



The Victoria Inn - Three milestone  
The Victoria Inn - Roche  
The Norway Inn – Perranarworthal

**"A warm welcome with pub grub - at our tables or delivered to yours"**

## **Company Car Insurance Policy for Inn Cornwall**

### **1. Overview**

This policy outlines the guidelines and responsibilities for the use of company vehicles by employees of Inn Cornwall. It is designed to ensure the safety of our employees and compliance with UK road traffic laws.

### **2. Eligibility**

- The policy covers any driver with a full, clean UK driving license.
- Drivers under the age of 21 must be authorized by the directors. Authorization requests must be submitted by a manager.
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### **3. Responsibilities**

- All team members are liable for any traffic offences incurred while driving a company vehicle.
- Employees must abide by all UK road traffic laws.
- Drivers are required to check the vehicle before use and report any incidents, no matter how minor, to their manager immediately.
- Should any driver's details change, including any points or pending road traffic prosecutions, the company must be informed. The company will then notify the car insurers, who will advise on the cover status for that team member.

### **4. Vehicle Checks**

- Before using a company vehicle, employees must perform a basic safety check, including but not limited to checking the tires, lights, and fluid levels.
- Any issues found during the check must be reported and resolved before the vehicle is used.

### **5. Incident Reporting**

- Any incidents, regardless of severity, must be reported to the employee's manager as soon as possible.
- A detailed incident report must be completed and submitted within 24 hours of the incident.

### **6. Compliance**

- Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

## **7. Review and Amendments**

- This policy will be reviewed annually and updated as necessary to reflect changes in legislation or company procedures.