

## WELL DRIVEN? FUEL & FUEL CARD POLICY

We expect all employees to:

- Drive courteously
- Treat all other road users with respect
- Under no circumstances act aggressively towards another driver, road user or pedestrian.

If 3 complaints are received within a 12 month period, then the driver responsible may be suspended from driving duties for 6 months, depending on the nature of the complaints, it may also result in further disciplinary action being taken.

### FUEL / FUEL CARDS

Fuel costs represent a significant part of the total cost of running the fleet. It is Company policy to seek to minimise fuel use wherever possible. This includes:

- The selection of Company vehicles with good fuel economy.
- Monitoring fuel use and cost through monthly mileage and fuel cost returns.
- Requiring employees to drive carefully and considerately.
- Avoiding unnecessary mileage wherever possible.

All fuel and oil for use on Company business (or travelling to and from work) must only be purchased using the Company's Fuel Charge card.

Lost cards must be notified to the Transport Department immediately.

If the vehicle you have been allotted has no fuel card, then advise the Transport Department immediately who request a new one – this may take up to 5 working days.

All fuel purchased by members of the Dowse team are available for the appropriate personnel to view on the Company intranet. Any abuse of the system, whereby private fuel is being bought using the Company's Charge card, for instance, will be considered a disciplinary offence.

You shall give your mileage when filling your vehicle up in order that your service information can be updated.

#### ***Driving for Economy***

Fuel costs are major part of fleet expenses and you are expected to drive in a manner that promotes good fuel consumption. In addition to the obvious commercial advantages, driving more economically makes a substantial improvement to the emissions profile of all vehicles.

Extensive tests have shown that driving less aggressively reduce the fuel used and puts less Co2 into the atmosphere and reduces road accidents and stress without affecting journey times adversely. It is Company policy to promote these benefits and reduce our Carbon footprint.