Document: **JB-POLICY-028**	**SITE STAFF COMPANY VEHICLES POLICY**

SITE STAFF COMPANY VEHICLES POLICY

Overview

Site based staff are entitled to the use of a company vehicle for use in connection with their work, dependent on grades. Some grades of site staff are also entitled to a car allowance in lieu of a company vehicle. This Policy outlines what the rules and policy is in relation to staff of each grade.

Policy

1. The vehicle will be issued to you when you are next due for a replacement vehicle in the grade at that point. This will be the earlier of 125,000 miles or 4 years old.

2. If you are promoted, you will be entitled to the next vehicle up at the next replacement point (see point 1). You may receive a vehicle sooner if we are able to reallocate your vehicle to someone else.

3. The issue of a new vehicle is up to the discretion of the line manager and the board. The entitlement shown in the table on page 2 is the maximum entitlement.

4. For new or recent joiners, or lower grades you may receive a used vehicle.

5. If new vehicles of the correct specification level are unavailable, then:
    a. If a higher spec is available and is issued, this can be retained.
    b. If lower spec is available and is issued, this can be replaced by a higher spec when it comes available.

6. If you wish to buy any old site vehicles, you need to register your interest with the Plant department and it will be on a first come, first served basis.

7. Grades C45, C55, T55, C65, W65 and C75 (and W55/C42 at the discretion of the Contract Director) are eligible to opt into the taxable benefit of private vehicle use; however, any employee in an eligible grade must formally notify the Company if they intend to use their vehicle for private purposes so that the correct tax reporting obligations can be applied. Eligible employees will be issued with a B specification vehicle and must confirm their private use declaration on appointment to the eligible grade, upon receipt of a B specification vehicle, and during the annual vehicle option review, as failure to notify the Company of private use may result in incorrect tax treatment and may be considered a breach of Company policy.

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Vehicle Eligibility

Grade	Job Title	G	B2	B3	B4	Allowance Option (£)
W35	Ganger	■				
W45	Foreman	■				
W55	Works Manager (2) (see note below)	■	■			
W65	Senior Works Manager			■		
C16S	Trainee Engineer (18 months) (1) (see note below)	■				
C18S	Graduate Engineer	■				
C35S	Engineer	■				
C40S	Senior Civil Engineer	■				
C42S	Sub Agent (2) (see note below)	■	■			4,800
C45S/S45S	Site Agent/Intermediate QS		■			4,800
C55S	Project Manager/Technical Manager/Senior QS			■		4,800
C65S	Contract Manager/Senior Design Manager			■		6,000
C75S	Senior Contract Manager (3) (see note below)			■	■	6,000
T25S	Graduate HSE Advisor	■				4,800
T35S/T45S	HSE Advisor (2) (see note below)	■	■			4,800
T55S	Senior HSE Advisor		■			
T35S	Site Technical Support (2) (see note below)	■	■			4,800

Key	
G	Basic Spec 4x4 Pickup - Green
B2	Intermediate spec 4x4 Pickup – White Unbranded
B3	High spec 4x4 Pickup – Unbranded
B4	Higher spec 4x4 Pickup (Ford Ranger Currently)

Note - 1. only issued at discretion after 18 months on the Engineer higher apprenticeship.

Note - 2. G or unbranded B2 is at the discretion of the Contracts Director. This is based on the experience and competence of the employee. A newly promoted or recruited employee at T35S would typically be at the lower classification.

Note - 3. B3 or B4 only at the discretion of the Chairman based on the experience and seniority of the employee. A newly promoted employee to this role would typically be at the lower classification.