

# Pool Car Document

*September 2005*

## **BEFORE APPLYING FOR A “POOL CAR” PLEASE READ THE FOLLOWING INFORMATION FROM THE INLAND REVENUE**

- 15.1 A car only qualifies as a pool car if all the following conditions are satisfied:
- (a) it is available to, and actually used by, more than one employee;
  - (b) it is made available, in the case of each of those employees, by reason of their employment;
  - (c) it is not ordinarily used by one of them to the exclusion of the others;
  - (d) any private use by an employee is merely incidental to their business use of it, **and**
  - (e) it is not normally kept overnight on or near the residence of any of the employees unless it is kept on premises occupied by the provider of the car.
- 15.2 The expression ‘**merely incidental to**’ imposes a qualitative rather than a quantitative test.
- The use of a car for what is primarily a business journey but embracing some limited private use would be within the terms of (b) in paragraph 15.1 above. A simple example might be where an employee who is required to undertake a long business journey is allowed to take a **pool car** home the previous night in readiness for an early morning start. The **office to home** journey although private, is, in this particular context, subordinate to the lengthy business trip the following day and is undertaken to further the business trip. In short, it is **merely incidental** to the business use of the car on that occasion. A reservation is necessary in this type of case: if it happened too often, condition (e) in paragraph 15.1 above would not be met.
- 15.3 It is accepted that a car is **not normally kept overnight** at or near the homes of employees if the number of occasions on which it is taken home by employees does not amount to more than 60% of the year. But where a car is garaged at the employees’ homes on a large number of occasions, although for less than 60% of the year, it is unlikely that all the home to work journeys would satisfy the ‘**merely incidental to**’ test in paragraph 15.2.
- 15.4 Where a chauffeur employed to drive **pooled cars** is obliged to take a pooled car home for retention overnight, the purely private use by the chauffeur in travelling between their normal place of work and his or her home would not of itself be regarded as disqualifying the car from treatment as a pooled car. Equally, the fact that in such circumstances the car was kept overnight at the chauffeur’s home would not normally be regarded as disqualifying the car from counting as a pooled car
- 15.5 Subject to the exception mentioned at paragraph 15.4 above, **all five** conditions at paragraph 15.1 must be satisfied if the car is to qualify for exemption as a **pooled car**. So a car which met the tests at (a) and (d) in paragraph 15.1, but which was normally taken home at night by an employee because of inadequate parking facilities at the employer’s premises, would fail test (e) in paragraph 15.1 and would thus not count as a pooled car.

# POOL CAR DOCUMENT

## 1. ALLOCATION

A pool car is provided to a Unit for business travel only and must not be used for private journeys (this includes travel between home and work). The vehicle must be securely parked on Trust property when not on business use.

## 2. RESPONSIBILITY

The manager who is responsible for the vehicle must ensure that the vehicle:

- is taxed
- has an MOT if required
- is serviced in accordance with manufacturer's recommendations
- has the appropriate daily/weekly checks undertaken before being used

Note: Minibuses require an annual MOT regardless of age.  
Tail lifts must be serviced at least once a year.

## 3. INSURANCE

Insurance is currently arranged by the Trust through Brian Johnson & Co (Insurance Brokers) Ltd in partnership with Royal & Sunalliance. An insurance certificate will be issued by the Car Leasing Department to each Unit/individual annually in April of each year.

## 4. DRIVING LICENCES

The manager who is responsible for the vehicle must ensure that employees who are to drive the vehicle have a valid driving licence. Licences should be re-checked every year to ensure they remain valid. A record should be kept of all checks carried out.

## 5. ACCIDENT PROCEDURE

All accidents and vehicle damage must be reported by using your Linkfield Helpline card, which was provided along with your insurance certificate. They will assist in arranging an estimate and repair of the vehicle.

When at the scene of an accident, take note of the following:

- The name and address of the other driver and vehicle owner if different
- The name and address of each witness
- The injury to yourself or other people involved
- The damage to the vehicles involved or to property
- The name and address of the other driver's insurance company and policy number
- The registration numbers of the other vehicles
- The number of any police officer at the scene
- The speed of the vehicles involved
- The width of the road, road markings and signs, state of the road surface and weather conditions
- Whether other drivers and passengers were wearing seat belts
- If the accident happened at night or in poor visibility

## **6. SERVICING AND MAINTENANCE**

Servicing should be arranged either through a servicing dealer or in some cases by CD Bramall, Hedon Road where arrangements have been agreed. The service should be carried out in accordance with manufacturer's instructions and the person booking the vehicle for service should inform the dealer to ring the Car Leasing Department, for a Trust only vehicle, for an order number before any work is done. This also applies for any routine maintenance in between services. If the vehicle is leased then the garage should be told to contact the lease company directly and not the lease car department.

## **7. M.O.T.**

An M.O.T. certificate is required when a vehicle is three years old or annually if it is a commercial vehicle over 3.5 tonnes. As with servicing, the dealer needs to ring the Car Leasing Department to obtain an order number. If the vehicle is leased then the garage should be told to contact the lease company directly and not the lease car department.

## **8. TYRES, BATTERIES AND EXHAUSTS**

In the event that any of these items need replacing the vehicle should be taken to either Kwik Fit or ATS. This will be cheaper than using a normal servicing dealer. The company should be asked to telephone the Car Leasing department for an order number. If the vehicle is leased then the garage should be told to contact the lease company directly and not the lease car department.

## **9. ROAD FUND LICENCE (Tax disc)**

Where the vehicle is used for disabled people it will be tax exempt although the vehicle will still have to display a road fund licence in the windscreen. For other Trust vehicles the normal licence fee will apply. The manager responsible for the vehicle must ensure that the appropriate tax disc is displayed. If the vehicle is leased the Tax Disc will be sent to you by Car Leasing.

## **10. TRAFFIC OFFENCES**

Parking fines, speeding fines and penalties for driving offences are the driver's responsibility and will be passed onto the driver for immediate payment. Failure to pay the fine within the time specified could result in the driver receiving a court summons or an increased fine and administration fee.

## **11. MONITORING**

It is important that a 'vehicle use' log is kept which records the date, driver, journey details and the mileage at the start and end of the journey. The Unit Manager should ensure that the log is kept on file for audit purposes.

## **12. FUEL**

Current fuel purchase procedures will remain in place until such time as they can be reviewed across the whole Trust. Monitoring of fuel economy may take place from time to time to ensure the vehicle's performance is not deteriorating, and the cost to the Trust is not increasing. This will also help to enforce the ongoing development of the Trust's Green Transport Policy.

## **13. RELIEF VEHICLE**

If for any reason the vehicle is "off road" and a relief vehicle is required to carry out business duties, then another Pool Car should be acquired from the unit or from another unit where possible. If that option is not available contact the Car Leasing Department and a vehicle will be made available. If a vehicle is required out of hours then call TLS vehicle rental. The telephone number is listed below. Please ensure that the car is charged to the account of the Humber NHS Foundation Trust and inform Car Leasing the next working day.

#### 14. USEFUL TELEPHONE NUMBERS

Car Leasing Department	01482	389281
Linkfield Helpline	08457	023518
Kwik Fit Beverley	01482	880990
Kwik Fit Hull	01482	327725
ATS Beverley	01482	868655
ATS Hull	01482	329370
TLS car rental	01482	226803
RAC Auto Windscreens	0800	919700

# SAFETY INFORMATION

## ***Mobile Phones***

Mobile phones are now an integral part of everyday business life. However, using them whilst driving can significantly impair your driving. This includes the use of hands-free kits.

Although the Highway Code already warns against using hand-held mobile phones whilst driving, the law changed in February 2007 to ban hand-held mobile phones being used in moving cars. This new offence will be subject to 3 penalty points and a £60 fine, which could increase to £1000 if the matter goes to court. Drivers can already be prosecuted under current law if using a mobile phone means that they are not in proper control of the vehicle at all times.

Driver tips on mobile phone usage

- Ensure the message-taking facility on your mobile is activated.
- Never receive or make calls while driving.
- Check for messages and return necessary calls once parked.
- If your mobile phone rings and it is practical and safe to pull over, ensure the car is safely parked and the engine is switched off before answering the call.

## Drink Driving

Most people know about the dangers of drink driving – killing or injuring yourself or others. However, do you know the limits and punishments?

The current limits are as follows:

35 micrograms of alcohol per 100 millilitres of breath

or

80 milligrams of alcohol per 100 millilitres of blood

or

107 milligrams of alcohol per 100 millilitres of urine.

It is impossible to attribute an amount of alcohol directly to the limits set down because different amounts of alcohol affect different people in different ways. This leaves us with the unanswered question – how many pints of normal strength beer is equal to the breath limit? To stay safe and to keep peace of mind it is better that we don't drink at all.

Being below the legal limit is no guarantee that your driving ability will not be impaired. In fact, alcohol can give false confidence in your ability to drive.

At 50% above the limit, the chances of being involved in a fatal or serious accident are five times higher than those of a completely sober driver. Twice over the limit and that figure rises to twenty times. To be safe – don't drink and drive ever!

Once we have had a few drinks the only thing that will reduce our alcohol level is time and plenty of it. Our bodies can only metabolise one unit of alcohol per hour (the equivalent of a half-pint of ordinary strength beer).

After drinking in the evening, you could still be over the limit the following morning, or even much later in the day. There have been cases where people have been convicted of Drink Driving when they had not had a drink for 24 hours. Black coffee or hangover medicines might make us feel better, but they will not bring our alcohol level down any quicker.

Should the police have reasonable cause to suspect an offence, they have the power to request a sample of breath from any person who is driving, attempting to drive or in charge of a motor vehicle either on a road or in a public place.

In addition, the police now have the authority to arrange for a doctor to attend the scene of an accident and take blood samples from unconscious or incapacitated drivers without their consent. The sample cannot be tested until



the subject is fit enough to provide consent – although anyone refusing to allow a sample to be tested is liable for prosecution.

The punishment for Drink Driving is decided by Magistrates within certain guidelines. For example, the recommended punishment for driving or attempting to drive with excess alcohol is as follows:

- Fine – up to £5000 and /or up to 6 months imprisonment.
- A criminal record.
- Mandatory disqualification for at least 12 months for first offence.

or

- Mandatory disqualification for at least 3 years for second offence within 10 years.

## Summer Driving

Spring and summer time motoring may not carry quite so many potential hazards as winter driving but there are still nevertheless a number of precautionary measures and steps that all drivers must consider at this time of the year.

Spring is when the ravages of winter and months of neglect begin to show on the car. A thorough inspection and some basic repairs inside and out can help avoid costly and time-consuming repairs later on and may also avoid the possibility of a break down.

### General Summer Driving Tips

- Get your car serviced according to your manufacturer handbook.
- Check the operation of all exterior lights. All headlights and indicator lenses must be free from any damage such as crack or missing glass or plastic. Remember to keep the lights clean.
- Check front and rear wiper blades for wear or splitting.
- Clean the windscreen, windows and mirrors. Fill the windscreen-washer bottle using a screenwash additive to clear traffic film and dead insects.
- Tyre condition should be checked (including the spare) for tyre pressure and legal tread depth. The current minimum legal tread depth for cars and light commercial vehicles (up to 3500 kg gvw) is 1.6mm.
- Ensure tyres are properly inflated in accordance with the manufacturer's handbook (can cause punctures and blowouts).
- If travelling abroad, different countries lay down differing requirements for foreign drivers. These include requirements such as carrying first aid kits, spare fuel, spare bulbs, warning road triangles and letters of authority.
- Keep drinks close to hand, but stowed properly. Occupants of a care that are stuck in a traffic jam during high temperatures may begin to suffer the effects of dehydration, such as tiredness, irritability and headaches.
- Be aware of driving fatigue, which can be a particular problem in hot weather. Take regular breaks.

- Remove windscreen smears which can 'catch' the sunlight causing glare. (If the glare caused you to have an accident, a smeared windscreen could constitute failure to ensure a clear view of the road leading to prosecution for dangerous driving).

Hayfever is another summer hazard that is claimed to be the cause of around 5% of all summer accidents. The risk comes partly from sneezing and partly from medication causing drowsiness. Drivers can minimise these effects by

- Closing windows and air vents to prevent excess pollen entering car.
- Wear sunglasses to protect eyes from bright sunlight and pollen in the air.
- Don't take medication that causes drowsiness – ask for an alternative.
- Slow down to maintain a greater distance from the car in front if you are about to sneeze.

## Eye Tests

Most people's eyesight deteriorates gradually. You should therefore have regular eye tests.

A nationwide optician recently gave 3000 drivers basic sight tests and found that 700 failed. This is particularly worrying bearing in mind the following passage taken from the Highway Code:

'You MUST be able to read a vehicle number plate from a distance of 20.5 metres (67 feet – about five car lengths) in good daylight. You MUST be able to read a new style number plate from a distance of 20 metres (66 feet). If you need to wear glasses (or contact lenses) to do this you MUST wear them at all times whilst driving'.

The Department for Transport advises that many of the rules in the Highway Code are legal requirements that, if broken, mean you are committing a criminal offence.

Optometrists recommend having an eye test at least every two years – more often as you get older and if you notice a deterioration in your eyesight. When you have your eyes tested, always let your optician know that you are a driver – he will be able to recommend the most suitable lenses and glasses for driving. For example:

- Glasses with high sides and thin rims are particularly good for driving because they improve all round vision.
- Polarising lenses reduce glare making them ideal for driving – but they should not be worn at night.
- Plastic lenses are less likely than glass to shatter in an accident.

## Drug Driving

There is a growing problem of drivers and other road users being under the influence of drugs other than alcohol, both medicinal and illegal.

The police are now far better at recognising signs of illegal drug use in drivers. The police can test and will prosecute and if convicted for drug driving offences, you could receive.

- A minimum one year driving ban.
- A fine up to £5000.
- Up to 6 months in prison.

These are the same penalties that apply to drink drivers. For a second offence the minimum disqualification is longer. Where a death is caused the penalties are much more severe, with up to 10 years in prison and at least a two year driving ban.

### **Below are some of the effects drugs can have on your driving ability**

distorted perception

paranoia

**poor concentration**  
**steering control**

**impaired**

visual or auditory hallucinations  
blurred vision  
nausea  
short term memory loss

slower reaction time  
dizziness  
panic attacks  
cramps

***confused thinking***  
***sleepiness/severe tiredness***

tremors

impaired co-ordination

A study of fatally injured drivers, riders, passengers and pedestrians detected at least one prescribed or illegal drug in 24% of the sample. Alcohol was present 31.5% of the sample, 21.5% being over the present legal limit for driving. Whereas the incidence of alcohol in road accident fatalities has reduced from 35% ten years earlier, the incidence of drugs had increased threefold. 11.7% of the fatal casualties tested positive for a single drug, 6.3% for multiple drug presence.

Research has also shown that drivers taking prescription drugs including anti-depressants could impair their driving ability because of the side effects and some of the newer anti-depressants has highlighted a need for further studies into drug drugs and driving. It is advisable to carefully read the labels of prescription and seek further advice and clarification if necessary.

## Vehicle Maintenance

Cars are very personal things. Some people treat them like a loved one, some people don't. The impact of this may not be immediately obvious to some drivers but a well maintained car should breakdown less and you feel confident that when it needs to get you to an important meeting, it will.

### General maintenance tips

- Have the car serviced regularly according to your manufacturer handbook.
- Use only servicing agents or franchised dealers, if your vehicle is in warranty you will be referred to your car manufacturer dealer network. This is essential if the vehicle is to retain its extra warranty cover, manufacturer assistance and emergency breakdown cover.
- Check on tyre depths/pressures, fluid levels, glass condition, lights and seatbelts regularly, according to the manufacturer handbook.

### If you are planning a long journey

- Clean the windscreen, windows and mirrors. Fill the windscreen-washer bottle using a screenwash additive to clear traffic film and dead insects.
- Check and adjust tyre pressures – increasing them for heavy loads if necessary. The correct pressures will be given in the car's handbook.

## Driving Licenses

Drivers must:

- Ensure that any convictions or licence endorsements (including fixed penalty endorsements) received at any time are notified immediately to the car leasing department.
- Not drive your vehicle under any circumstances if your licence is suspended. You must inform your manager and the car leasing department immediately if a suspension has been issued.

## Winter Driving

Adverse weather conditions make driving more difficult and can increase the chances of accidents. By following some simple guidelines you can reduce these risks.

- Check the weather forecast.
- Allow ample time for your journey.
- Check tyres for correct inflation and tread. Low temperatures mean reduced pressure so they may need correcting according to your vehicle's handbook.
- Make sure windscreen wipers and washers are working properly.
- Ensure the washer bottle is topped up with screen wash suitable for the time of year.
- Clear snow from the roof as well as from windows. Snow on the car roof can fall onto the windscreen obscuring your view and can also be a hazard to other road users. (You could be fined up to £2500 and receive three penalty points if the police consider your car a danger to other road users).
- Ensure that the windscreen is clean – inside and out – and that the windscreen wipers are in good condition. Even if you're not a smoker the inside surface of the windscreen will accumulate a hazy film caused by plasticisers in the dashboard and other interior materials. Scratches, abrasions and chips on the outside can intensify the sun's dazzle.
- Check that all lights and indicators are clean and working correctly.
- When warming/demisting your vehicle, don't leave an unattended car with its engine running – a perfect opportunity for a thief.
- When people become stressed and flustered, they're more likely to make slips and errors, such as missing a turning or locking keys in the car. Research has shown that when drivers are worried about weather conditions, they are four times more likely than usual to lock their keys in the car or leave them at the checkout.

## Driving Rain

- Keep your speed down and increase stopping distances when the road is wet.



- Where there is standing water, beware of the dangers of aquaplaning (loss of tyre grip on a wet road because the tyre footprint cannot expel enough water).
- If you do find yourself driving through deep water and the engine cuts out – **do not attempt to start the vehicle again**. Various engine parts will have taken in water and re-starting it may damage the engine beyond repair.

## Fog

- Driving in fog can be particularly tiring due to the tendency to follow the red taillights of the vehicle in front. Be particularly aware of the dangers of tiredness.
- During poor visibility use headlights so that your vehicle can be seen.
- When visibility is seriously reduced use front and rear fog lights – but turn them off when visibility improves.

## Ice/snow

- Decide whether your journey is really necessary.
- Plan an alternative route in case of road closures.
- Make sure windows and windscreens are unobstructed and clear from snow/ice.
- Keep your speed down and increase the distance between you and the vehicle in front.
- Braking, steering, acceleration, deceleration and gear changing should be carried out gently and gradually.
- Pack a small shovel along with warm clothing, high energy food and a flask of hot drink.

# Avoiding Accidents

## Driver Fatigue

Falling asleep at the wheel accounts for a staggering 20 per cent of serious accidents on motorways and monotonous roads according to recent government figures.

Over 39,000 serious injuries and nearly 3,500 deaths occurred on UK roads last year according to the Department for Transport, Local Government and Regions (DTLR), with drowsiness believed to be one of the largest single causes, claiming more lives than alcohol.

Driver fatigue is characterised by feelings of increasing sleepiness, which drivers are aware of but often ignore. Some employ tactics such as winding down the window, turning up the radio, stretching or simply summoning extra willpower, none of which have much effect on overcoming sleepiness.

General tips to prevent fatigue before and during driving.

- Try to get a good amount of sleep before starting a long drive.
- Consider sharing the driving with a colleague if possible.
- Plan your journey so you can stop every two hours for a 20 minute break.
- Most accidents happen between 2am and 6am and 2pm and 4pm when the body's natural clock hits a low point. Be aware of the additional risks when driving at this time.
- When you have stopped somewhere safe, drink a cup or two of strong coffee or an energy drink followed by a short nap. Research shows that caffeine takes about 30 minutes to have a reviving affect.

## Parking pitfalls

Vehicles belonging to company car fleets experience a high percentage of 'damage whilst parked' incidents.

Small dents and scratches may look minor and may only cost a relatively small amount to repair, but there are several hidden costs involved in these types of incidents, as well as the inconvenience of having a vehicle off the road.

## General parking tips

- Park in well lit areas.

- Avoid parking next to vehicles with baby seats. The last thing on a mother or father's mind when placing their child in their car is the vehicle next to it, and they can quite easily open a door onto your vehicle!
- Take time whilst parking and straighten up if necessary.
- Fold back wing mirrors where ever possible.
- Where possible avoid pay and display car parks for long term parking – a potential thief will be able to see the time you bought the ticket as well as the time you are due to return to your vehicle, giving them ample time to attempt to break in!
- When parking in car parks, park next to the most expensive car you can find (if possible), they are less likely to open a door on your vehicle for fear of damage to their own!

## SMOKING

A law requiring smoke free environments in all workplaces comes into effect 1 July 2007. This legislation requires all company and work vehicles used by more than one person to be smokefree. If the vehicle is used by more than one person, it has to be **smokefree at all times** regardless of how many people are in the vehicle at any point in time. 'No-smoking' signs **MUST** be displayed in all pool vehicles.

The legislation does not extend to lease cars, used primarily for private purposes, however the Trust 'Policy in Relation to No Smoking and the Role of the Trust' stipulates that staff will refrain from smoking at any time when on duty. This policy can be found on the Trust Intranet.

Penalties will be in place for non-compliance and employers will be fined up to £2500 for failing to prevent smoking in a smokefree place. Individuals could face a fine of up to £200 or a penalty notice of £50 for smoking in a no-smoking place.

There is help available for staff to stop smoking. The smoking cessation service have drop-in sessions arranged at some units which have proved successful to date, staff accessing these services have found them extremely helpful and supportive. Details of these drop-ins are displayed throughout the Trust. The NHS offers a wide range of excellent, free and easily accessible support for smokers including the NHS Smoking Helpline on 0800 169 0169.

Ref: [www.smokefreeengland.co.uk](http://www.smokefreeengland.co.uk)

# Pool Car Application Form

Please return to:

Car leasing department  
Humber NHS Foundation  
1<sup>st</sup> Floor  
College House  
Willerby Hill  
Beverley Road  
Willerby  
HU10 6ED

September 2005

## Pool Car Application Form

<b>Title: Mr/Mrs/Miss/Dr/Other</b>
Surname:
Forenames:
Unit Address:
Post code:
Trust:
Work tel number:
Mobile tel number :

Please list below the vehicles for which quotations are required:

<b>Make &amp; Model &amp; Fuel</b>	<b>Doors</b>	<b>cc</b>	<b>Colour</b>	<b>Extras</b>

Please give as much information as you can to enable an accurate quotation to be given.

## Your estimated annual mileage:

**Total Mileage**

Please enter mileage

Applicants Signature:
Print Name:
Date:

### To be completed by your Unit Manager

I support this enquiry for a Unit Pool Car and confirm that the vehicle will be used as per the Inland Revenue and Trust Guidelines within this document.

Signature	
Print name	
Designation	
Date	
Base/Location	