



15 Tips for Managing Grey Fleet



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What is grey fleet management?

As **post-lockdown recovery** is making business owners and employees think twice about running company cars, grey fleet management is once again making its way to prominence. Are you set up to judiciously manage this tricky area?

As Coronavirus pandemic restrictions endure, more employees will be choosing to use their own vehicles for business. If they are key workers in critical areas, they may be mandated to do so by employers and some businesses may expect employees to use their own vehicles for occasional business journeys, particularly if the company has de-fleeted because of lockdown.

Advantages and drawbacks of using the grey fleet

Grey fleet use has its advantages for both businesses and employees. It saves money for both parties. Business owners don't have to spend valuable capital on vehicles that are underused and employees save on being taxed at source for a company car. However, managing grey fleet increases risk for employers and this needs to be managed and mitigated where possible.

All businesses have a "duty of care" for employees, whether they're driving their own vehicle or a company one. Employers must ensure the vehicle is insured to cover business use, that it's road legal, safe, correctly and regularly maintained and that the driver has a current, valid driving licence.

The business case for managing the grey fleet covers duty of care, health & safety, financial efficiency, plus corporate and environmental responsibility.

Laws applicable to grey fleet

In the UK, there are three laws applicable to grey fleet management: *The Health & Safety at Work Act 1974*, the *Management of Health & Safety At Work Regulations 1999* and the *Corporate Manslaughter Act of 2007*. Businesses, like everyone else, have to comply with road traffic laws. Employers can be found liable for serious management failures that result in gross breach of duty of care, and this can relate to grey fleet cars. The grey fleet needs to be managed as diligently as company-owned or leased vehicles.

In Europe, The European Framework Directive 89/391/EEC on health and safety of workers requires that every employer undertakes a risk assessment. Duty of care, occupational health and safety, and road safety compliance are legal requirements in all EU member states. The European Transport Safety Council (ETSC) advises on how to manage the grey fleet and has published guidance: [Managing Grey Fleet Safety – a short guide for companies whose staff drive their own cars for work](#).



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1. Have a grey fleet policy in place, which employees must agree to abide by as part of their employment contract.
2. Carry out a risk assessment.
3. Check driver documentation and fitness to drive.
4. Decide who is going to manage grey fleet (HR, Health & Safety, Finance and so on?).
5. Ensure only permitted employees are allowed to use their own vehicles.
6. Clearly explain what business miles are and are not and the type of journeys that are allowed (grey fleet is a more costly option for journeys greater than 80 miles per day).
7. Have a driver licence checking process in place and check licences regularly for updated fines and infringements.
8. To stop fraudulent expense claims, have a clear policy and sound process management in place for mileage reimbursements.
9. Reduce risk where possible, manage it if not.
10. Have a tracking system in place for tracking employee business mileage.
11. Have your grey fleet policy state what type of cars are suitable (or not as the case may be) for grey fleet use i.e., don't allow vehicles older than 7 years because they're less fuel efficient, reliable and environmentally-friendly.
12. Look into the validity and cost-effectiveness of using alternative means of transport such as car hire, public transport, car-pooling schemes.
13. Communication – properly communicate your grey fleet policy with employees using whatever means are available (intranet, email and training courses).
14. Have them take a test to demonstrate they understand their responsibilities in terms of grey fleet.
15. Regularly audit grey fleet mileage claims.

Grey fleet checklist

Drivers	Vehicles	Journey	Costs	Management
Who are they?	What are they and what are they used for?	Where are they going?	What mileage rates are paid?	Who authorises travel?
Are they fit and qualified to drive?	What are their carbon emissions?	Why are they travelling?	Is the rate an incentive to drive more miles?	Who authorises mileage claims?
	Are they fit for their purpose?	How often?	What is the total mileage cost?	Who has overall responsibility?
	Are they well maintained, MOT certified, insured for business use?	How far are they travelling?	How do costs compare with fleet and daily rental vehicles?	

How **Bynx** helps companies manage the grey fleet

Policy management and communication

Within **Bynx**, it's possible to create a grey fleet category that holds the details of all permitted grey fleet drivers and their vehicles. The system includes a comprehensive communication module that enables fleet managers to convey important information, such as grey fleet policy, driving guidance, safety advice and all other relevant particulars with employees.

Driver licencing and monitoring

Bynx enables driver details to be entered into the system. Their licences can be checked against licencing authority records, this ensures drivers have a valid licence, that they are legally permitted to drive their particular category of vehicle and that they are not currently banned from driving. It also confirms the fleet is compliant and the employer is adhering to legal responsibilities.

Similarly, grey fleet vehicle details are also entered into the system: make and model, year of registration (vehicle age), mileage, insurance details, road worthiness certificates and associated paperwork, scanned images of which can be uploaded for record keeping along with their key diary dates.

From then on, drivers can be monitored against mileage/kilometre reporting so that fleet managers can monitor the hours spent driving to ensure they stay within legal limits.



Daily safety checks

Daily safety checks are an important element of grey fleet management and the **Bynx** vehicle inspections app can help drivers do this. It's an app that can be downloaded to a smartphone or tablet and used to carry out various types of vehicle inspection, including daily safety checks.



What to check externally¹:

- That there are no coolant, oil or fuel leaks (check underneath).
- Wheels are secure, wheel nuts correctly fitted and tight.
- Tyres are not damaged, are correctly inflated and are well within required tread depth.
- Bumpers, bodywork and exhaust are secure.
- Wiper blades are working and in good condition.
- Number plates (front and rear) are clean and visible.
- Lights, indicators, reflectors, hazard lights are in good condition and working.
- All mirrors are clean and working.
- Doors open, close and lock correctly.
- Engine oil, coolant, water, windscreen washer fluid, brake fluid are topped up and the fuel cap is in place and not leaking.

What to check internally:

- Interior is tidy and there are no obstructions in footwells, seats or parcel shelves.
- That there is a high-visibility triangle and vest readily available and accessible in the vehicle.
- Windows are clean, open and close properly and their view is unobstructed.
- Foot pedals are not worn and have anti-slip material on them.
- Driving seat, controls and headrest are positioned and adjusted (prior to starting the engine).
- Mirrors are correctly aligned and unobstructed.
- Safety belts are working correctly.
- All instrument gauges and warning lights are working, as are wipers, washers, horn, demister and temperature controls.

There's little doubt the grey fleet will continue to play a more prominent role in the near future as businesses may be forced to implement certain retrenching measures during the global pandemic. This includes initiatives such as de-fleeting, which means fleet sizes decline while transport demand fluctuates. There are many benefits to utilising the grey fleet but there are also inherent risks. Provided employers implement diligent grey fleet management policies and practices, they will reap the benefits while mitigating and reducing risk. Technology plays a crucial role in this and it is, therefore, necessary to have a robust, functional and reliable fleet management platform in place.

If you'd like to talk to us about your grey fleet management requirements, we've a lot of information we can share. [Get in touch.](#)

¹ Source: H&A (Health & Safety Authority) https://www.hsa.ie/eng/Vehicles_at_Work/Driving_for_Work/Vehicle_Safety_Pre-Checks/