

Company Car Policy

Purpose

[Name of the Company](#) provides vehicles for employees whose official work involves regular travel. This policy sets out how company cars are allocated, used and looked after.

Eligibility & Scope

This policy applies to employees who need a company vehicle to do their job. Eligibility depends on business need, operational requirements, position level, performance and tenure. You may be eligible if:

- You are employed under an official employment agreement with [Name of the Company](#).
- Your role involves regular official travel, or driving more than [Number of kilometres](#) a month.
- Driving is a main requirement of your position.
- A company car is part of your assigned job benefits.
- You hold a valid driving licence and a clean record, with no major traffic violations or at-fault accidents for at least [X](#) years.

Types of Company Vehicles

The company may offer one of the following to employees who qualify. The type you receive depends on your role and on what is available. Vehicles may be:

- Company-owned vehicles
- Company-leased vehicles
- Pool vehicles assigned for official use

They fall into three categories:

- Executive vehicles: luxury or high-end models for senior management
- Standard vehicles: mid-range models for sales and field staff
- Specialty vehicles: for specific needs, such as carrying equipment

Vehicle Allocation

Allocation follows these steps:

- Apply for a company car through HR or your manager.
- HR reviews each application against role requirements, business needs, eligibility and vehicle availability.
- An authorized company representative approves the allocation.
- Once approved, you receive the vehicle and the required documents.
- You must acknowledge receipt of the car.

Usage Guidelines

If you are allotted a company vehicle, follow these guidelines so it is used responsibly and only as approved.

Permitted use

- Use the vehicle for official work travel approved by your reporting manager.
- Use it for personal purposes outside working hours only with prior approval.
- Personal use must never get in the way of business operations or your official responsibilities.

Restricted use

- No one other than you or an authorized driver may drive the vehicle.
- Avoid excessive personal use, and do not use company resources for anything unrelated to business.
- Never use the vehicle for illegal or unsafe activities, or for anything unapproved that breaks company rules or applicable guidelines.

Fuel & Expense Policy

To claim reimbursement for vehicle expenses, follow these rules:

- Fuel for official travel is reimbursed under company guidelines.
- Personal fuel is not reimbursed unless specifically approved.
- Keep your expense records and submit them as required for reimbursement and tax purposes.

Maintenance & Servicing

Keep company-owned and leased vehicles in good running order:

- The company pays for regular maintenance and scheduled servicing.
- Service the vehicle on time, following manufacturer recommendations or company instructions, at authorized service centers or wherever the company specifies.
- Make sure the vehicle meets applicable state transport regulations and safety requirements.
- Renew registrations and insurance on time so the vehicle is never out of use.
- Report mechanical problems, damage or breakdowns to HR or the designated team straight away.
- Get prior approval for major repairs where applicable.

Driver Responsibilities

Use the company vehicle responsibly and follow company guidelines. You must:

- Hold a valid driving licence for the vehicle category.
- Follow all traffic laws and local driving regulations.
- Drive safely, and only when you are fit to drive.
- Keep your driving record clean, and tell HR if your licence is suspended or revoked.
- Keep the vehicle clean, secure and in usable condition at all times.
- Carry the vehicle documents and proof of insurance whenever you drive.
- Do not smoke inside the vehicle.
- Never lease, sell, lend or let unauthorized people drive the car.
- Never leave the vehicle unlocked or unattended.
- Drive sober, and avoid alcohol or drugs that impair judgment.

Accident, Damage & Insurance

If something unexpected happens, follow these steps:

- All company vehicles are covered by company-arranged insurance.
- After an accident, damage, theft or loss, tell HR immediately so the insurance process can start.
- Exchange information with the other parties involved, as the law requires.

- Report serious accidents to the local authorities, as required by law.
- Give HR all the details and documents needed for insurance or internal review.
- Cooperate fully with insurance claims and internal investigations.
- Do not accept responsibility or promise payment to anyone involved unless the company authorizes it.

Traffic Violations

Any traffic fines or penalties incurred while you are driving the vehicle are your responsibility alone. Management may review repeated violations, and disciplinary action may follow.

Parking & Toll Charges

Parking and toll charges on official travel are reimbursed as per policy. Charges from personal use are not.

Policy Violations & Disciplinary Actions

Not following this policy leads to disciplinary action. The action depends on the nature and seriousness of the violation and follows the company's disciplinary policy. Consequences escalate in four steps.

Warnings (verbal or written)

Typically given for:

- Minor or first-time policy violations
- Repeated traffic fines in the company car
- Allowing unauthorized people to drive the vehicle
- Using the vehicle without approval
- Not following reporting or documentation rules

Loss of car privileges

Applies when violations continue after a warning.

- Access to the company car may be removed, temporarily or permanently.
- You may no longer be eligible to use a company vehicle.

Suspension, demotion or reassignment

Applied in cases of serious misconduct, such as:

- Leasing or using the company car for personal financial gain

- Misuse that causes damage or legal liability
- Serious negligence or repeated non-compliance with the policy

You may also be reassigned to a role that does not include company vehicle eligibility.

Termination and legal action

Applied in cases of severe or unlawful violations, such as:

- Causing an accident while driving under the influence of alcohol or drugs
- Intentional misuse that creates major financial or legal risk for the company
- Any action that breaks the law or seriously harms the company's interests

The company may take legal action where necessary.

Exit / Transfer Policy

This section explains how to return the vehicle when your role changes or you leave.

- Return the vehicle when you resign, are terminated, change roles, or when the lease or scheme ends.
- The company may also ask for the vehicle back if policy conditions are not met or maintenance standards are not followed.
- Return it in reasonable condition, allowing for normal wear and tear.
- Clean the vehicle and remove your personal belongings first.
- Hand over all keys, documents, accessories and other items issued with the vehicle.
- The vehicle will be inspected for damage or excessive wear on return.
- Any outstanding costs, damages or charges may be deducted from your final settlement where applicable.
- Return terms differ for company-owned and leased vehicles, and follow the applicable scheme conditions.

Policy Review

The company may revise this policy. Any changes will be communicated to employees promptly.