

Practice Group Vehicle Hire Policy: Information for Employees booking vehicles

As a responsible employer The Practice Group (TPG) believe that we owe a duty of care to both our employees and the environment. We recognise that sometimes you will need to drive on company business and where you are covering more than 100 miles in total and no direct train routes are suitable (or the cost is prohibitive) we have arranged access to hire cars for employees. This arrangement is administered by Fleet Evolution who are instructed to only authorise hires where no viable public transport alternative exists or the cost is prohibitive. TPG will only allow vehicles to be hired where the purpose is exclusively for business use. Private use of such vehicles is strictly prohibited; this includes home to work commuting unless the hire car needs to be at home the previous night in readiness for an early morning start associated with a business journey.

Important Information

This Policy sets out the rules for hiring vehicles and ensures TPG, and individuals, comply with HMRC guidance and that no Benefit in Kind liability accrues for the employee.

Who can book a hire car?

In order to book a hire car you must first obtain a 'permit to drive' from our partner Fleet Evolution. A permit to drive, once issued, lasts for a year (unless it is revoked mid-year).

Permit to Drive

To comply with the terms of the hire vehicle Insurance arrangements all employees need a valid permit to drive, you may be asked to show your licence by Enterprise, don't worry if you don't have this with you.

All hires must be booked via this procedure, so that if claims are made, the driver and vehicle details are readily available and fuel reimbursements are not delayed.

More information can be obtained on HMRC rules via the following link:

<https://www.gov.uk/government/publications/480expenses-and-benefits-a-tax-guide>

Obtaining a permit to drive

If you do not hold a permit to drive or it has expired, contact Fleet Evolution at driverline@fleetevolution.com to request a DVLA mandate form.

Preferred Supplier

Our preferred supplier is Enterprise Rent-a-car through Fleet Evolution. Normally the supplier will call you after booking to arrange to pick you up and take you to their premises where you will sign for and collect the vehicle. Home/office delivery is available but by exception only as additional charges are incurred.

Class of vehicle

Group B, C and D vehicles may be requested based on requirements e.g. the type of driving (motorways or local) or whether you are carrying equipment. The smallest car required for the purpose of the journey should be booked.'

Collection & Delivery of vehicle

You must ensure that when arranging collection or delivery of any vehicles you are available to receive and inspect them so that any instances of damage, no matter how minor, are noted and agreed by the Enterprise representative. In the event that this is not possible you should report any damage to Enterprise as soon as possible after collection/delivery. This prevents Enterprise alleging the damage was done whilst in your possession and trying to claim from TPG which could result in a payroll deduction from you personally. You may be asked to show your driving licence when taking delivery of the hire vehicle.

You can request that the car is delivered to and collected from your home or office address in certain circumstances where it would not be possible to be picked up and transported to the rental office for collection (early start or other meeting in the office). The opening times of Enterprise Rent a Car branches vary but are typically from 8:30am until 6:00pm Monday to Friday and 8:30am to 12:00pm on Saturdays (excluding UK Public Holidays). Vehicle deliveries/collections and lift back services are only provided within these opening hours.

Upon delivery of the vehicle, as well as checking the condition of the vehicle, also check the current fuel level, the current speedo reading and the current fuel level is as recorded onto the rental agreement by Enterprise. You will be provided with a copy of the rental agreement which should be retained as a point of reference until the hire is completed.

You are responsible for ensuring you are familiar with the controls and operation of the vehicle before driving the vehicle; therefore you should allow time when planning your journey to familiarise yourself with the vehicle and its controls.

The Practice Group will not be liable for any fixed penalty notices issued in relation to any road traffic while you are driving the vehicle or parking infringements including any issued whilst the vehicle is waiting for collection by either the driver or Enterprise.

Enterprise are responsible for the roadworthiness of the hire vehicle upon delivery and for any routine / planned servicing and maintenance. You as the hirer of the vehicle are responsible for any damage incurred during the period of hire, which includes tyre damage and or punctures or damage to the vehicle's windscreen.

Return of Hire Vehicle

When you make the booking, you must make arrangements for the return of the vehicle and keys to Enterprise and ensure that Enterprise signs for the condition of the returned vehicle. If the vehicle has any damage on collection, not previously noted on delivery, this will be your responsibility as the driver to correct as will the excess payable in the event of an accident for which a third party does not take responsibility.

Before the vehicle is returned, refuel so that the tank is full. Failure to refill will result in a penalty from the hire company that TPG will pass on to the driver to pay. Enterprise charge an administration fee on top of the value of the fuel so this penalty should be avoided as it is more expensive than refuelling yourself.

Hire vehicles are recharged in units of one day, therefore wherever possible, to avoid unnecessary additional daily hire charges vehicles should be returned on or before the time stated when booking the vehicle.

Extension to a Hire

If you do need to extend your hire please contact Fleet Evolution immediately, you will need to confirm the reason for the extension and ensure it matches the criteria required for a rental car.

Alternatives to Car Hire

If your business journey entails a return journey of fewer than 100 miles you may use your own car. If you do use your own vehicle you should ensure you have obtained a 'Permit to Drive' from Fleet Evolution or your own vehicle use will not be authorised and fuel costs not reimbursed. If using your own vehicle you should ensure you have obtained a 'permit to drive' from Fleet Evolution or own car expenses will not be reimbursed. This is not needed for alternative travel arrangements.

Travelling Abroad

Please note hire cars cannot be taken abroad (outside of the United Kingdom) under any circumstances.

How do I book a hire car?

Once you have a permit to drive follow the process below:

1. Are you making a business journey? If so refer to the decision tree to identify the most appropriate method of travel;
2. **Over 100 miles** (in total i.e. more than 50 miles each way) or no public transport or own car? You can book a hire car. It is possible to hire a car for a one-way journey. This should be made clear at the time of booking;
3. Visit www.fleetevolution.com/request-hire-car-pg no later than three hours before the car is required (ideally giving a day's notice. More notice may be required for automatic cars);
4. Complete the detail required including the journey purpose and where you are visiting. This will be checked by Fleet Evolution to ensure a hire car is the best option;
5. Await confirmation from Enterprise; if confirmation is not received please contact Fleet Evolution at driverline@fleetevolution.com

Variation to your contract of employment

By requesting a hire vehicle in accordance with this policy and process, you agree to allow TPG to make a deduction from your salary for any costs that may be incurred by TPG whilst the vehicle was in your possession:

- Parking Fines
- Fixed Penalty Notices
- Toll charges
- Insurance Excess
- Refuelling costs and administrative fee
- Additional daily charge(s) for late return

You will be advised of any deduction that is required before the deduction is taken from either your monthly salary or any termination payments that may be due if you are leaving employment. In the event that you have already left employment, you will be asked to reimburse TPG the costs incurred. By requesting a hire car you agree to this variation to your contract of employment.

