



**Gloucestershire**

***Human Resources  
Policies and Procedures***

***Lease Car Scheme***

Approved Apr 08

## DOCUMENT HISTORY

Date	Author/Editor	Summary of Changes	Version No.
01 April 2007	Kieth Dayment	Draft for Approval	1
15 Aug 2007	KD	Following discussion with JNCF	2
17 Sep 2007	KD	Following feedback from Shared Services	3
22 Oct 2007	KD	Following JNCF Sub Group	4
Apr 08	KD	Agreed JNCF	5

## CONTENTS

Section	Section Heading	Page No.
<b>A</b>	<b>ELIGIBILITY AND VEHICLE SPECIFICATION</b>	1/2
	1 – 4 ELIGIBILITY	1
	5 – 9 SPECIFICATION OF VEHICLES	1/2
<b>B</b>	<b>LEASE CAR SCHEME PROCEDURES</b>	2
	10 – INITIAL REQUEST	2
	11 – CATEGORIES OF VEHICLE	2 - 3
	12 – BUSINESS USE ONLY VEHICLES	3
	13 – ESSENTIAL USER VEHICLES	3 - 4
	14 – FITTING OF ACCESSORIES	4
	15 – FINANCIAL ARRANGEMENTS	4 - 5
	16 - INSURANCE	5
	17 – ROAD FUND LICENCE	5
	18 – OWNERSHIP OF THE VEHICLE AND SEIZURE	5 - 6
	19 - FINES	6
	20 – QUOTATION/APPLICATION PROCEDURE	6
	21 – TERMS OF LEASE CONTRACT	6 - 7
	22 – TERMINATION OF LEASE	7 - 8
	23 – SERVICING, MAINTENANCE AND REPAIRS	8
	24 - USER'S OBLIGATIONS	8 - 9
	25 – ACCIDENT PROCEDURE	9 - 10
	26 - TAXATION	10

## Lease Car Scheme

### Section A: Eligibility and Vehicle Specification

#### 1. ELIGIBILITY

a. Where the Trust requires an employee to use vehicular transport to carry out the duties of the post, the Trust will decide whether or not a lease car should be allocated to the post. In making that decision the Trust will take into account the following factors:

(i) the financial viability of a lease car

(ii) the costs of alternative travel, i.e. employees own vehicle, public transport

(iii) the anticipated business mileage.

2. The employee has the right to decline the offer of a lease car for private use. *However you may be required to utilise a pool car where available for business use.*

3. Where the Trust reassesses the requirements of a job and withdraws the allocation of a lease vehicle, the employee will revert to the 'Trust' rate of reimbursement.

4. Where an employee voluntarily chooses at the end of a lease period to withdraw from the scheme (but the Trust considers a lease vehicle allocation to be appropriate to their job role) the employee may still be provided with a pool car

#### 5. SPECIFICATION OF VEHICLES

a. The Trust reserves the right to indicate the size and specification of any allocated business use only lease vehicle, with due consideration to para 5c below. Employees electing to use vehicles for private mileage may select any vehicle on the understanding that they will only be entitled to the allowances indicated in the lease car procedures.

b. The exception to the policy of sourcing all vehicles from the Trust preferred supplier is where their vehicles are unsuitable for the work use required by the Trust (high valued vehicles and two seat sports cars will not be provided under this scheme).

c. The only exceptions to the Trust policy of providing a 'base' allowance for private use drivers are:

- Where the allowance would require upgrading because of concern that employee(s) would be placed at risk, in the performance of their duties, due to the size of the vehicle that the 'base' allowance would fund.

d. The final decision on authorising additional allowances for an employee rests with the Trust Director, following consultation with relevant managers and, if

appropriate, the occupational health department. In making these decisions the Director will take into account the following criteria:

- the business use requirement of the vehicle
- the potential risk to an employee
- the employee's physiological needs.

Criteria based on family or personal interests will not apply.

6. The Trust reserves the right to limit the range of vehicles leased.
7. The Trust reserves the right to refuse an application for a lease vehicle to any employee.
8. With the general exception of business only "pool" vehicles, employees have the right to apply for the private use of the vehicle, the costs of all such private use to be carried at the employees' expense. Vehicles may be used for social, domestic and pleasure purposes by the employee and his/her spouse or designated partner. Use by additional drivers must be by specific written agreement with the Trust.
9. The Trust will undertake to publish and provide to any employee in the scheme a detailed schedule of the terms of any lease contract.

## **Section B: Lease Car Scheme - Procedures**

### 10. INITIAL REQUEST

- a. If an employee and/or his/her Manager believes that a lease car is appropriate to a particular appointment, then an initial approach should be made to the departmental head who can discuss the financial viability with the scheme administrators (Shared Services Lease Car Department, Victoria Warehouse).
- b. Any new vehicle should be budgeted (either specifically as a lease charge at the time of setting budgets or as an offset to travel expenditure) by the line manager with the support of the finance department. The introduction of a new vehicle requires the authority of the relevant Director.
- c. A quotation showing the relevant costs to the Trust and to the employee will be supplied by the scheme administrators.
- d. Where a manager considers, after advice from Shared Services Lease Car Department, that an employee should be offered a lease car, but the employee declines the offer, the mileage rate that will apply thereafter will be the appropriate Trust lease rate (Diesel/Petrol).

### 11. CATEGORIES OF VEHICLE

There are two main categories of vehicle:

- business use only vehicles ('pool' vehicles)
- essential user vehicles also made available for private use

12. BUSINESS USE ONLY VEHICLES (GROUP 1)

- a. These will be 'pool' cars. Vehicles used **solely** for business use can obtain Crown exemption from payment of a Road Fund Licence, resulting in the lease charge being reduced accordingly. All vehicles should wherever possible and appropriate, be made available to all employees in that department/area for any business travel.
- b. Assistance will be given by the scheme administrators in calculating the economic, viability of a pool car against travel claims in respect of using an employees own private vehicle. Where financial viability cannot be demonstrated, and the line manager nonetheless considers the provision of a vehicle essential, the Trust Transport Manager should be consulted prior to ordering a vehicle.
- c. Where an employee or manager consider that the base allowance is unsuitable, in accordance with para 6 of the Lease Car Policy, a written justification, outlining the special circumstances, is to be submitted to the Director for consideration.

13. ESSENTIAL USER VEHICLES (GROUP 2)

- a. These will be vehicles which can be justified solely on the basis of the level of business mileage but which are also made available for private use at the employee's expense. They will be assigned to a particular employee but will remain under the control of the Trust for the duration of the lease.
- b. Assistance will be given by the scheme administrators in calculating the economic viability of a lease car against travel claims in respect of using an employee's own private vehicle.
- c. A lump sum contribution will be payable by the Trust towards the cost of leasing a vehicle depending on the business mileage being undertaken by the individual. The contributions being as follows:

<u>Mileage</u>	<u>Lump Sum</u>
0 to 1999	£0
2000 to 2750	£700
2751 to 4500	£1250
4501 to 6000	£1600
6001 to 7999	£1750
8000 plus	£1900

The mileage rate for petrol vehicles is 12p per mile and for diesel, 9p per mile.

- d. For the first year the anticipated business mileage will need to be projected by the line manager. Thereafter, this will be assessed from the previous year's actual business mileage. Where this involves a change in band the lump sum contribution shall be adjusted in line. In the circumstances of either long term sickness or maternity leave a projected profile will be used.
- e. Fuel should be paid for by the user (and any business mileage reclaimed at the relevant reimbursement rate for lease vehicles). Fuel Cards are not provided by the Trust *for lease cars*.

- f. See separate section on charges for insurance.

#### 14. FITTING OF ACCESSORIES

- a. An employee may request the fitting of any accessories. The additional cost will be met, in full, by the employee. If accessories are fitted after the commencement of the lease, written prior approval must be obtained from the lease company (this can be obtained via the scheme administrators).
- b. Such work must only be carried out by a garage etc. approved by the lease company. (No do-it-yourself fitting will be allowed). All accessories are regarded as forming an integral part of the vehicle and should be left on the vehicle at the expiry of the lease, unless otherwise agreed, in writing, with the lease company.
- c. If accessories are removed at expiry or other termination of the Agreement, any unsightly marks, holes etc, must be made good to a standard acceptable to the lease company and at the User's expense.
- d. High value, non-standard, accessories (e.g. DVD Players, TV etc) fitted at the employee's request will remain the responsibility of the employee and will not be covered by the Trust's insurance cover.

#### 15. FINANCIAL ARRANGEMENTS

- a. The private user agrees to pay to the Trust:
  - (i) An annual sum in monthly instalments by deduction from salary (representing the full cost of the vehicle, less the Trust's contribution/allowance). The first instalment will be deducted from the salary relevant to the month of delivery - unless the car is delivered in the last two week's of the month in which case deductions will commence in the month following.
  - (ii) Any expenses incurred by the Trust, in ascertaining the whereabouts of the vehicle.
  - (iii) Any sums which become due to the lease company or the Trust in relation to termination of hiring of the vehicle following early termination of the agreement.
  - (iv) Any sums due to changes during the period of the Agreement in:
    - o the Trust's motor insurance premiums, unrelated to any change instigated by the Trust
    - o vehicle excise duty
    - o other taxes payable in respect of vehicles.
  - (v) Any end of contract recharges made by the lease company as a result of damage/condition exceeding 'fair wear and tear'.
- b. In the event of the User leaving the employment of the Trust, the Trust is empowered to deduct from any salary or other payment due to the User any sums remaining outstanding under the Agreement.

- c. Users may be liable for assessment of income tax in respect of taxable benefits arising from the provision of a vehicle under the scheme. Guidance notes are available from the scheme administrators.

16. INSURANCE

- a. The Trust has arranged block fully comprehensive insurance for vehicles when used for either private or business mileage. Details of the policy conditions will be supplied to the user by the scheme administrators. The User shall be responsible for ensuring that the terms as well as any further requirements of the insurers relating to such insurance are complied with at all times.
- b. The User will be responsible for any excess under the terms of the policy. Full details are available from the scheme administrators. Users may elect to increase monthly contributions to abate the cost of insurance excess. Insurance excess(s) may be varied by the Trust dependent upon the age of the nominated drivers and/or whether any of the nominated drivers are unqualified.
- c. In order to comply with the Insurers' requirements the User must return a completed accident report form to the scheme administrators whenever any accident has occurred involving the vehicle. The User must also complete and forward to the scheme administrators a declaration for the Insurers in such form as the Trust shall require before commencement of the lease contract and after each full year of the relevant insurance agreement. The user will also be required to notify the Trust of any matter relevant to the insurance policy.
- d. The User will be responsible for any uninsured losses incurred.
- e. The User will not take the vehicle outside the United Kingdom without the lease company's consent in writing. (*See also paragraph 21.*) Permission will normally be given.

17. ROAD FUND LICENCE

- a. This is included within the lease and is levied because the Trust would enjoy Crown exemption were no private mileage is involved.
- b. The Trust will ensure that every vehicle is covered by a current licence throughout the period of the Agreement and that the new licences are delivered to the user at least three days before the existing licence expires. The vehicle must not be used untaxed nor must it be used without a requisite test certificate, where appropriate.
- c. If on expiry of the vehicle licence the User has not received a replacement licence, the User is responsible for notifying the scheme administrators. The Trust's failure to produce these items would not exempt the user from conviction if he/she unlawfully uses the vehicles.
- d. Vehicles will be MOT tested at the lease company's expense.

18. OWNERSHIP OF THE VEHICLE AND SEIZURE

- a. The vehicle will be hired by the Trust from a lease company. The vehicle will at all times remain the property of the lease company and the User will have no authority to sell, charge, pledge, assign or part with possession of a vehicle or to deal with it in any manner which is inconsistent with the lease companies title to it.
- b. If for any reason the vehicle (whether under legal process or not) shall be seized or taken out of the possession or control of the user then the user must immediately inform the scheme administrators and explain the facts.

19. FINES

*All fines will be the responsibility of the User/employee. Should a User/employee fail to pay a fine an administration fee of £25, will also be levied on the User/employee in addition to the fine and deducted from salary. The administrative fee is levied to cover the additional costs of dealing with the court proceedings.*

20. QUOTATION / APPLICATION PROCEDURE

An employee of the Trust who wishes to receive a quotation for a vehicle under the Scheme must complete an official quotation request form which should be certified by their Director and sent to the scheme administrators.

An employee's eligibility for participation in the Scheme will be assessed by the scheme administrators and if approved the quotation request form will be processed.

If an employee wishes to proceed with the offer, Form CH10 accompanied by a signed copy of their driving licence, must be completed by the individual, certified by their Director and returned to the scheme administrators.

The employee will make an estimate of the annual private mileage to be travelled. Any underestimate of the private mileage will be adjusted and charged for at the end of the contract period. Refunds relating to overestimates may be dependent on the conditions of the hire of the owner.

21. TERMS OF LEASE CONTRACT

Mobile telephones are not to be used whilst driving a lease vehicle and will not be fitted to any lease vehicle.

The lease contract will normally be binding for a period of three years commencing with the date of delivery to the User of the vehicle.

Vehicles may be used for social, domestic and pleasure purposes by the employee and his/her spouse or designated partner. Private use by additional drivers may be arranged by agreement with the administrators in writing.

Vehicles may **not** be used for **COMMERCIAL** purposes e.g. driving tuition, racing etc

*Vehicles may be taken abroad however, normally six weeks notice will be required to allow for the administrators to arrange the necessary authority from the Leasing and Insurance Companies. They will also make any other arrangements as necessary.*

The lease company must give authority, in writing, and will obtain a 'Vehicle on Hire Certificate' from the Department of Transport which must accompany the vehicle at all times when travelling abroad. Any associated cost of this certificate will be paid for by the employee, this is arranged through the administrators.

It is also a requirement that appropriate breakdown cover be obtained when travelling abroad, this can also be arranged with the leasing company via the administrators, but in all areas cover will need to be approved by the administrators and leasing company.

Lease charges are set on the assumption that the vehicle is kept in good condition and returned to the lease company at the end of the contract in a condition relevant to the vehicle's age and mileage. The employee must allow reasonable access to the vehicle by the Trust or the lease company to inspect the vehicle's condition.

There is, in the majority of cases, an option for the employee to purchase the vehicle at the end of the lease. The price will be set by the lease company and all negotiations will be directly between the lease company and the employee.

## 22. TERMINATION OF LEASE

The contract between the Trust and the employee will be terminated (at the Trust's expense) in the following circumstances:

- on the death of the employee
- on ill health retirement
- in the event of prolonged absence\*\* of the employee, e.g. long term sick leave
- if a Trust initiated change of employment affects the user's entitlement to a lease vehicle
- if the contract between the Trust and the lease company is terminated due to any of the conditions in the lease contract.

*\*\* In the event that an employee is absent from work for an extended period on account of maternity leave, sickness or approved training an employee who has contracted for private use of a lease car may choose to continue the private use at the contracted charge or to return the vehicle to the Trust. In the latter case there shall be no financial penalty to the employee on account of early termination of the contract where the absence is for a period in excess of 4 months.*

The contract between the Trust and the employee will be terminated (at the employee's expense) in the following circumstances:

- on termination of employment **by the employee**

- on breach of any of the lease contract conditions by the employee
- when the employee's contributions cannot be recovered from his/her salary.
- if the user becomes disqualified from holding or for any reason ceases to hold a valid licence entitling him/her to drive a car.

The Trust will always seek to minimise any costs by reassigning the vehicle wherever possible. However individuals (and managers) should be fully aware that there may be a financial liability should a contract be prematurely terminated.

**To protect themselves, all drivers** are advised to ensure that the vehicle is in a clean and tidy condition at termination of contract to avoid recharges from the owners for any damage over 'fair wear and tear'. Digital photographs, for use in any disputes regarding condition, will be taken by the lease company of any vehicle to be the subject of a recharge

### 23. SERVICING, MAINTENANCE AND REPAIRS

The lease contract includes full maintenance and servicing in accordance with the manufacturers' schedule; repairs, replacement of tyres (through normal wear and tear), batteries, exhausts, etc. Details on how to arrange servicing are contained in the 'Drivers Pack' supplied with each vehicle.

Servicing and repairs will be carried out at a place convenient to the employee and approved by the lease company. Prior to arranging for any work to be carried out on a vehicle, the employee should confirm that the garage etc has an agreement with the lease company. Where possible, employees should give reasonable notice to the garage and request a courtesy car and/or a collection/delivery service.

Any repairs/replacements etc necessary as a result of deliberate abuse or neglect by the employee will be charged to the user.

### 24. USER'S OBLIGATIONS

The User shall:

- a. Notify the Trust of the initial milometer reading of the Vehicle upon delivery to the user in the first claim for business mileage allowance made by the user after delivery of the vehicle; and provide a monthly statement to the Trust on a form provided of business and private mileage travelled, with details of milometer readings.
- b. Notify the lease company or its representatives of any faults in the vehicle on delivery and report in writing to the Lease Car Scheme Administrators any faults in the vehicle which appear during the running-in period. In the event of any dispute with the lease company on validity of these faults, the scheme administrators and/or the Trust Director will adjudicate and resolve the matters on behalf of the Trust.
- c. Bear the cost of garaging and cleaning.
- d. In accordance with manufacturers recommendations (found in vehicle handbook) check the oil, water, bulbs, battery, brake and any other fluid

levels, tyre pressures and tyre tread and maintain at the correct levels, at the employee's expense.

- e. Conform to the manufacturer's handbook recommendations and instructions, observe the recommended running-in speeds and comply with all the Trust's written instructions and recommendations to him/her as to the vehicle and maintenance and use of the vehicle.
- f. Ensure reasonable security of the vehicle at all times.
- g. Take special care when transporting Trust property. Medical supplies and equipment, drugs, mobile phones, computers etc and should always be kept out of sight if they must remain in the vehicle.
- h. Throughout the period of the agreement report promptly to the Trust in writing any defects or symptoms of defects which are not forthwith rectified in the course of routine servicing.
- i. Not modify or alter the vehicle or remove any parts from it nor change any of the identification marks or numbers without proper consent in writing from the scheme administrators.
- j. Ensure that servicing and maintenance are carried out at the intervals recommended by the manufacturer, and advise the scheme administrators of dates involved.
- k. Obey all regulations as applicable to the vehicle or use or possession thereof and exercise all reasonable care to keep the vehicle in good condition, both mechanically and otherwise, and avoid loss or damage to the vehicle whether on the road or not.
- l. Not overload or otherwise subject to stresses for which it is not designed or for which it is unsuitable, and to use the vehicle in a careful, skilful and proper manner.
- m. Pay the Trust any amounts due under the agreement.
- n. Not disconnect or in any way tamper with the vehicle's odometer.
- o. Not breach any provision of the Trust's hire agreement with the relevant lease company and the conditions if any set out in the 'Drivers Pack' both as supplied with the vehicle
- p. Pay the cost of any repairs arising from unreasonable use or care of the vehicle.
- q. Provide a copy of their own, and any additional drivers', Driving Licence on accepting a quotation and thereafter annually or as required.
- r. Ensure a valid road fund licence (supplied by the lease company) or exemption certificate (supplied by the administrators) is clearly displayed.
- s. Be aware that they will be personally liable for the car's road worthiness as if they were the owners of the vehicle. Employees should not service, repair or adjust the vehicle themselves (other than as detailed above).

25. ACCIDENT PROCEDURE

As with any accident all employees should complete the incident report form IR1.

Where possible the cost of any accident will be recovered from the Insurers and the User is required to co-operate with the Trust in obtaining the maximum redress in this way. Liability for the insurance excess will be met by the employee other than where this is recovered from a third party.

These repairs will be carried out at the expense of the lease company or the Trust's insurers as appropriate

**When the vehicle is involved in any accident or damaged however slightly the scheme administrators must be advised as soon as possible by telephone.**

In addition to the IR1 an Accident Report Form must be completed and sent to the scheme administrators as soon as possible after the accident. If the person who was driving the vehicle at the time of the accident receives any warning of intended prosecution, summons in respect of an offence, summons to appear at an inquest or a claims letter from a third party's agent or solicitor then any such document must be promptly forwarded to the scheme administrators with a note relating it to the Accident Report. The scheme administrators will advise the user of the steps to be taken in relation to the damaged vehicle.

On all occasions, the user must confirm in writing to the scheme administrators that repairs have, or have not, been satisfactorily completed as far as the User can reasonably judge.

Emergency work to be performed by a garage not nominated by the lease company must, if practicable be approved (by telephone) by the lease company before work commences.

26. TAXATION

Advice on personal taxation may be requested from the administrators; however, this advice will not be necessarily definitive. Exact details should be sought from HM Revenue and Customs.



**NHS Gloucestershire**

To: Example Only From: Katherine Nortcliffe  
Lease Car Team  
Victoria Warehouse  
The Docks  
Gloucester GL1 2EL

Date: 17/09/2007

The details of the vehicles for which you requested quotations are set out below.  
The costs of any extras requested are included, and the quotations are based on these mileages:

Business miles	6,000	per annum
Private miles	10,000	per annum
Total miles	16,000	per annum

To estimate your tax liability we have assumed you pay tax at 22%

	<b>Choice 1</b>	<b>Choice 2</b>
Make & model	Peugeot 207 S/W 1.4VTi S - With Metallic Paint	Peugeot 207 S/W 1.4VTi S
List Price	£11,500.01	£11,150.01
CO <sub>2</sub> emissions	153	153
Annual charge to you including VAT	£1,603.33	£1,571.63
Monthly charge to you including VAT	£133.61	£130.97
Estimated annual tax charge to you*	£77	£71



**LEASE CAR SCHEME**

**NHS GLOUCESTERSHIRE**

**LEASE CAR INFORMATION FOR EMPLOYEES**

***FROM APRIL 2005***

**APRIL 2005**

These explanatory notes are by way of illustration and **do not** form part of the Conditions of the Contract Hire Agreement.

1. Am I eligible for a Lease Car ?

The trust will only offer an employee a lease car if :-

- I. They have to travel to perform their duties.
- II. It is economic to do so (this is normally a minimum of 2,000 business miles per year).
- III. Where the "post" requires you to have a lease car and you do not wish to use it for private mileage a crown car will be provided for business use only.

2. If eligible what allowance will I receive ?

This depends on the number of business miles you travel each year. See below

<u>Mileage</u>	<u>Lump Sum</u>
0 to 1999	£ 0
2000 to 2750	£ 700.00
2751 to 4500	£1,250.00
4501 to 6000	£1,600.00
6001 to 7999	£1,750.00
8000 plus	£1,900.00

3. Can I use the car for private use ?

Yes!

4. What about the costs associated with servicing, replacement parts, etc ?

Maintenance and repair charges are included in the annual lease cost as are road tax and AA/RAC membership.

5. What arrangements are there for fuel ?

Lease car users have to purchase all the fuel required for the vehicle. You will submit a monthly claim detailing the **business** journeys you have made.

The cost of the fuel for these journeys will be reimbursed at a rate as per the General Whitley Council formula; currently –

12p per mile for petrol vehicles and 9p for diesel.

The above rates will be reviewed annually (usually 1<sup>st</sup> April).

When on business journeys and you carry a passenger you are eligible for 2p per mile additional reimbursement per passenger.

6. Who may drive the vehicle ?

When you apply to join the scheme you will be asked to specify details of the persons who you wish to use the car. Your nominations (normally 3 max.) will be considered by the Trust and the Insurance Company. Only persons specifically approved will be permitted to drive the vehicle.

7. What happens if the vehicle is involved in an accident, or breaks down ?

Immediate assistance and Home Start will be available under the AA/RAC Relay Cover. If the AA/RAC cannot solve the problem, they will transport you to an appropriate location for the repair to be effected.

All accident damage must be reported immediately by telephoning the Lease Car Team at Finance Shared Service in Gloucester on 01452 318859 or 01452 318822.

8. What is the insurance cover and is there any thing I should be particularly aware of ?

The insurance cover is fully comprehensive with a £250.00 excess for any accident/incident

In order to reduce the excess to £125.00 you may opt to pay an additional £3.00 + VAT per month. You should indicate on the application form whether or not you wish to take up this option.

You will be supplied with a copy of the insurance certificate, which details insurance cover and will satisfy the requirements of the police if you are asked to provide evidence of your insurance cover.

If you wish to use the car for **non** – NHS business purposes, you must first seek the written permission of the Trust who will need to contact the insurance company.

The cover of personal possessions :-

- a) on business duty is – up to £250.00
- b) on private use is – up to £250.00

The cover of passengers :-

- a) on business duty – patients and employees are covered by third party claim;
- b) on private use – fully comprehensive cover.

Should you have an accident and excess is payable : correspondence will be sent to you from the Lease Car Team – in order to receive Tax Relief the amount will be deducted from your salary.

9. Is there any other driver liability apart from the excess ?

Should the car be returned with any damage outside the “fair wear and tear” policy you are responsible for the cost.

Correspondence will be sent to you from the Lease Car Team – in order to receive Tax Relief the amount will be deducted from your salary.

10. Can I take the vehicle abroad ?

Yes, provided that permission has been given by the Trust. 6 weeks' notice will be required in order that the appropriate insurance cover and documentation from the leasing company can be arranged.

11. What happens at the end of the three year contract period ?

There are 3 options :

- a) Return the car to the leasing company.
- b) If you are still entitled to a car you can apply again for a new lease car.
- c) Purchase the car, The leasing company have indicated that if you wish to purchase the car at the end of the contract, they are willing to negotiate with you. The cost to you will probably be much more advantageous than the cost of buying a similar car direct from the dealer.

12. As the arrangement is for a period of three years, what happens if I leave the Trust before the end of the period ?

There are a number of options available :-

- a) Transfer the leasing agreement to your new employer.

Both the contract Hire Company and your new employer would naturally have to agree to this.

- b) Purchase the car at a valuation agreed between yourself and the contract Hire Company, this may include an early termination fee.
- c) Return the lease vehicle to the Trust. The Trust will make every effort to reallocate the vehicle, however, based on the Trust's ability to reallocate and the reasons for termination it is possible the cost associated with early termination may be passed on to you.

13. If my duties or post changes and I cease to fulfil the eligibility criteria, do I have to return the vehicle ?

You would need to discuss this with your Manager. If however, your business miles reduced due to a change in working arrangements your current contribution may be protected.

You will of course have options 12 (b) or (c).

14. Can you give me some idea of the likely costs ?

**LEASE CAR QUOTATION**

Vehicle Requested	Toyoto Yaris D4D
Total List Price (P11D)	£12,000.00
CO2 Emission 140g (15%)	
Annual Business Miles	10,000
Annual Private Miles	9,000
Lump Sum Allowance funded by Trust	£1,900.00

**SALARY DEDUCTION**

Total Annual Cost of providing Vehicle	£2,553.00
Lump Sum Allowance funded by Trust	£1,900.00 (-)
Private Use Cost	£ 653.00
VAT	<u>£ 114.00</u>

Annual Salary Deduction	£ 767.00	This includes the cost of Full Comprehensive Insurance
Monthly Deduction	£ 63.92	

15. What happens if my estimate of mileage is wrong ?

At the end of each year of the lease arrangement, or sooner if you terminate the arrangement, you will be asked to submit a certificate showing the mileometer reading on the car. This will be used to determine your total mileage for the period, both private and business. You will be notified after each year of any significant variation and the suggested action. If after the end of the contract your actual private miles are greater than your estimated, you will be charged at an excess rate per mile, depending upon the vehicle chosen and the amount of excess mileage.  
(It would be helpful if you record your mileometer reading in your monthly travel claim form).

16. Are there any Income Tax implications ?

There **are** income tax implications which could effect your tax code.

Taxable benefit is based on the level of CO2 emissions and list price of the vehicle.

In simple terms, the lower the CO2 emissions the lower your tax liability!

An estimation of your tax will be supplied when you receive your quotation request.

The Trust is required to notify the Inland Revenue of all leased car drivers : you are also strongly advised to contact your Tax office as well.

17. How much Income tax will I pay ?

The following two examples will help you estimate your tax liability. As you will see the contribution you make will reduce the car benefit, pound for pound. Depending on the type of car you may find your contributions exceeds the taxable Benefits and therefore no tax is payable.

Example 1

Peugeot 206, 1.1. Style, 3 Door – CO2 emissions 143g car benefit % - 15%

List price of car when first registered	-	£8,177.00
Employee contribution	-	£ 864.00

LIST PRICE	£8,470.00 x 15%	=	£1,271.00
LESS CONTRIBUTION		=	<u>£ 864.00 (-)</u>
			£ 363.00 TAXABLE BENEFIT

∴ Taxpayer @ 22% = £ 79.86 Tax per year

∴ Taxpayer @ 40% = £145.20 Tax per year

### Example 2

B.M.W. Mini Cooper, 1.6, 2 Door – CO2 emission 175g car benefit % - 22%

List price of car when first registered - £14,442.00

Employee contribution - £ 1,500.00

LIST PRICE £14,442.00 x 22%	=	£3,177.24
LESS CONTRIBUTION	=	<u>£1,500.00 (-)</u>
		£1,677.24

∴ Taxpayer @ 22% = £368.99 Tax per year

∴ Taxpayer @ 40% = £670.90 Tax per year

Should you require any further information I would recommend the Leaflet 1R172 available from your local Tax office or via the Inland Revenue Internet site [www.inlandrevenue.gov.uk](http://www.inlandrevenue.gov.uk).

18. If I decide to join the scheme, how long will it be before the car is delivered ?

The answer to this question depends upon the type of car you request. The less specific you are in terms of optional extras and colour, the quicker the car will be delivered. Usually six to eight weeks.

19. If I am interested, how do I proceed ?

The first step is for you and your Manager to estimate your private and business mileage for each of the forthcoming three years.

Attached is a quotation request form which you need to complete. Your Manager needs to sign the form and send it to the Lease Car Team at Victoria Warehouse.

As soon as possible you will receive details of cost. This places you under no obligation to join the scheme.

If you decide to have a lease car the order will not be placed with the Lease Company until you have confirmed in writing your choice of vehicle. A form (CH10) will be sent to you for this purpose with the quotes for the cars you requested.

Initial enquires should be discussed with your Manager, but if you have any questions which are unanswered please send them with your quotation application form.

**NHS GLOUCESTERSHIRE (CH1)**  
**CONTRACT CAR HIRE**  
**QUOTATION REQUEST FORM**

Full Name .....

Home Address .....

Date .....

Tel No. Home ..... Work .....

Permanent/Fixed Term Contract/Temporary (delete as appropriate)

Trust & Base .....

Payroll Ref (from your Payslip) .....

Date of Commencement in Present Post .....

Estimated Business Mileage Per Annum .....

Estimated Private Mileage Per Annum .....

Do You Currently Drive a Lease Car .....

Do You Wish to Reduce Your Insurance Excess by paying £3.00 + VAT Per Mth YES/NO

	FIRST CHOICE	SECOND CHOICE	THIRD CHOICE
MAKE			
MODEL			
SPECIFICATION e.g. L.LX,GT, etc. 5 DOOR, HATCH, EST SALOON, etc.			
ENGINE CAPACITY			
COLOUR (STATE IF METALLIC)			
OPTIONAL EXTRAS e.g. SUNROOF, AUTOMATIC,etc.			

I herby certify that all the information supplied on this form is correct.

Signed ..... Date .....

I am in favour of the above joining the scheme, subject to acceptable quotation.

Signed ..... Date .....  
 (Manager/Budget Holder)

Print ..... Tel. No. ....

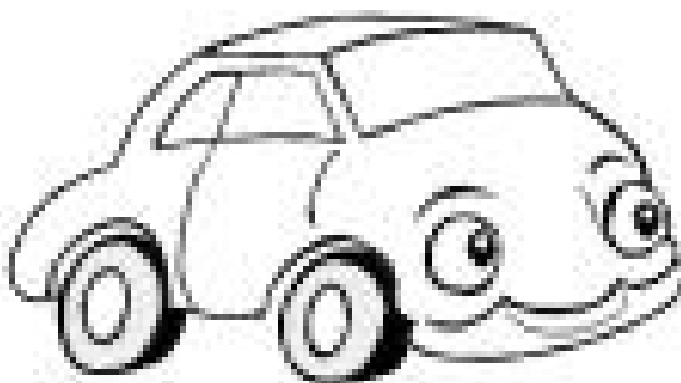
RETURN TO: FINANCE SHARED SERVICE, LEASE CAR TEAM, VICTORIA  
 WAREHOUSE, THE DOCKS, GLOUCESTER, GL1 2EL



GLOUCESTERSHIRE NHS FINANCE SHARED SERVICE

# LEASE CAR SCHEME

## INFORMATION PACK



NAME: \_\_\_\_\_

REGISTRATION NUMBER: \_\_\_\_\_

**Contents of this Information Pack**

Page 2	-	Contents Page
Page 3	-	Introduction
Page 4	-	Contact telephone numbers
Page 5	-	Important Notice
Page 6	-	Use of mobile phones
Page 7 & 8	-	Smoking Ban Advice
Page 9	-	Summary of rights and responsibilities
Pages 10 & 11	-	Useful information
Page 12	-	Tips on how to be security conscious
Page 13	-	Important points to remember
Pages 14 -16	-	Fair Wear and Tear Guide
Page 17 & 18	-	Accident Procedures and Insurance information
Page 19	-	Incident Report Form
Page 20	-	Insurance Certificate

## INTRODUCTION

A lease car has been ordered for you and you should by now have been given details of the delivery arrangements.

There are a number of important factors to be taken into account when you have a lease car. You are not the owner of the car and procedures to be followed are those of the legal owner or the Trust. You may not, for example, decide to let bodywork damage go unattended, as you might have done with a car, which you owned.

It is important that you are aware of these procedures and keep all the information easily to hand.

It is for that reason that we have supplied this folder, which should be used to keep all information about the lease car agreement.

It is strongly recommended that the folder be kept in the car or briefcase so that should anything go wrong, you have all information to hand.

You may prefer to keep legal documents at home. May I suggest that you take photocopies for that purpose.

The folder is loose leaf so amendments or additions can be easily inserted.

The notes are not part of the Legal Agreement or Scheme of Conditions for lease cars. (Copies of the Lease Car Scheme rules are included in the folder). Nor is there a guarantee that all aspects of the scheme are covered. They are intended to be a simple guide to the scheme. In the event of any dispute, the legal agreements take precedent.

This booklet is designed to provide guidelines for the care of your lease car.

It is hoped that the booklet is both informative and explanatory.

If you have any comments or suggestions regarding the present content and format of this document, please contact Jenny Tazewell on 01452 318859

TELEPHONE NUMBERS

LEASE CAR STAFF

<u>NAME</u>	<u>NUMBER</u>	
KATHERINE NORTCLIFFE	01452 300222	Ext 2712
JENNY TAZEWELL	01452 318859	
AUDREY LOVEYS	01452 318822	

**ALL AUTOMOTIVE LEASING VEHICLES**

ARE DELIVERED WITH A CREDIT CARD SIZE INFORMATION BOOKLET ON WINDSCREEN – WITH ALL NECESSARY INFORMATION AND TELEPHONE NUMBERS.

**AUTOMOTIVE LEASING DRIVER SERVICES**

Tel: 0870 870 1700

**BREAKDOWN & RECOVERY SERVICE**

**Automotive Assist – 24 hours a day**

**Tel: 0800 980 7500**

IMPORTANT NOTICE TO ALL DRIVERS:

THE LEASE CAR DEPARTMENT HAS NO DIRECT LINK WITH THE HR DEPARTMENT OR PAYROLL, SO WE MAY NOT BE MADE AWARE OF ANY CHANGES TO YOUR PERSONAL DETAILS.

PLEASE NOTIFY THIS DEPARTMENT AS SOON AS POSSIBLE IF YOU HAVE CHANGED ADDRESS, TO ENSURE THAT IMPORTANT DOCUMENTS **I.E. NEW ROAD FUND LICENCE** DO NOT GO ASTRAY.

IT IS ALSO IMPORTANT FOR YOU TO LET US KNOW OF ANY CHANGES TO YOUR EMPLOYMENT WITH THE TRUST AS THIS MAY AFFECT YOUR CONTRACT.

MANY THANKS

## USE OF MOBILE PHONES

The department for Transport has issued guidance on the use of mobile phones when driving. From 1<sup>st</sup> December 2003 motorists will be fined £30.00 if caught driving while using a hand-held mobile phone. The £30.00 fixed penalty can be increased to a maximum fine of £1000.00 if the matter goes to court. Additionally the Government is planning to legislate to make driving whilst using a hand-held mobile phone on endorseable offence, so that drivers will get three points on their licence each time they are caught. Employers may also be prosecuted if they require their employees to use a hand-held mobile phone while driving.

As from 22<sup>nd</sup> February 2007 driver will get three points on their licence when caught using a hand held mobile phone whilst driving plus an increase in the fine.

Although the legislation applies to hand-held phones, drivers using hands-free devices risk prosecution if they fail to maintain proper control of their vehicle or drive carelessly or dangerously (note : the use of headphones is not considered as hands-free).

**All staff should be aware that they are not required to, and should not, under any circumstances, use mobile phones (including hands-free, please check your Trust Policy), when driving as part of their employment with the Trust.**

Staff should switch off mobile phones when driving and use voicemail or divert calls so that messages can be left while the phone is switched off. If on a long journey take regular breaks and find a safe place to park to make a call or receive messages.

---

**Can you also note that it is also an offence to eat, drink or read whilst driving.**

## **Smoking Ban Advice**

### **The Legislation**

New Regulations are coming into force from 02 April 2007 in Wales followed by Northern Ireland on 30 April 2007 and finally England on 1 July 2007, creating three new specific offences:

- Smoking in a smoke-free vehicle.
  - This carries a potential fine of up to £200 per offence.
- Failing to display no smoking signs in smoke-free vehicles covered by the law.
  - This carries a potential fine of up to £1000 per offence.
- Failing to prevent smoking in a smoke-free vehicle.
  - This carries a potential fine of up to £2500 per offence.

The employee and the employer could have a duty to ensure the above offences are not contravened. Failure to abide by these new Regulations could lead to fines as stipulated above imposed on the employee, the employer, or both.

### **Which vehicles are included in the legislation?**

Any vehicle that is primarily used for business by more than one person (even if other people are just passengers) will need to be entirely smoke-free. This includes light commercial vehicles, HGVs and cars. As a result, it is LeasePlan UK's recommendation that all vehicles used for work be designated smoke-free.

Exceptions do exist where the vehicle is primarily used for private purposes, however having reviewed the final guidance the law remains unclear. Therefore, it is advisable to assume that allowing any smoking in work vehicles presents a real risk of committing the offences above.

LeasePlan UK also recommend that the following steps are taken before the law comes into force:

1. Review your Company Car or HR policies to ensure that smoking is explicitly banned in all work vehicles.
2. Make sure that all smoke-free vehicles are fitted with the prescribed no smoking signs (as below) in a prominent and safe position.
3. Make sure drivers are aware that, along with the employer, they are jointly responsible for:
  - Ensuring that a no smoking sign is displayed in a prominent place in the smoke-free vehicle.
  - Ensuring that no-one smokes in the vehicle at anytime.
4. Review your Disciplinary Policy to make sure it covers the new offences above.

### **What are LeasePlan UK doing?**

All new vehicles ordered by LeasePlan UK via preferred dealers will be supplied with the prescribed no smoking stickers as part of the delivery pack. For customers who opt to use nominated dealers, please be aware that these dealers may choose not to order the pack from

LeasePlan. In these circumstances, please contact your account manager who will be able to arrange for a stock of stickers to be supplied.

For vehicles already delivered, we now have a stock of no smoking stickers available. Your account manager will be pleased to discuss the most appropriate way of dispatching these to you and your drivers.

**Example no smoking sticker**

LeasePlan UK recommend that the no smoking sign for vehicles to cover Wales, Northern Ireland and England should be no smaller than 75mm in diameter in order to comply with the legislation across all countries. An example design is provided below.



## **SUMMARY OF RIGHTS AND RESPONSIBILITIES**

You agree to:

- a) Pay
  - The monthly contributions
  - The cost of the routine liquids for the car
  - The excess in any insurance claim
  - The cost of breakdown insurance cover whilst abroad
  - Parking fees
  - Minor repairs, puncture, etc.
  - Any maintenance or repairs caused by wilful neglect or bad driving
  - Any legal liabilities arising from the use of the car, e.g. speeding fines
  - Any penalties resulting from the premature termination of the agreement in certain circumstances.
  
- b) Keep the car in good condition by
  - Keeping it clean
  - Driving it in a responsible manner
  - Checking for minor damage and remedying it where appropriate
  - Following the servicing guidelines in the vehicle handbook

An Accident Report form must be completed and sent to Jenny Tazewell as soon as possible after an accident/incident.

The Trust agrees to:

- a) Ensure the legal requirements are met, i.e. there is insurance and the car is taxed.
  
- b) Ensure the AA or RAC (or suitable alternative) cover is maintained.
  
- c) Meet the costs of maintenance, repair, etc., which are not the driver's responsibility.

## **MAINTENANCE AND CARE OF THE VEHICLE**

You are expected to treat the car in a careful and responsible manner.

You are responsible for keeping it in a reasonable condition, keeping it clean, for example, or checking the body work for minor chips which could be prevented from getting worse by the expedient use of a drop of paint.

Ensure vehicle is serviced in accordance with manufacturer's recommendations.

**USEFUL INFORMATION:**

**Servicing your Lease Car**

When your lease car is due for a service (according to manufacturer's recommendations) book your vehicle in with your local dealership. Let them know the vehicle is a Lease Car with Automotive Leasing. The garage will then contact the leasing company directly to arrange payment.

Call Automotive Leasing Ltd Direct to confirm your nearest recommended dealer.

Tel: 0870 870 1700

**Tyre, Battery and Exhaust**

If your Lease Car requires any of the above please take your vehicle along to your local **Kwik Fit** garage. On arrival advise them that the vehicle is a Lease Car with Automotive Leasing. They will then contact them directly for authority for the work to be carried out.

Call Automotive Leasing Ltd Direct to confirm your nearest recommended centre.

Tel: 0870 870 1700

**Windscreen Repairs**

For windscreen repairs please contact:-

RAC AUTO WINDSCREENS LTD

Account No. GLO 030

Tel : 0800 919 700

UK AUTOGLAZE

Tel : 0800 9530047

In all cases we require an accident form within 48 hours.

### **Theft**

In the event of theft of a vehicle or items from it, please contact the Lease Car Officer. Please complete a **Willis Vehicle Incident Report**.

### **Travelling Abroad**

If you wish to travel abroad with your vehicle you no longer require a Green Card, but you must carry a valid Insurance Certificate. You will also need the authority from Automotive Leasing and a VE103 (Hired Vehicle Certificate). Call Automotive Leasing Ltd on 0870 870 1700.

Please check with the Lease Company that your vehicle is covered for Breakdown and Recovery abroad. If this incurs a charge from the Leasing Company it will be re-charged to the driver.

The Lease Company **must** be notified of your intentions to take the vehicle abroad, the details they will require are:-

**Destination, Registration Number, Holiday Dates and Home Address of all drivers.**

### **MOT**

When your vehicle is 3 years old it will require an MOT.

Please ring the Automotive Leasing MOT booking service. Tel: 0870 998 7000

### **Road Fund Licences**

Tax discs will be automatically sent to you. However, an MOT will be required if your vehicle is three years old. Please ensure that we are notified of any change of address as the new disc is usually sent to your home address.

**USEFUL TIPS ON HOW TO BECOME MORE**

**SECURITY CONSCIOUS**

- Check that windows, sunroofs, boot and doors are locked whenever you leave a car. Never leave the engine running – even if you are only going to be away for a moment.
- Remove valuables or lock them out of sight **BEFORE** you arrive at your destination. A potential thief may be watching you leave the car.
- If possible park in a well-lit area and/or close to an open business.
- Keep your keys safe and never hide a spare key in your vehicle.
- Car jacking is becoming increasingly popular among thieves, so be alert when you leave or return to your car and when stopping at a junction or lights.
- Never leave credit cards or other identifying information in your vehicle – thieves can easily find out where you live and break into your home, knowing you are away.
- Use all the security measures fitted to your car (such as the ignition key, steering lock, security code for stereo, and removable car audio faceplates.
- Protect wheels – especially expensive alloy wheels by fitting wheel locks and etching the registration number onto the car windows is a further deterrent to the thief.

**LEASE CAR SCHEME IMPORTANT POINTS TO REMEMBER**

**1. Mileage Claim Forms**

These should be submitted monthly showing mileometer readings for each journey undertaken. Failure to submit or give readings may result in delay of payment.

**2. Maintenance of Car**

General maintenance between services is the responsibility of the lease car driver. Please ensure the oil and water levels are checked regularly.

Also a bald tyre could result in an accident and your cover would be invalid.

**3. Conditions of Service**

The car on return should be in good repair and above all clean. (SEE FAIR WEAR AND TEAR GUIDE.)

Damage to upholstery will not be acceptable as wear and tear.

Stone chips should be carefully monitored as if it was your own car. If they start to show signs of rust ask at your next service for advice on how best to limit the damage.

**4. Accidents must be reported within 24 hours to the Lease Car Department.**

**5. For staff who may have time away from work due to maternity leave or a long period of unpaid leave, they must inform the Lease Car section on 01452 318859 or 01452 318822 before leave commences.**

**Your vehicle must be within these Fair Wear and Tear guidelines to avoid any reconditioning charges.**

## **FAIR WEAR AND TEAR GUIDE**

- **GENERAL:** Fair wear and tear is clearly determined by reference to the mileage covered by the individual vehicle and age. Normal use will provoke no charges. Ordinary fair wear and tear is taken as superficial scratches and scuffs to the bumpers, stone chips and tar marks on front and lower sides of vehicle.
- **BODY DAMAGE:** Any damage must be repaired as and when it occurs. All work should be completed to a professional standard, with any applicable anti-corrosion guarantees taken into consideration. Obvious evidence of repair such as colour mismatch or misalignment between panels is unacceptable.
- **DENTS:** Minor dents (up to 10mm) are acceptable as long as the paint surface has not been penetrated so that the bare metal is visible or corrosion has set in. If multiple dents occur on a single panel, no matter how small, the panel should be repaired or replaced.
- **PAINTWORK:** Small areas of stone chipping, door edge chipping and light scratches (up to 25mm) area acceptable, relative to the vehicle's age and mileage, as long as they have not penetrated through to the base metal and caused corrosion. If stone chippings have penetrated through the metal, suitable touching up should be carried out immediately to prevent further paint deterioration. Exterior paintwork should be free from major abrasions (more than 25mm) and have good gloss and colour. Colour mismatch between panels, or poorly fitting panels, are unacceptable. All repairs to the bodywork must be suitable re-rust proofed up to the manufacturers recommended standards.
- **BUMPER SECTIONS AND RUBBING STRIPS:** Provided these are not broken, cracked or deformed a limited amount of scuffing and score marks are acceptable.
- **WINDOW GLASS:** cracks or damage within the driver's sight line are not acceptable and would require windscreen replacement. Minor cracks or chips elsewhere on the windscreen may be repaired using resin impregnation to MOT standards. Light scratches and minor chipping around the periphery of the windscreen is accepted as fair wear and tear providing that the windscreen meets the current MOT pass requirements. All remaining glass on the vehicle should be free from any damages.
- **LAMP GLASSES/LENS:** All lamps must be operational. Minor scuff marks or scratches are acceptable, provided this meets MOT pass requirements. Holes or cracks in the glass or plastic covers of lamp units are unacceptable.
- **INTERIOR TRIM:** The interior should be clean and tidy with no visible burns, tears or permanent staining to the seats, heading panel trims or carpets. Wear a soiling through normal use is accepted provided that floor protection mats have been used, as are any repairs that are not readily visible.
- **LUGGAGE AREA:** Surface scoring and light blemishes that reflect normal use are acceptable, but floor coverings and surrounding trim panels should not be torn, split or **stained**.
- **LIGHT COMMERCIAL VEHICLES:** For light commercial vehicles it is recommended that a lining be fitted in the load area, and any loads carried are secure, to prevent serious damage to the vehicle's interior.
- **DOOR APERTURE TREAD AREA:** A reasonable amount of scuffing to the door and luggage area treads and sills is acceptable providing paintwork has not been damaged down to the bare metal and aperture seals are not torn.

- **CONTROLS:** All original controls must be intact and operate correctly. If replacements has been necessary, e.g. due to theft, then equipment of a similar value and specification, preferably of the same manufacture as the original, should be fitted. All odometer alterations must be reported and any evidence of unauthorised odometer changes is unacceptable. Missing parts and items will be recharged.
- **RUBBER SEALS:** Normal wear will cause a certain amount of damage and splits to the rubber door and other seals, but any evidence of neglect or abuse is unacceptable. If a seal becomes displaced it should be refitted immediately to avoid it becoming trapped or torn.
- **EXHAUST SYSTEM:** The system should be properly suspended and in efficient working order, with no gas leaks or evidence of blowing from the exhaust system joints and in an undamaged condition. The exhaust system should be in a condition to meet the MOT requirements in all aspects, particularly if fitted with a catalytic converter. CAT failure is unacceptable.
- **OIL LEAKS:** Any serious oil leakage should be rectified at the earliest opportunity. So minor oil misting or dampness around seals and gaskets is acceptable, providing oil drips are not present.
- **WHEELS AND WHEEL TRIMS:** dents or damage to the rim or main body of the wheels are not acceptable. All four wheel trims must be intact, with no more than minor scuffing due to everyday use. If mudflaps are standard equipment they must all be intact and properly attached. The spare wheel, jack and appropriate wheel tools must be stowed properly and in good working order.
- **BRAKES:** Grooved brake discs caused by metal to metal contact or premature failure due to incorrect driving technique is not acceptable.
- **ENGINE AND TRANSMISSION:** Premature failure due to insufficient or incorrect coolant, lubricating oils or being 'run on' with excessive noise or incorrect driving technique is not acceptable.
- **TYRE WEAR AND DAMAGE:** All tyres including the spare, must be in a legal condition and comply with the vehicle manufacturer's recommendation of tyre type, size and speed rating. There should be no obvious damage to sidewalls or tread caused by 'kerbing' or other heavy abuse. Premature failure as a result of incorrect, inflation pressure or driving technique is not acceptable.
- **SERVICING DOCUMENTATION:** Regular maintenance and servicing should be carried out by a franchised dealer or approved servicing agent according to the manufacturer's guidelines. Any defects or damage that occur during normal vehicle use should be rectified as soon as authority for the repairs has been granted. The vehicle instruction book, fully stamped service record and any other documents relating to vehicle user must be intact and available. All documents must be in the vehicle on its return including any details of radio codes.
- **APPEARANCE:** Regular cleaning of both the interior and exterior of the vehicle will ensure a good cosmetic appearance.
- **ADDITIONAL EQUIPMENT:** If accessories such as car telephones, radios or other non-standard equipment have been installed and then removed, any holes or damage should be made good to a professional standard. Aerials must be left in place or the holes professionally repaired. All standard equipment must be returned at the end of the contract period.
- **BADGES AND LABELS:** Non-standard badges, labels or advertising fitted to the bodywork or glass of the vehicle should be removed. Any damage caused by their attachment or removal should be professionally repaired. Any paint work colour fade due to the attachment of advertising would be chargeable to the user. Advertising should never be painted directly onto the vehicle.
- **KEYS AND SECURITY:** A full set of keys should be available along with a note of their numbers. If the locking system is remote, the appropriate key fobs should be available and functioning. Return of the master key which controls the engine management system is mandatory. If the vehicle was originally supplied with a security system, this should be intact and fully operational, including any key or key fob necessary for operation. Any additional, non-standard system should be fitted according to a recognised standard, i.e. The Vehicle Security Installation Board (VSIB).

## **LEASE CAR INSURANCE**

Insurance arrangements for the period have been made with **Norwich Union**.

The Lease Car Section of the Paymasters Department now deal with all aspects of the Lease Car Insurance and can be contacted as follows:-

Lease Car Section  
Paymasters Department  
Victoria Warehouse  
The Docks  
Gloucester GL1 2EL

Tel : 01452 318859/318822

Fax : 01452 318810

### **Accident Procedures**

During office hours please phone the Lease Car Section on 01452 318859/318822 when one of the Lease Car team will assist you.

Where the vehicle has been damaged but is legal to use, complete the accident form and submit it within 48 hours, to the Lease Car Section, (address and fax above).

Should your vehicle be involved in an accident and you are unable to contact the Lease Car Section and your car is not driveable, it may be recovered to one of the following Norwich Union Approved Repairers, by just ringing Automotive Leasing Breakdown and Recovery Service on 0800 980 7500 – this is a 24 hour service.

When a vehicle is rendered immobile obtain the assistance of the AA/RAC (or whichever organisation your Lease Company use) and have the vehicle towed to an appropriate garage (this will normally have been discussed with the Lease Car Section soon after the incident).

Accidents during business and private use. Complete a **Willis Vehicle Incident Report Form** (copy of form at the back of this pack).

**Norwich Union – Approved Repairers**

**For Accident Repairs**

Shires

Contact : John Geddis or Mark Geddis

Accident Repair Centre

Unit 7/7A

Tel : 01452 525566

Mell Place

90 Bristol Road

Gloucester

G11 5SQ

---

Autobodytech  
832322

Tel : 01453 832871

Fax : 01453

Inchbrook Industrail Estate

Nailsworth

Stroud

Glos.

---

Nationwide Cheltenham

Contact : Mark Nichols

General Manager

Blaisdon Way

Springfield

Tel : 01242 538800

Fax : 01242 525494

Cheltenham

# Gloucestershire NHS Finance Shared Service

## MOTOR VEHICLE INCIDENT REPORT

**NB Trust Number and Address**

**Client Ref :**

**Tel No:**  
**Own Use Car ?**

**Fax No:**

**Pool Car ?**

### Accident Details

Date	Time	Location	
Weather Conditions	Speed	Visibility	Road Type
Vehicle make	Model	Engine Size	Registration
For what purpose was the vehicle being used?	Vehicle Mileage ?	Colour?	

### Details of Driver/Person Last in Charge of Vehicle

Title Mr/Mrs/Miss/Ms (delete as necessary)	Age	Date of Birth
Forename(s)	Surname	
Address		
Occupation	Any physical disabilities?	
Number of full licence	Date test passed	Groups
Has licence ever been suspended or endorsed?	Yes/No If 'Yes' give details	
Employee?	Yes/No	If 'Yes' how long in Company employ?

### Damage to Own Vehicle

Describe damage	Is vehicle owned/leased/hired ?
	Lease/Hire Co details ?
Is vehicle driveable ?	Yes/No
Where can vehicle be inspected?	Estimate enclosed/to follow ?
If a possible total loss please advise Mileage ?	

### Details of Other Party

Title Mr/Mrs/Miss/Ms	Initial(s)	Surname
Address		
Tel:	Postcode	
Vehicle Registration No:	Type	
Insurance Details:		

### Damage to other vehicle/property

Describe damage

Willis

Willis

**Details of Police and Witnesses**

Officer

Station

Crime No

Any warning of prosecution ?

Name and addresses of witnesses

1.

2.

**Persons Injured**

\* State whether driver, passenger or pedestrian (continue on additional sheet if necessary):-

\* Name 1

Vehicle No ?

Injuries

Address

\* Name 2

Vehicle No ?

Injuries

Address

**Circumstances**

Full description

Who do you consider was at fault for the accident ?

**Theft**

Were all doors locked: Yes/No

Was vehicle garaged: Yes/No Locked: Yes/No

Was an alarm fitted: Yes/No

Was alarm activated: Yes/No How was entry gained:

recovered:.....

Has vehicle been recovered: Yes/No

Where and when

Details of items stolen:

**Sketch**

Signature of Policyholder/Driver

Dated

*Willis*

*Willis*