BBC Motor Vehicle Policy

This document contains links to BBC Gateway sources and external sources (Gateway links shown in *Italics*). An Internet connection & Intranet access will be required to access all areas of this document.

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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.

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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

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.

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

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 Insurerûs Database, valid MOT and tax certificates and SORN declaration where appropriate.

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