



Purpose

CSG's Fleet Management Policy outlines the guidelines for the proper use, maintenance, and management of all company issued vehicles. It aims to promote safety, efficiency, and accountability to ensure that fleet operations align with company objectives. This policy applies to all employees and contractors who manage or operate company vehicles. This includes, but is not limited to, drivers, transport coordinators, transport managers and fleet managers.

The purpose of this policy is to set rules and expectations for the management and use of company vehicles. It applies to all employees, contractors or anyone authorised to operate or manage company owned or leased vehicles.

Key Commitments

We will accomplish this through the implementation of procedures which cover:

- **Vehicle Use:** Only authorised and suitably qualified personnel may operate company vehicles. Drivers are legally obliged to adhere to traffic laws and practice safe driving whilst avoiding prohibited activities such as using handheld devices whilst driving. All vehicles usage is monitored through mileage reporting, GPS tracking and telematics systems to ensure efficiency and accountability.
- **Maintenance and Repair:** The company has an established maintenance schedule which must be adhered to. For HGVs these include mandatory six weekly inspections, daily checks, tyre inspections and routine servicing, including body mounted equipment. Drivers should report any issues to their transport manger in a timely manner. Transport managers are to keep and maintain accurate maintenance records which are subject to regular audit.
- **Fuel Management:** purchasing of fuel should follow company guidelines. Employees are encouraged to use our own bulk fuel supplies in the first instance or provided fuel cards. Drivers are encouraged to practice fuel efficient driving; these metrics are monitored through use of vehicle installed telematics.
- **Accident & Incident Reporting:** in the case of an accident safety should be prioritised and emergency services called if required. These should be reported as soon as possible with a written report submitted within 24 hours. In the event of a near miss, these should be reported promptly to help prevent future accidents.
- **Safety & Compliance:** Ensuring our vehicles are safe to operate and operated safely, drivers must perform pre use checks of essential components and report any faults to their transport manager. All drivers complete initial and periodic training to maintain safe driving practices. Fleet managers ensure all vehicles meet the legal and regulatory requirements. Telematics and vehicle mounted cameras are used on HGV vehicles to monitor usage and promote safe and efficient driving.
- **Environmental Responsibility:** CSG encourages environmentally sustainable practices such as fuel-efficient driving. Vehicle related waste is disposed of following environmental guidelines.
- **Policy Violations:** Violations such as vehicle misuse or unsafe driving may result in disciplinary action such as warnings, suspension, or termination of employment.

Responsibilities

The Board of Directors will ensure this policy is communicated and implemented throughout the group supported by the Fleet Manager, Transport Managers and CPC Holders.

Arrangements

This policy will be delivered through an effectively implemented management system, providing adequate resources to enable our people to effectively contribute to their delivery by promoting improvements and managing business risk. This includes conducting regular audits of depots and our vehicle maintenance providers to ensure we are operating a safe and legally compliant fleet.

Authorisation

This Policy has been authorised by:

Neil Richards
Managing Director, Cleansing Service Group Ltd.

SECTION: TRANSPORT

OWNER: FLEET MANAGER

DATE ISSUED: JANUARY 2025

REVIEW: 1 YEAR