

Policy 24

Fleet Car Policy 2025/2026

The purpose of the Fleet Car Policy is to ensure that all staff understand the requirements in relation to the use of fleet car for work and personal related business.

22.1 What an employee can expect from Reach

- If over 21 years of age an employee can access one of our fleet cars (If under 21 years of age and still in need please discuss with the Compliance Lead & Director)
- For the car to have a current MOT, be taxed and regularly serviced
- For the car to have tyres that are both the correct pressure and legal tread depth
- For there to be no warning indicator lights on the dashboard
- For the car to be clean and tidy when it is hand over to you
- For the car to have the required emergency equipment inside the drivers cabin i.e. screen hammer and risk assessments in driver's side door, emergency sheet easily accessible to all and insurance/breakdown details in the glove compartment
- For the car to have the required emergency equipment in the boot i.e. fire blanket, fire extinguisher, hi-vis jackets x4, first aid kit and warning triangle
- If there is any reason why an expectation from Reach to you cannot be fulfilled (such as a known warning indicator light on dash) you will be made aware of this when collecting the car


22.2 What we expect from our employee

- For you to make us aware of any warning lights that come on dashboard whilst the car is assigned to you
- For you to let us know of any issues/sounds/problems that you have found whilst the car is assigned to you so we can action this
- For the car to return to us internally clean as you received it
- For you to complete weekly vehicle checks as you would for your own car
- For the car to return to us with a full tank of fuel (where possible)
- To not claim mileage whilst you have a fleet car, fuel is provided by Reach via fuel cards
- To use one of our fuel cards at a Texaco to top up, we will assign this when you collect the keys and provide a pin number
- If you do not have/forget the fuel card you were assigned, please top up at any local garage and ask for a till receipt, you can then claim for this via your weekly reimbursement not mileage claim
- Staff are to contribute towards their own personal miles whilst using the car (please discuss personal usage with Business Lead – Harry Meaden)

Any further questions regarding guidelines in this policy then please contact one of the leadership team.

To ensure the effectiveness of this document our 'Fleet Car' policy will be reviewed annually.

Signed:



Date: 02/09/2025

Dan Palmer

Founder / Director