

# **VIAMED Ltd**

## **Company Personnel Manual**

### **Section 48. Use of Company vehicles**

Any person who would have a need to drive a company vehicle must be in possession of a full, clean driving license.

This will entitle them to be entered onto the company insurance scheme for driving of the vehicles.

Sales representatives will be allowed to choose a car of a certain status and value, as determined by the company at the time of their engagement. A typical company car would be such as a “Vauxhall Vectra” or similar.

The company van is for use only for deliveries / collections etc. and not available for personal use by any employee without permission from a Director.

On occasion personnel may be required to use their own cars to perform company business. In these instances, the employee will be reimbursed in their next salary pay amount. Reimbursement is an allowable mileage as calculated by the accounts department.