

[COMPANY NAME] Green Fleet Policy

The objective of this Green Fleet Policy is to ensure that all vehicles driven for business support [Company name]'s environmental and sustainability targets.

Vehicles with internal combustion engines emit greenhouse gases, such as carbon dioxide (CO₂), responsible for the climate emergency. Exhaust emissions also include pollutants such as oxides of nitrogen (NO_x) and particulate matter that have a damaging impact on air quality and human health.

[Company name] is committed to supporting national and global efforts to combat climate change. We are also determined to be a good neighbour to the communities where our vehicles operate.

This is why we have decided that all new vehicles added to our fleet must be zero emission capable, whether hybrid, plug-in hybrid or, ideally, battery electric.

The greenest mile, however, remains the mile that is not driven, which is why we are also introducing a decision-making hierarchy for any employee to follow prior to making a business journey.

1. Is the journey necessary?

- a) Do you need to have an 'in person' meeting? Could a web conference satisfy your business need?
- b) Could you use a more sustainable mode of travel to reach the meeting, such as walking, cycling or public transport?
- c) Can you share the journey with a colleague to minimise vehicle use and cost?
- d) [Company name] fleet department has a zero emission pool car available for local business journeys.

2. Vehicle choice

- a) An employee eligible for a company car must choose a model appropriate to their grade from the fleet choice list, *available here*.

[*Company name*] aims to lease or buy only zero emission vehicles wherever these are fit for purpose operationally and cost effective from a wholelife cost perspective. A plug-in hybrid electric vehicle (PHEV) or petrol hybrid vehicle may be considered if a fully electric vehicle is not operationally viable.

b) The fleet choice list will be reviewed every six months to consider new model launches.

c) To reflect the higher capital cost of electric vehicles, we will now keep company cars for (*delete as appropriate*) 4 years/80,000 miles; 5 years/100,000 miles; 6 years/120,000 miles.

d) Priority in PHEV and electric vehicle ordering will be given to drivers with a private garage or driveway where they can install an electric vehicle charge point.

e) All departments and line managers will be responsible for supporting this Green Fleet Policy when selecting new vehicles.

f) Where an electric or PHEV vehicle is not feasible, a driver may only choose a new:

- Diesel car with CO2 emissions below XXg/km
- Petrol car with CO2 emissions below XXg/km

g) A driver can make an individual contribution to add accessories and connected service subscriptions to their new company car, up to a threshold of £X,000. This contribution must be paid in advance at the start of the contract, and will not be reimbursed if the employee leaves [*Company name*] before the end of the vehicle contract.

h) [*Company name*] will extend current lease contracts or fleet holding periods until petrol and diesel vehicles can be replaced with zero or ultra-low emission vehicles.

i) Due to the long order times for plug-in and electric vehicles, a driver may be required to accept a reallocated vehicle, at the company's discretion.

3. Benefit in kind tax

a) [*Company name*] is not responsible for any unexpected benefit in kind tax incurred by a driver during a delay in the order process for a new low or zero emission car.

b) [Company name] is not responsible for any unexpected fuel expenditure incurred by a driver during a delay in the order process for a new zero emission car.

c) [Company name] is not responsible for any benefit in kind tax and National Insurance Contribution increases introduced by HMRC to petrol, diesel, hybrid, plug-in hybrid, electric or hydrogen vehicles.

4. Electric vehicle charging

a) [Company name] will (*delete as appropriate*):

- provide free electricity at charge points in the company car park
- will charge Xp/kWh for charging at workplace chargers.

b) Workplace charge points may be used by (*delete as appropriate*):

- only employees with a company car or van.
- all employees.

c) Workplace chargers are designed only to top up batteries. Drivers may only recharge their vehicles at work for a maximum of (*delete as appropriate*): 1 hour / 90 minutes / 2 hours / 4 hours, and must then vacate the charging bay and find an alternative place to park.

d) [Company name] will / will not pay for the installation of a domestic charge point at a driver's home.

e) If [Company name] has paid for the installation of an electric charge point and the employee moves house within XX months, the company will not pay for a charge point at the new address. It is important to note, too, that the Government's Electric Vehicle Homecharge Scheme grant, which pays up to 75% of the cost of installing a domestic charge point, is only available once to the driver, and so would not apply at the new address.

f) If an employee leaves [Company name] within XX months of the company paying for the installation of a charge point, [Company name] will seek a contribution of XX% towards the cost of the installation.

g) The driver is responsible for charging their electric vehicles, and where the use of public charge points is necessary, drivers are expected to prioritise lower cost chargers.

- h) If a driver has failed to ensure their electric vehicle is adequately charged and subsequently is unable to work due to insufficient battery range, [*Company name*] reserves the right to pass on the cost of a temporary replacement vehicle to the employee.
- i) Drivers are responsible for taking into account how adverse weather conditions, particularly cold temperatures, may negatively impact the range of their electric vehicles.
- j) The driver is responsible for using the correct cable when charging their vehicle, and for keeping this cable safe and in good condition.
- k) Vehicle manufacturers impose strict conditions for the charging and use of electric vehicle batteries. It is therefore vital that drivers carefully read the vehicle manufacturer's handbook and comply with charging instructions to maintain a vehicle's warranty. Failure to do so may leave the driver liable for any costs associated with negligent charging activity.

5. Business mileage reimbursement

- a) The driver must submit a monthly record of their private and business mileages. Business journeys must be individually recorded post code to post code.
- b) The journey from a driver's home to [*Company name*] will not be reimbursed as a business journey, even for employees who now consider that they work from home.
- c) The driver will be issued with (*delete as appropriate*) an RFID card / electric 'fuel' card / membership of the following public charging networks, where recharges will be billed directly to the company.
- d) Business journeys in an electric vehicle will be reimbursed at (*delete as appropriate*):
- The Government's official Advisory Electric Rate (AER), currently 4 pence per mile.
 - The actual cost of electricity used. Drivers must capture the kW used by their domestic charge point and supply their domestic energy tariff to the expenses department, along with any receipts from public charge point use.

e) Business journeys in a PHEV will be reimbursed at (*delete as appropriate*):

- The Government's official Advisory Fuel Rate (AFR) for combustion engines, based on the size of the petrol or diesel engine.
- The actual cost of fuel and electricity consumed, based on the pump prices of fuel receipts plus charging costs (calculated in the same way as for an electric vehicle – see above).
- A blended reimbursement rate that combines the AER and the AFR.
- The maximum electric range of the PHEV at the AER rate for every journey, followed by the AFR rate for the rest of the journey.
- To support the cost effectiveness and environmental performance of PHEVs, the driver must recharge the vehicle batteries and drive in electric mode as much as possible.

6. Service and maintenance

- a) The driver must ensure their company vehicle is serviced in line with manufacturer recommendations.
- b) Due to the limited number of mechanics and technicians trained to service and maintain electric vehicles, the driver should monitor their vehicle's predictive service monitoring feature to ensure service appointments comply with the manufacturer's time/mileage requirements.
- c) The driver must only use dealerships and garages approved by the fleet department / leasing company for all service and maintenance work.
- d) The driver must keep aware of the general mechanical condition of their vehicle at all times, and seek appropriate advice if anything appears wrong.
- e) Many electric vehicles will undergo over-the-air (OTA) updates by the manufacturer. The driver must take time to familiarise themselves with the OTA update before driving the vehicle.
- f) [*Company name*] reserves the right to charge some or all of the costs to the driver where there is evidence of abuse or neglect of the vehicle that leads to

a mechanical breakdown, such as a failure to observe recommended service intervals.

g) [Company name] / leasing company will send an MOT reminder to company vehicle users. The driver must arrange to have the MOT test completed before the expiry of the existing MOT, and the new MOT certificate should be sent to XXXX XXXX.

h) Tyre pressures play an important part in maximising the range of an electric vehicle. The driver must therefore check the tyre pressures of their electric vehicle regularly.

7. Clean air zones

a) The driver is responsible for ensuring their vehicle complies with the requirements of any clean air zones into which they drive.

b) Clean air zone charges incurred on business journeys must be paid by the driver and then reclaimed through expenses.

c) Any fines for the late payment of clean air zone charges will be passed by [Company name] to the driver.

8. Telematics and tracking

a) Many new electric vehicles feature connected technologies that record journey distances, speeds and other driving data. [Company name] reserves the right to use this information to improve route planning and to identify incidents of higher risk driving behaviour, such as excessive speeding, and harsh acceleration and braking.

b) This information may then be used to support driver education and training.

c) If high risk driving behaviour persists, this information may be used to discipline the driver, potentially leading to dismissal.