DISPOSALS

A vehicle should be considered for decommissioning when:

- It has passed its useful life, as defined by Fleet Management and Finance;
- The vehicle is not performing efficiently or is unsafe;
- The vehicle requires maintenance beyond its economic value.
- The manufacturer has recalled the vehicle;
- The asset proposes a risk to staff; or
- The vehicle lease has expired.

On meeting one of the above criteria; the vehicle may be sold where there is a value, disposed of where not or returned to the Lessor.

In all cases, any imperfections or risks must be clearly stated in writing to the receiving party to avoid any doubt or misunderstandings. All records pertaining to the asset should be retained on decommissioning.

Where the item can be sold, a fair market value must be gauged first through market research and the normal laws of offer and acceptance apply. Any offers must be in writing and invoiced through the Finance department.

11 MANAGED LEASED VEHICLES

NA operates a Leased Vehicle Scheme is based on an agreement between NA and the Lessor, under which the Lessor retains Ownership. Staff have no contract or relationship with the Lessor, although the employee may be required to contact the Lessor as directed.

The agreement can be up to three years and at the end of the agreement NA is not obliged to offer a new agreement unless contractually obliged to do so. NA reserves the right to select the vehicle and to swap vehicles at their discretion.

Employees that have joined a Leased Vehicle Scheme cannot opt out during the lease period without paying the lease penalty, unless instigated or approved by the CAO or as a direct result of circumstances beyond the Employees control.

Once the assigned staff member has signed and taken receipt of the vehicle, they become the 'Owner'. The agreement will be provided by the Lessor and Owner must sign the document on inspection and receipt of the vehicle.

It is mandatory for Drivers of leased vehicles to provide copies of their UAE Driver's license prior to taking delivery of the vehicle.

Where an employee has an assigned vehicle as part of their employment contract, their spouse is authorised to drive that vehicle provided they hold a valid driving licence.

Accessories may be fitted at the request of the Owner at an additional charge and by agreement of NA and the Lessor. Disabled staff who meet the criteria for a vehicle, and who due to their physical condition require adaptations or modifications to the vehicle, will have those adaptations undertaken by approved suppliers. The cost of adaptations will normally be borne by NA.

A driver instruction book will be supplied with the vehicle on delivery by the relevant Lessor together with a copy of the Vehicle Registration Card that must be kept in the glove compartment at all times.

11.1 CONDITIONS OF AGREEMENT:

- Staff must hand in all relevant documentation to Fleet Management on receiving a new car and on each service. Copies will be held in their corresponding fleet files.
- Vehicles leased under this scheme must not be used for hire or reward, rallying, racing, reliability trials, speed testing or for any non-related business or trade purpose.
- Non-work related Salik charges on confirmation will be deducted from staff's salaries on the next pay day.
- The Driver must promptly report to the Lessor any defects, damage or accidents occurring between services.
- The Driver is required to ensure the correct fuel is used, as they may be held liable for any damages incurred.
- The Owner must notify Fleet Management where the vehicle is tracking above its 60,000 kms per year allowances or incur the fines.
- Whilst participating in the scheme, Owners are expected to have their vehicle at their disposal.

11.2 SURRENDERING VEHICLES DURING LEAVE

Where staff have a designated vehicle as part of their contract, and take annual leave outside the UAE, they must surrender their vehicle to Fleet Management for general pool use, unless a specific need is identified.

Fleet Management must receive 7 days' notice to arrange and document a handover and receive this documentation prior to the Owner leaving the country and ensure the vehicle is returned in the same condition it was given. The same process is to be followed on the Owner retrieving the vehicle.

The vehicle must be surrendered and retrieved fully fuelled, and valeted.

Handover of vehicle must occur at the Mussafah Warehouse, unless by prior arrangement with Fleet Management.

11.3 TERMINATION OF LEASE

On termination of the lease, the vehicle must be returned to Fleet Management for appraisal. The Owner shall be responsible to pay any outstanding fines, calculated up to the date of termination.

The vehicle will be appraised by the Lessor or Fleet Management where owned by NA. A report will be given to the employee giving an indication of any damages that might be charged by the Lessor, taking into account fair wear and tear. Any charges made by the Lessor will be passed on to the employee, including any charges for damage to the vehicle.

Any modifications during the lease must be either left on the vehicle or removed and the vehicle restored to its original condition.

Where a leased vehicle is written-off due to a collision; the Lessor will replace the vehicle where the Driver is not at fault.

11.4 FAIR WEAR AND TEAR

Fair wear and tear is generally taken as superfine scratches and scuffs, minor scratches to paintwork if the paint surface is not broken and undercoat or metal not visible.

Excess fair wear and tear includes scrapes and scratches where the paint surface is broken i.e., where cutting will not restore the finish and repainting is necessary and dents or other impact damage to bodywork or bumpers, broken or cracked lenses, roof and gutter damage due to fitting of a roof rack. Any tears, rips, cuts etc. will be excess to fair wear and tear, as will stains from oil, glue, chemicals or other matter which cannot be removed using proper upholstery cleaner. Where NA owns the vehicle, excess fair wear and tear will be charged to the employee to such extent as NA is charged by the contractors.

Lessor's definitions of fair wear and tear can be subjective and particular to the organisation therefore the above guidelines can be followed, although not guaranteed.

11.5 REQUESTS

Staff requesting a vehicle must be eligible and provide at least one weeks' notice using the Fleet Management calendar where the invite will either be accepted or declined based on availability.

Staff who have a vehicle allowance are not eligible for a pool vehicle and Staff that are paid a fuel allowance are not eligible to claim fuel. Any claims outside of this process must be put through the standard employee expense claims process and sign and authorised by the Line Manager and CAO.

Prior to staff taking a vehicle, it is incumbent of the Driver to ensure a full inspection with a second party takes place to guarantee that any existing damage and subsequent costs are not incurred incorrectly. The condition should be documented using the appropriate forms or where not available, via email attaching photographs.

Where the vehicle is located at Mussafah a Supply Chain team must oversee the receipt and issuing of a vehicle.

Drivers of corporate vehicles must notify ACC when the vehicle is driven for operational purposes e.g. bases changes, site visits etc., giving the drivers details and vehicle registration number.

11.6 POOL VEHICLES

Where business travel is required, Fleet Management will endeavour to source a pool vehicle with no guarantees. Where sourced, under no circumstance are these vehicles to be used for staffs' personal use.

11.7 CONDITIONS OF USE:

- The vehicle must be booked out using the Outlook system through Fleet Management and returned on time with a full tank of fuel.
- The booking is not confirmed unless the invite is accepted by Fleet Management.
- Pool vehicles come with a logbook, Salik tag, and possibly a fuel card. The Driver must complete the logbook at the start and end of every journey.
- The Driver must notify the Owner or Fleet Management where a log book is missing.
- Fleet Management holds the keys to all pool vehicles where they are collected and returned within the normal working day.
- Staff must return the vehicle at the end of the day to the designated place or parking spot. Any requests to keep a vehicle outside of normal office hours must be approved by Fleet Management in advance.
- Under no circumstances are vehicles to be taken home without permission.

12 AUDIT & COMPLIANCE

Fleet Management will maintain a database of vehicles governed under this policy using OIQ.

This system will record and track the life cycle of the vehicle along with its history of any repairs and scheduled maintenance where owned by NA.

13 PROCEDURES AND FORMS

Process	Forms	Supporting Documents
L3.4.1 Strategy & Benefits		Fleet Strategy
L3.4.2 New Vehicle Process		Set up New Vehicles Procedures
L3.4.3 Maintain Vehicle Compliance		Lessors Terms & Conditions
L3.4.4 Scheduled Maintenances		Lessors Terms & Conditions
L3.4.5 Unscheduled Maintenances		Lessors Terms & Conditions
L3.4.6 Vehicle Disposal Process		Fleet Strategy
L3.4.7 Managed Leased Vehicles	Expenses claim form	

	Vehicle Handover Form	
L3.4.8 Audit & Compliance		

14 DOCUMENT CONTROL

A review and update of this document will take place annually and is owned by the Director of Supply Chain.

Version No.	Date	Changes
1	January 2014	New Overarching Vehicle Policy
2	December 2014	Additional paragraph for Driver responsibilities on returning company vehicle
3	August 2015	This policy is completely re-write specifically to inform and guide staff driving NA Vehicles. The main reason for the re-write is due to lack of specific such as UAE Law, collisions procedure, speed restrictions and ramifications when policy is not followed. Changed document name from "Vehicle Policy" to Vehicle Management Policy and Procedures
4	December 2015	Changed from Operation to Supply Chain Department
5	August 2016	Amended to included and define leased vehicles

Review & Final Approval:



Director, Supply Chain

