



CEMEX Company Car Scheme – Driver Responsibility – End of Lease Contract

Personal Responsibilities

- a. Employees allocated a company car are required to take care of the car as if it was a personally owned vehicle. Any damage to the vehicle must be reported using the processes advised.
- b. Employees with a company car or using their own car are responsible for ensuring maintenance is completed in accordance with manufacturer's guidance and for undertaking routine safety checks in accordance with the Highway Code and safe driving guidance issued by the company.
- c. Employees are required to keep the car they use clean and presentable.

End of Contract

- d. The lease company will contact the employee around six months in advance of the end of the lease about ordering a replacement car. Prior to delivery of a new car and collection of their current car, the employee should ensure that it is clean and free from damage. When collected, the car will be inspected in line with the British Vehicle Rental and Leasing Association (BVRLA) Fair Wear and Tear Guide and the employee will be required to acknowledge any damage to the car and sign a Car Inspection Report. One copy of this document should be retained by the employee for their records.
- e. Employees are responsible and will be charged for the cost of repairs where a car is returned with damage that is not considered to fall under the BVRLA Fair Wear and Tear Guidelines. It is the employee's responsibility to ensure that any damage is repaired prior to the car being returned. Insurance claims cannot be made once the car has been returned.
- f. The BVRLA Fair Wear and Tear Guide is available from the UK Fleet Coordinator.
- g. Employees may not take delivery of a new car unless work has been completed on the previous car and it is available for collection.
- h. All handbooks, service records, keys, satellite navigation/multimedia SD cards and USB drives, security devices and charging cables are items chargeable to the employee if not returned with the car.
- i. Before returning the vehicle to the lease company and for the purposes of data protection, employees must clear the on-board computer of any personal or business data. The car should be clean, have a quarter tank of fuel/full charge and items listed in 10e must be returned with the car.

Extract from CEMEX CCS Policy

Link ; [Alphabet BVRLA - Lease Car Fair Wear and Tear Guide](#)