

1.1 Introduction

This policy has been developed to set out the practical methods Bryen and Langley will implement as they strive to reduce fuel use in vehicles. The Policy shall be reviewed and approved by the Directors for implementation across the business.

1.2 Scope of Policy

The Office Manager takes on day to day management of vehicle usage across the business.

1.3 Key Responsibilities

Organisational Responsibility:	Responsibility Allocated To:
Director(s)	Office Manager
Office Manager	Vehicle Drivers and Project Planning

1.4 Competence and Training

All staff shall receive an induction from B&L on the policies and procedures to be aware of and followed.

All B&L vehicle users shall hold valid UK driving licences and shall have completed specialist training (CPC) where required.

1.5 Description of What to Do

Changing to Electric or More Energy Efficient Vehicles

B&L shall ensure any vehicles purchased are either electric, plug-in hybrid or other fuel-efficient models, so far as reasonably practicable. Older vehicles shall be replaced at contact end dates and more fuel-efficient options considered.

Encouraging the Use of Public Transport

All staff are encouraged to use Public Transport in a bid to reduce fuel usage, especially when traveling into and around the centre of London. When project planning is taking place; planner shall ensure Public Transport availability is communicated to staff.

Revision	Date	Document Title	Page
1.0	Mar 23	HASP 004 Cleaning and Housekeeping	1 of 2

Vehicle Sharing and Route Planning

Where possible B&L staff shall vehicle share to reduce the number vehicles travelling to the same destination. Managers shall work with staff to plan journeys and working hours to reduce fuel usage.

Employee Location Proximity with Site

Where possible, Managers shall consider the location of B&L staff home addresses and the location of projects to place staff on the closest sites to their homes, in an effort to reduce travel times and fuel usage.

1.6 How this Policy will be Reviewed

This policy shall be reviewed annually

Revision	Date	Document Title	Page
1.0	Mar 23	HASP 004 Cleaning and Housekeeping	2 of 2