

Grey Fleet Checklist For Fleet Managers



Vehicle Checklist

Criteria	Yes	No
Is the vehicle older than five years?	<input type="checkbox"/>	<input type="checkbox"/>
Is the vehicle suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Is the vehicle registered?	<input type="checkbox"/>	<input type="checkbox"/>
Is the vehicle roadworthy or have a warrant of fitness?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the vehicle service history and is it up to date?	<input type="checkbox"/>	<input type="checkbox"/>
Have you implement pre-start checks (daily and weekly)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you set expectations around reimbursement?	<input type="checkbox"/>	<input type="checkbox"/>
Does the vehicle's insurance cover work travel?	<input type="checkbox"/>	<input type="checkbox"/>

Unlike a standard fleet, Fleet Managers don't have the same level of control over grey fleet vehicles. By asking these questions you can gain greater visibility and understanding of the vehicles your staff are driving. It also ensures you are undertaking your duty of care responsibilities as a Fleet Manager. See the following pages for further information.

Staff Checklist

Criteria	Yes	No
Does the staff member have a valid drivers' licence?	<input type="checkbox"/>	<input type="checkbox"/>
Do they have any demerit points?	<input type="checkbox"/>	<input type="checkbox"/>
Has the driver signed up to the company's alcohol and drug policy?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a fatigue management policy in place?	<input type="checkbox"/>	<input type="checkbox"/>
Does the driver have any health issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff authorised to use grey fleet vehicles for company purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Have they explored all options for using a company vehicle?	<input type="checkbox"/>	<input type="checkbox"/>

Ideally you'd like to have all these items checked off before approving a vehicle as part of your grey fleet. However, organisations will have different policies and requirements of staff. See the following page for further information.

Why use this checklist

An employee's privately-owned vehicle that's also used for work tasks is said to belong to the Grey Fleet. This is a practice that's always enjoyed a level of acceptance, and the attraction of it has been further enhanced by the working-from-home necessities generated by COVID-19.

It seems like a simple and convenient solution for both employer and employee, but Fleet Managers need to be aware of the risks.

- A privately-owned vehicle is still a workplace with all the employer duty-of-care responsibilities that come with it.
- Insurance for private vehicles almost never covers business activity.
- Privately-owned vehicles are generally older than company vehicles with a resulting reduction in safety.

Compile a vehicle register

What type of car is your employee using for work journeys, and is it suitable for the tasks? Check the vehicle's warrant and registration. Ask for its service history, if you want to be particularly diligent. How old is it – are you happy sending an employee out on company business in a vehicle that age and safety standard? This last point relates to brand perception and issues of professionalism as much as safety.

Pre-start checks

Make sure these are mandatory. Employees should complete a check before every business-related journey, preferably online via [mobile forms](#) so it can be verified. Tire pressures, water levels, mirrors, fuel. These may seem obvious, but mandating these checks ensures you are taking your duty of care seriously. And supplement these with weekly checks on the brake fluid level, oil level, and any failed bulbs in the lights. You could also make sure that a breakdown kit is in the vehicle (Hi-Vis included). And if you're a really good employer offer to cover the costs of a road-side assistance programme.

Insurance

Your employee will almost certainly need additional insurance if their vehicle is being used for company business. Most insurers accept driving to work as a part of private use, using it to see customers is a different matter – it's worth noting that virtually every journey from an employee's home on a workday is likely to be a work trip. The issue of insurance is particularly relevant, given that vehicles used for business are more frequently involved in accidents than those used exclusively for private use, so it's not something that you can ignore.

Drivers

Do they have the appropriate licence, and have you asked if they have any driving convictions or demerit points? Have they signed up to the company's policy on alcohol and drug use? Are you checking the vehicle log to make sure they aren't driving unsafe distances each day and susceptible to fatigue? Are there any health issues you need to be aware of?

Reimbursement

Set clear expectations of what you will be reimbursing employees for and the timeframes for payments. A best practice would also be to highlight the ways an employee can also make claims outside of reimbursements via their tax.

Tracking options

The gold-standard for Grey Fleets would be the installation of a tracking device in the privately-owned vehicle to gain many of the same tracking and reporting features that you get with company owned vehicles. As long as the vehicle is new enough to have an on-board diagnostics port this need not be an overly expensive or problematic exercise, because there are tracking devices that plug directly into these ports. This provides a [plug-and-play solution](#) for Fleet Managers who see the benefits of that level of operational visibility, although, you will need to address any privacy concerns that may arise regarding tracking private vehicles outside of work time.

Final thoughts

This shouldn't be considered a complete list of everything that you need to do to ensure you are meeting duty-of-care and legislative obligations, but it does illustrate how carefully you need to review your Grey Fleet responsibilities.

The Grey Fleet undoubtedly offers companies valuable operational flexibility at a time when the usual ways of conducting business are under pressure. It's an option that will continue to be a factor in many operations. Fleet Managers just need to be aware that turning a blind eye to the safety and legislative requirements of Grey Fleet use isn't an option. Grey Fleet activities have to be seen as a part of fleet operations and treated accordingly.



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