REDEEMERS HEALTH VILLAGE

Human Resources Department

COMPANY STATUS CAR POLICY

Policy Code: HR-POL-019

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Relevant Standards

- Labour Act of Nigeria (Cap L1 LFN 2004)
- RHV Compensation and Benefits Policy (HR-POL-002)
- RHV Disciplinary Action Policy (HR-POL-003)
- Nigerian Highway Code and Motor Traffic Laws

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2024	New Policy Implementation	
2	Final	June 2025	Policy Review & Update	CHRO
3	Final	April 28, 2026	Board Submission Revision	CHRO/CEO

1. Policy Statement

Redeemers Health Village (RHV) provides company status vehicles to eligible executives to support efficient and professional business operations. This policy governs the responsible, safe, and accountable use of all RHV-assigned vehicles in a manner consistent with the institution's values, financial stewardship obligations, and legal responsibilities.

2. Scope

This policy applies to all executives to whom a company status car has been formally assigned, their RHV-designated drivers, and any other authorised users as specified herein.

3. Vehicle Assignment

- Status cars are assigned to eligible executives based on role grade and operational requirements, as determined by Management in consultation with HR.
- Vehicle assignment is personal and non-transferable. The vehicle may only be used by the designated executive, their RHV-designated driver, and immediate nuclear family members (spouse and dependent children) in approved personal use contexts.
- RHV reserves the right to revoke, reassign, or withdraw a vehicle assignment at any time on grounds of business need, a change in role, policy violation, or performance concerns. The executive will be notified in writing.

4. Notification and Availability Requirements

- During any period of extended absence, or departure from the city, HR must receive notification of this arrangement before the executive's departure.

5. Fuel and Running Costs

- Fuel costs for the executive's assigned vehicle are included in the executive's compensation package as a fuel allowance, which is to be managed responsibly for official business travel.
- Where RHV provides fuel cards or authorises fuel reimbursements for specific official business trips, valid receipts and prior written approval from HR are required before any claim is processed.

6. Designated Driver

- RHV provides one designated driver per assigned status car. The driver must at all times hold a current, valid Nigerian driver's licence and must undergo periodic driving assessments as arranged by HR/Facilities.
- In the designated driver's absence, the vehicle may be operated by the executive or by a nuclear family member who holds a valid driver's licence, provided the executive is present.
- No other individual may operate a company vehicle under any circumstances, except in a genuine, unavoidable emergency. Any such exception must be reported to HR in writing within 24 hours.
- If a designated driver's licence is suspended or revoked, this must be reported to HR immediately. The driver will be stood down from driving duties until the matter is resolved.

7. Driver Conduct Standards

All individuals operating an RHV vehicle — whether the executive, the designated driver, or an authorised family member — must:

- Operate the vehicle only when sober and fully fit to drive. Driving under the influence of alcohol or any substance is a serious offence under Nigerian law and RHV policy.
- Comply at all times with the Nigerian Highway Code, traffic laws, and road safety regulations.

- Wear appropriate corrective lenses while driving if medically required.
- Conduct a basic pre-trip check (fuel, tyre pressure, fluids, lights) before extended journeys.
- Avoid using a mobile phone or any device while driving, except through approved hands-free systems.
- Avoid double-parking, blocking entrances, or committing any traffic violations.
- Not drive while fatigued. If fatigue occurs during a business trip, the driver must take rest breaks or contact HR to arrange appropriate accommodation.

8. Permitted Uses

Company status cars are primarily for official business activities, including meetings, site visits, conferences, and other work-related engagements. Reasonable personal use by the assigned executive and their immediate nuclear family is also permitted within the spirit of this policy.

9. Prohibited Uses

The following are strictly prohibited:

- Smoking inside the vehicle at any time
- Leasing, subletting, lending, or selling the vehicle to any third party
- Using the vehicle for commercial purposes or personal financial gain
- Using the vehicle to teach anyone to drive
- Leaving the vehicle unlocked, unattended in a public place, or parked in a high-risk area
- Using a handheld phone or texting while driving

10. Maintenance and Repairs

- RHV is responsible for all routine scheduled maintenance and necessary repairs of assigned vehicles. All maintenance appointments must be honoured promptly by the executive or their driver.
- Any damage, technical fault, or maintenance requirement must be reported immediately to the Facilities Department, with a copy of the report to HR.
- RHV maintains a fleet register recording the make, model, registration, manufacturing date, and mileage of each vehicle. Vehicles deemed too old or beyond the maximum approved mileage will be retired and replaced in line with the fleet management plan.

11. Insurance

- All RHV-assigned vehicles are insured under both third-party liability and comprehensive coverage policies with an approved insurer.
- The executive and designated driver must comply with all insurance requirements. Any incident, accident, or theft involving a company vehicle must be reported to HR immediately to initiate the insurance claims process.

12. Accidents and Incidents

- In the event of any accident involving a company vehicle, HR must be notified immediately by phone, followed by a written incident report within 24 hours.
- Neither the executive nor the driver may accept liability, make admissions of fault, or guarantee payment to any third party without express written authorisation from RHV Management or its insurer.
- The parties must follow all legal requirements for exchanging information with other drivers. Where an accident involves injury or significant property damage, the Nigerian Police must be contacted.

13. RHV's Obligations

RHV undertakes to:

- Ensure all assigned vehicles are roadworthy and safe before assignment.
- Schedule, fund, and coordinate all routine maintenance and servicing.
- Maintain adequate insurance coverage at all times.
- Provide each executive with a copy of this policy upon vehicle assignment.
- Maintain a current fleet register and retire vehicles responsibly.

RHV is not responsible for fines, penalties, or legal costs arising from the executive's or driver's personal conduct while operating a company vehicle, including but not limited to traffic violations, parking fines, or penalties for driving under the influence.

14. Compliance and Disciplinary Consequences

Non-compliance with this policy will be addressed in accordance with the RHV Disciplinary Action Policy (HR-POL-003). Consequences will be proportionate to the severity of the breach:

- Minor violations (e.g., failure to notify HR before extended absence, minor traffic infringements): formal written warning and, if repeated, suspension of vehicle privileges.
- Serious violations (e.g., allowing unauthorised use, three or more traffic fines within 12 months): suspension of vehicle privileges and further disciplinary action.
- Gross violations (e.g., commercial misuse of the vehicle, driving under the influence, causing an accident through gross negligence): revocation of vehicle privileges, formal disciplinary action, and potential termination of employment and/or legal proceedings.

15. Monitoring and Review

This policy will be reviewed annually by the CHRO and the COO, or following any significant vehicle-related incident. All executives and designated drivers are required to acknowledge receipt and acceptance of this policy in writing.