



BBC Motor Vehicle Policy

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Contents (select contents item to skip to relevant page)

1. Introduction	4
1.1. Scope	4
1.2. Responsibility	4
1.3 User status.....	4
1.4 Non-compliance with the Motor Vehicle Policy.....	4
2. Driver's responsibilities	5
2.1. Authority to drive.....	5
2.2. Driver training.....	5
2.3. Safety	5
2.3.1 Mobile phones	5
2.3.2 Passengers carried	5
2.3.3 Equipment carried	5
2.3.4 Smoking.....	5
2.4. Motoring offences and fines.....	6
2.5. Mileage data.....	6
2.6. Taking a vehicle outside of the country it is registered in.....	6
2.7. Condition of the vehicle	6
2.7.1	6
2.7.2	6
2.8. Weekly vehicle check.....	7
2.9. MOT, servicing and maintenance	7
2.10. Road vehicle tax.....	7
2.11. Insurance and accidents	7
2.12. Fuel.....	7
2.12.1. Using the right type of fuel	7
2.12.2. Fuel stickers.....	7
2.12.3. Fuel cards	7
3. BBC Leased - Essential Business Need Cars	8
3.1. Criteria for issue.....	8
3.2. Type of vehicle.....	8
3.3. Private use.....	8
3.4. Branding, customisations and installations	8

3.5. Ordering a vehicle	8
4. BBC Leased - Pool vehicles.....	9
4.1. Criteria for issue.....	9
4.2. Type of vehicle.....	9
4.3. Private use.....	9
4.3.1 Vans.....	9
4.3.2 Other vehicles	9
4.4. Branding, customisations and installations	9
4.5. Operational contact	9
4.6 Vehicle keys security and issue	9
4.7. Driver records.....	10
4.8. Ordering a vehicle	10
5. Short term hires	11
5.1. Business use.....	11
5.2. Driver records.....	11
6. Use of privately owned vehicles on BBC business.....	12
7. Vehicle disposal.....	13
7.1. Early termination of lease vehicles	13
7.2. Purchase of an existing lease car	13
7.3. Disposal of a BBC owned vehicle	13
8. Vehicle acquisition.....	14

1. Introduction

1.1. Scope

The sections detail the BBC's policy (including commercial subsidiaries) "the BBC" with regards to the use of all vehicles on BBC business, including BBC or privately owned, leased or hired vehicles. The policy also covers acquisition and disposal of vehicles. The policy applies to vehicle related activity anywhere in the world and the policy should be appropriately interpreted taking account of the differing licensing and legal requirements according to where the vehicle is being used.

1.2. Responsibility

It is the driver's responsibility to understand and comply with the policy and for line management and operational contacts to oversee compliance. Compliance is subject to monitoring.

1.3 User status

All BBC employees and freelancers are reminded that when using vehicles on BBC business, they remain subject to all the terms and conditions of their contract with the BBC.

1.4 Non-compliance with the Motor Vehicle Policy

Please note that non-compliance with the Motor Vehicle Policy may lead to disciplinary action being taken, and in serious cases, the breach may be treated as gross misconduct leading to summary dismissal.

2. Driver's responsibilities

2.1. Authority to drive

Anyone driving on BBC business must have BBC authority to do so. Such authority can only be granted by the driver's line manager. To be considered for authorisation a [driver declaration form](#)^{*} must be completed on an annual basis and meet the following criteria:

- approved by your line manager to drive a vehicle on BBC business;
- aged at least 23 years, trained, competent and sufficiently experienced to drive the type of vehicle being used;
- hold a full, current and valid driving licence appropriate to the type of vehicle being driven (e.g. minibuses, buses and vehicles over 3.5 tonnes are subject to [special licensing regulations](#)); and
- not be suffering from any health condition or infirmity or on any medication which may affect your ability to drive safely;

Freelancers may drive a vehicle on BBC business subject to the same criteria as specified for BBC employees.

The BBC reserves the right to inspect the driving licence of anyone driving on BBC business, in any vehicle, at any time.

The driving of a vehicle of over 3.5 tonnes requires approval from the BBC's Operator Licence holders. Where vehicles are hired through Enterprise, approval will be sought on behalf of the driver before the vehicle is released. In all other cases, please email the [Operator Licence holders](#) directly (operator.licence@bbc.co.uk).

2.2. Driver training

It is mandatory for all BBC employees and freelancers who drive on BBC business to successfully complete the [Safe Driving Programme](#)^{*} when requested.

2.3. Safety

2.3.1 Mobile phones

The use of a hand-held mobile phone whilst driving is illegal in the UK. It is BBC Safety policy to prohibit the use of mobile phones whilst driving. The use of a hands-free set may be permitted in exceptional circumstances. Please refer to the [myRisks Gateway site](#)^{*} for further guidance.

2.3.2 Passengers carried

Passengers carried must not exceed the seat belt capacity of the vehicle. If you are carrying equipment you must not exceed the gross vehicle weight which includes vehicle, driver, passengers, goods and fuel.

2.3.3 Equipment carried

Any items carried in or towed by the vehicle must be adequately secured and special care must be taken in loading and securing equipment outside the vehicle, e.g. on a roof rack.

2.3.4 Smoking

Smoking is not permitted in any BBC provided vehicle. To comply with Smoke-free regulations, no-smoking stickers should be prominently displayed on the left-hand side of the widescreen. If you are driving a private vehicle on BBC business you are strongly encouraged to refrain from smoking in the vehicle and must not smoke if there is a passenger present.

^{*} Link requires Intranet Access

2.4. Motoring offences and fines

A new [driver declaration form](#)* must be completed as soon as practicable (and in all circumstances within 7 days after) if a driver receives a motoring conviction, endorsement on their licence or is made aware by the relevant Police Authority that a prosecution is to take place. This requirement applies irrespective of whether the offence or alleged offence occurred whilst driving on BBC business.

Parking fines, congestion charge fines and fines related to traffic offences should be dealt with promptly (and if not appealed) paid immediately by the driver. Some offences will be reported to the BBC's fleet management or hire vehicle company in the first instance (e.g. speeding and other offences caught by camera) and the BBC has a legal obligation to provide, when requested, the full name and address of the driver at the time of the alleged offence. As stated in the driver declaration form the BBC reserves the right to deduct from salary all costs incurred as a result of a driver's infringement of the Road Traffic Act and applicable Road User Regulations. This will include any associated administration fees which have been charged to the BBC.

2.5. Mileage data

Mileage records for BBC owned or leased vehicles will be requested periodically and should be completed on a timely basis.

2.6. Taking a vehicle outside of the country it is registered in

The BBC Fleet Helpdesk must be contacted on 020 857 (02)69696 to obtain authorisation and documentation in respect of BBC owned or leased vehicles. Drivers of BBC provided hire vehicles must contact Enterprise on 020 822 (02)58555 or [view link for information](#)*

Drivers of privately owned vehicles on BBC business must contact their own insurers.

Please view the [BBC Insurance pages for advice on overseas driving](#)*

You may need to carry specific equipment in the vehicle to comply with local legal requirements in the country you are visiting. This equipment is not provided by the hire company. For further information on any requirements, please visit the [AA's website](#).

BBC Safety equipment stores can supply the following equipment:

- Standard warning triangle
- High visibility vest
- Foreign first aid kit

Please view link to the [myRisks Safety equipment stores](#)* for contact and opening time details.

2.7. Condition of the vehicle

2.7.1

The driver must ensure that the vehicle and any trailer or other towed equipment is roadworthy and conforms to all [legal requirements](#). The BBC's minimum requirement for tyre tread is 2mm.

2.7.2

Tow bars must be fitted to BBC leased or owned vehicles by a qualified fitter and comply with maximum towing limits.

* Link requires Intranet Access

2.8. Weekly vehicle check

All drivers of BBC owned or leased vehicles (excluding LGVs which are subject to daily checks) must complete and record a [weekly vehicle check*](#). Operational contacts manage the checks for pool vehicles. The completed form, which may be subject to inspection, must be retained for a minimum of 15 months by the operational contact for pool vehicles and by the driver in the case of vehicles issued to an individual.

2.9. MOT, servicing and maintenance

MOT test certificate reminders will be sent to the driver of BBC provided vehicles.

Drivers are responsible for ensuring that servicing and maintenance are carried out in accordance with the manufacturer's recommendations, and in the case of BBC provided vehicles by an approved supplier. The service book must be updated and stamped by the supplier.

2.10. Road vehicle tax

A valid tax disc must be displayed at all times.

2.11. Insurance and accidents

BBC motor insurance operates in respect of fire, theft and accidental damage to BBC-provided registered UK vehicles. Further details are available on the [Insurance Services site*](#) on Gateway.

Drivers of privately owned vehicles on BBC business must ensure that they have business use cover and to promptly provide evidence of such cover as and when requested to do so by their line manager.

All vehicle-related accidents involving BBC insured vehicles must be reported immediately to the BBC's [Motor Claims Handlers*](#), Any additional costs resulting from a failure to promptly report accidents and facilitate swift repair will be passed back to the business unit.

A new [driver declaration*](#) must be completed as soon as practicable (and in all circumstances within 7 days after) following an accident irrespective of whether the vehicle was provided by the BBC or not. Driver authorisation may be suspended pending an investigation into the circumstances of an accident and satisfactory completion of an updated driver risk assessment.

2.12. Fuel

2.12.1. Using the right type of fuel

It is essential that the correct type of fuel is used when driving a vehicle provided by the BBC; significant costs can be incurred where the wrong type of fuel is used and these costs are not covered by BBC insurance.

Biofuels (biodiesel and bioethanol) are not permitted in any BBC provided vehicle as they may harm the engine. View more information on [Biofuels*](#).

2.12.2. Fuel stickers

To minimise the risk of mis-fuelling incidents, all BBC leased or owned vehicles must have fuel stickers placed directly beneath the fuel aperture, on the top right hand side of the windscreen, and on the driver's visor.

2.12.3. Fuel cards

The BBC provides fuel cards for leased and BBC owned (pool and LGV) vehicles together with hire vehicles for business use only. Drivers of private vehicles used on BBC business cannot be provided with fuel cards. The card may be used for the purchase of fuel and oil only; transactions are monitored and inappropriate use is followed up. The BBC does not permit staff to set up accounts with any fuel or fuel card provider.

View more information on the use of [fuel cards*](#).

* Link requires Intranet Access

3. BBC Leased - Essential Business Need Cars

3.1. Criteria for issue

An Essential Business Need Car may be issued to an individual who meets one of the following criteria:

- Drives 10,000 business miles or more per year; or
- Use of a car is essential to their job.

If the criterion is no longer met, the vehicle must be returned.

3.2. Type of vehicle

Benchmark vehicles for an Essential Business Need Car must be used. The standard contract for an Essential Business Need Car is four years and is based on 58,000 miles. Contract mileage amendments may be carried out mid-contract if it is cost effective to do so. Reallocation vehicles will take precedence over ordering new vehicles.

3.3. Private use

An Essential Business Need Car may be used privately by the BBC driver only. A tax liability arises on private use of the vehicle (including journeys between home and work).

3.4. Branding, customisations and installations

All branding on vehicles used for BBC business must comply with the [BBC's branding policy](#)*. All customisation and installations (including radios, telephone handset and edit suites) must be approved by the owner of the vehicle, prior to any work being undertaken.

3.5. Ordering a vehicle

Find out how to order an [Essential Business Need Car](#)*.

* Link requires Intranet Access

4. BBC Leased - Pool vehicles

4.1. Criteria for issue

A pool vehicle may be issued to a department if any of the following criteria are met:

- Operational need for a vehicle which will be used by a number of people, high mileage, and required at short notice
- Carriage of technical equipment, e.g. editing, satellite, audio and cameras

4.2. Type of vehicle

Pool vehicles should be specified according to business need. These will be sourced via the BBC's preferred manufacturer when there is a suitable vehicle in the range and where there is no suitable reallocation vehicle available.

Outright purchase of new vehicles will only be considered when the vehicle is to undergo major modifications to be fit for purpose.

The standard contract for a BBC pool vehicle is four years and 50,000 miles. Contract mileage amendments may be carried out mid-contract if it is cost effective to do so.

4.3. Private use

A pool vehicle is for BBC business use only and should not be used for private purposes. The BBC's insurance arrangements do not cover private use of pool vehicles. A log of all vehicle usage must be kept; see section 4.7 below.

4.3.1 Vans

HM Revenue and Customs allows the use of pool vans for journeys between home and work and the van may be parked overnight outside or near a driver's home. However, this is provided that the individual has no other private use of the vehicle. Please note the BBC's insurance arrangements cover journeys between home and work in a pool van where the individual is required to be 'on call' and may need to drive directly from home to a location for work purposes.

4.3.2 Other vehicles

HM Revenue and Customs does not allow other types of pool vehicles, e.g. a car to be used for journeys between home and work; the only exception is where the vehicle is taken home overnight either before or after a business trip. It is essential that such use is incidental to the business use. Please note the BBC's insurance arrangements cover such journeys.

4.4. Branding, customisations and installations

All branding on vehicles used for BBC business must comply with the [BBC's branding policy](#)*. All customisation and installations (including radios, telephone handset and edit suites) must be approved by the owner of the vehicle, prior to any work being undertaken.

4.5. Operational contact

One person must be appointed for each pool vehicle as an operational contact. This person will be responsible for arranging maintenance, servicing, garaging, key security and issue, record keeping (driver logs, vehicle weekly check sheet) and compliance of the vehicle's use with the BBC's Motor Vehicle Policy.

4.6 Vehicle keys security and issue

Keys should only be used by drivers who comply with the requirements of [section 2 of the Motor Vehicle Policy](#).

A record should be kept of when vehicle keys are removed from and returned to their storage location. This record must be monitored regularly by the operational contact.

* Link Requires Intranet Access

Drivers should not normally have direct access to the keys themselves and should request them from the operational contact or as directed in the case of out of hours. The exceptions to this policy are where there is a system that enforces logging of the key withdrawal. This can include an ID-card operated cabinet system or for sites where this is not practical for operational or cost reasons, a robust manual system must be operated. This is to ensure appropriate control of access to keys.

All systems for the logging of keys must include, as a minimum, the vehicle registration number, the driver's name and the date and time keys were taken and returned.

Keys should never be left unattended within the vehicles.

4.7. Driver records

The driver log must be used to record details of all journeys made in each pool vehicle, including who has driven the vehicle. This will enable the provision of the name and address of the driver at the time of an alleged offence and if requested by HM Revenue and Customs enables the BBC to provide details of journeys taken.

Driver logs are the responsibility of the driver to complete, and the operational contact to retain for at least 12 months. The logs are subject to regular audit by BBC Fleet Management. Download the [driver log template](#)*

4.8. Ordering a vehicle

Find out how to [order a pool vehicle](#)*

* Link requires Intranet Access

5. Short term hires

5.1. Business use

Vehicles should only be hired for business purposes and all bookings must comply with the [BBC's Expenses policy](#)^{*}. The only exception is where it is necessary to hire a car to cover the period during which an Essential Business Need Car is being repaired in which case the car may be used for private purposes and the BBC's insurance arrangements will cover such use.

5.2. Driver records

Where there is more than one driver a [driver log](#)^{*} must be used to record details of all journeys made in each hire car, including who has driven the vehicle. This will enable the provision of the name and address of the driver at the time of an alleged offence.

Driver logs are the responsibility of the driver to complete and should be retained for a period of at least 12 months.

^{*} Link requires Intranet Access

6. Use of privately owned vehicles on BBC business

To be authorised by BBC Insurance to drive a privately vehicle on BBC business you must firstly obtain approval of your line manager. Your line manager will need to be satisfied that you and your vehicle meet and comply with the following:

1. You are an approved driver in accordance with Section 2.1 above.
2. The motor insurance applicable to the vehicle being driven includes use in connection with BBC business.
3. Valid tax disc displayed.
4. Mechanically sound and roadworthy to the standards of the relevant country legislation.
5. If applicable, have a valid MOT certificate or local equivalent.
6. Serviced and maintained in line with manufacturer's service requirements and intervals.

The BBC reserves the right to audit compliance with the above requirements and to check that the vehicle is registered on the Motor Insurer's Database and review relevant documentation at any time.

7. Vehicle disposal

7.1. Early termination of lease vehicles

Early termination of a lease vehicle requires sign-off by head of department and is subject to approval by BBC Fleet Management. Any termination costs will be recharged to the department or if viable the vehicle will be reallocated. Any costs associated with the reallocation, including transportation and valeting will be recharged to the business unit.

7.2. Purchase of an existing lease car

VAT and corporation tax regulations do not allow the purchase of an existing lease car by the BBC.

Purchase of a lease car by an individual is subject to approval by BBC Fleet Management; reallocation opportunities will be assessed by BBC Fleet Management before authorising any purchase. If approved the individual is responsible for payment of the purchase price and all outstanding costs to the BBC, including early termination charges.

7.3. Disposal of a BBC owned vehicle

Any disposal of a BBC owned vehicle must be in line with the Disposal of Assets guidelines which are available on Gateway.

8. Vehicle acquisition

This section applies to any vehicle which is not supplied via BBC Fleet Management. For example a vehicle that is required for filming may have to be sourced elsewhere.

In all cases BBC Fleet Management must be notified in advance of purchase to ensure compliance with all legal requirements including registration of the vehicle, inclusion on the Motor Insurer's Database, valid MOT and tax certificates and SORN declaration where appropriate.

The Directgov website has [advice on buying a used vehicle](#).

When the BBC acquires a second hand vehicle it must have the following checks carried out prior to purchase:

1. An HPI check which can identify the history of the vehicle to see if there is any outstanding finance or if it has been stolen, written off or clocked. This can be arranged via the BBC Fleet Helpdesk on 020 857 (02)69696 or by emailing [BBC Fleet Helpdesk](mailto:BBC@lexautolease.co.uk) (BBC@lexautolease.co.uk).
2. It must be independently inspected prior to purchase or, if not possible, prior to being driven. This requirement exists in all circumstances irrespective of the vehicle's age, value, planned use (including off road and airfields) and status of the MOT test certificate.

Where an inspection is not possible then the vehicle must be either driven by the seller (at their risk) to the location or taken by low loader. BBC personnel should not travel in the vehicle as a passenger until the vehicle has been inspected and deemed roadworthy.

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