

Company Vehicle Policy

Template for companies in the United Arab Emirates · pool cars and assigned vehicles

Company	[Company name]
Policy owner	[HR / Fleet department]
Version	[1.0]
Effective from	[dd/mm/yyyy]

Important: this is a template, not legal advice. Adapt every clause to your company, your employment contracts and the rules of the emirates where you operate, and have the final text reviewed by your HR and legal advisers before you use it. Text in [square brackets] must be completed or deleted. Facts about tolls and fines change; check the official sources before you publish the policy.

1. Purpose and scope

- 1.1 This policy sets the rules for using vehicles owned, leased or rented by [Company name] (“the Company”) in the United Arab Emirates.
- 1.2 It applies to all employees, contractors and other persons authorised to drive Company vehicles (“drivers”), both for pool (shared) vehicles and for vehicles assigned to one employee.
- 1.3 Drivers must follow this policy, the UAE traffic law and the rules of each emirate. If this policy and the law differ, the law applies.

2. Definitions

- **Company vehicle:** any car, van, pickup, truck or motorbike owned, leased or rented by the Company.
- **Pool vehicle:** a Company vehicle shared between employees and booked for a trip or a period.
- **Assigned vehicle:** a Company vehicle given to one employee for a longer period under a signed vehicle handover form.
- **Fleet coordinator:** [name / role], responsible for bookings, handovers, fines, tolls and maintenance.
- **Booking system:** [the Company's vehicle booking app or register], used to book, hand over and return vehicles.
- **Custody period:** the time from handover (or trip start) until the vehicle is returned and inspected.

3. Eligibility and driving licence

- 3.1 Only authorised drivers may drive a Company vehicle. To be authorised, a driver must:
 - hold a valid UAE driving licence for the vehicle category [or another licence that is valid for driving in the UAE for the driver's status];
 - [have at least X years of driving experience];
 - have read and signed this policy; and
 - be approved by [line manager / fleet coordinator].
- 3.2 The Company checks the driving licence when the driver is authorised and again [every X months]. Before each trip the driver confirms his or her identity and that the licence is valid [in the booking system / with the fleet coordinator].
- 3.3 Drivers must report at once any suspension, expiry or confiscation of their licence, and any black points that may lead to a suspension. The right to drive Company vehicles stops while the licence is not valid.
- 3.4 A Company vehicle must never be driven by a person who is not authorised, including family members and friends. Under the UAE traffic law in force since 29 March 2025 (Federal Decree-Law No. 14 of 2024), a vehicle impounded because an unlicensed person drove it is released only to the owner or an authorised representative.

4. Booking and use of pool vehicles

- 4.1 Pool vehicles are booked in [booking system] before use. A vehicle may be used only by the employee who booked it and only during the booked time.
- 4.2 Book only the time you need. Cancel or shorten bookings you no longer need, so that colleagues can use the vehicle.
- 4.3 Priority rules: [for example: customer visits and site emergencies first, then other business trips].
- 4.4 Return the vehicle on time to [the agreed parking area]. If you will be late, extend the booking or inform the fleet coordinator before the booking ends.
- 4.5 Keys, key cards and digital keys must not be passed to another person. [If vehicles are unlocked with a phone app, drivers must not share their account.]
- 4.6 Assigned vehicles are handed over with a signed vehicle handover form and returned the same way, including when the employee leaves the Company.

5. Inspection, handover and return

- 5.1 Before each trip (pool vehicles) or at each handover (assigned vehicles), the driver walks around the vehicle and records its condition: exterior, glass, tyres, interior, warning lights, fuel or battery level and odometer.
- 5.2 The driver takes time-stamped photos [in the booking app / on a Company device] of the front, rear, both sides, the dashboard and every existing damage. Damage that is not reported before the trip may be treated as damage that happened during the trip.
- 5.3 Do not drive a vehicle that is not safe, for example with a brake or oil warning light, a damaged tyre or broken lights. Report it and use another vehicle.
- 5.4 At return the driver:
 - parks in [the designated area];
 - leaves at least [1/4 tank / X % fuel or battery];
 - removes personal items and rubbish;
 - takes the return photos and reports any new damage, faults or warning lights; and
 - locks the vehicle [and ends the trip in the app].
- 5.5 The fleet coordinator compares the handover and return records. Any difference is discussed with the driver within [X working days].

6. Private use

Choose one option and delete the other.

- 6.1 [Option A – no private use] Company vehicles are for business use only. Driving between home and work is [allowed / not allowed] [only with approval for early or late assignments].
- 6.2 [Option B – limited private use] Private use is allowed for [assigned vehicles / approved employees] [within the UAE / within the emirate], up to [X km per month], [outside working hours / at weekends]. The cost of private use (fuel, tolls, parking) is [paid by the employee / recharged per company policy / a benefit].
- 6.3 In all cases the following are not allowed:
 - carrying passengers or goods for payment, ride-hailing or delivery work for third parties;
 - off-road or desert driving [unless the vehicle and the trip are approved];
 - towing, motorsport, driving lessons;
 - driving outside the UAE without written approval [and the required insurance cover];
 - smoking in the vehicle; carrying illegal or dangerous goods;
 - passengers other than [employees / customers / persons approved by the line manager].

7. Fuel

- 7.1 Use only the fuel grade stated by the manufacturer [for example Special 95].
- 7.2 Refuel with the Company fuel card [card provider] issued for that vehicle. The card may be used only for that vehicle and only for fuel [and approved products].
- 7.3 Keep the receipt or check that the transaction is recorded [in the fuel card portal]. Report a lost or damaged card at once.
- 7.4 Misuse of a fuel card, for example fuelling another vehicle or buying products that are not approved, is a serious violation (see section 15).
- 7.5 Fuel prices in the UAE are set monthly by the UAE Fuel Price Committee. The Company reviews fuel budgets [monthly / quarterly].

8. Salik and Darb tolls

- 8.1 Every Company vehicle used in Dubai has a Salik tag [registered to the Company account]. Do not remove, swap or damage the tag. Report a missing or damaged tag before driving.
- 8.2 Vehicles used in Abu Dhabi are registered in the Company Darb account. [The fleet coordinator] registers new vehicles before their first trip to Abu Dhabi.
- 8.3 Tolls on business trips are paid by the Company. Tolls during private use or unapproved trips are [recharged per company policy].
- 8.4 The Company matches toll charges to trips using the time of each toll and the trip records (booking, driver, route).
- 8.5 Note for the fleet team: Salik uses variable (peak / off-peak) pricing and has been subject to 5% VAT since 1 June 2026. Darb charges AED 4 per crossing at peak hours (7–9am and 3–7pm, Monday to Saturday; the evening peak starts at 3pm since 1 September 2025), there is no daily or monthly Darb cap for company vehicles, and two Darb gates (Ghantoot and Al Qurm) charge 24/7 since 4 May 2026. Check the current tariffs on salik.ae and admobility.gov.ae when you set toll budgets.

9. Traffic fines and black points

- 9.1 Traffic and parking fines are issued to the registered owner of the vehicle, which is the Company [or the leasing company]. The Company receives the fines through the official channels [and pays or reviews them].
- 9.2 The driver is responsible for following the traffic rules during the custody period. The Company identifies the driver of each fine from the time and place of the violation and the trip records.
- 9.3 Fines incurred during a driver's custody period are handled per company policy and applicable UAE law. [Insert the procedure approved by your HR and legal advisers: how the driver is informed, how the fine is settled, time limits and how disputes are handled.]
- 9.4 Black points: where the law allows it, the Company may ask the driver to have the black points transferred to his or her licence through the official channel of the emirate where the fine was issued (for example TAMM in Abu Dhabi or the MOI app in the Northern Emirates). Check the current procedure before you rely on it. The driver must cooperate.
- 9.5 Some emirates give a discount for early payment of fines (for example Abu Dhabi and Sharjah: 35% within 60 days, with exceptions). The driver therefore confirms or disputes a fine within [X working days] of being informed.
- 9.6 The driver informs the fleet coordinator at once about any fine, impound or police notice received during the trip.

10. Accidents, damage and theft

- 10.1 After an accident: stop in a safe place, switch on the hazard lights, use the warning triangle and check for injuries. In an emergency call 999 (police) or 998 (ambulance).

- 10.2** Report the accident to the police as required by law [using the police smart app for minor accidents where available] and obtain the accident report. Do not admit liability or agree a private settlement.
- 10.3** Take photos of the scene, all vehicles, number plates and damage, and inform the fleet coordinator within [1 hour] [using the incident report in the booking app].
- 10.4** Damage without an accident (scratches, dents, glass chips) is reported with photos before the next trip.
- 10.5** Repairs are arranged only by the fleet coordinator [with the insurer's approval]. Drivers must not repair Company vehicles themselves.
- 10.6** Theft or loss: report it to the police and the fleet coordinator at once. Never leave keys, key cards or documents in the vehicle.
- 10.7** The cost of damage caused by negligence, by breaking this policy or during an unauthorised trip is handled per company policy and applicable UAE law. [Insert your procedure, for example how the insurance excess is handled.]

11. Electric and hybrid vehicles (EV charging)

- 11.1** Return electric vehicles with at least [X %] battery, or connect them to the Company charger at the parking area [if available].
- 11.2** Charge only at [Company chargers / approved public networks, for example DEWA Green Charger in Dubai] with the Company charging card or account [card / app].
- 11.3** Move the vehicle when charging is complete, so that other drivers can use the charger.
- 11.4** Report damaged cables, charging faults and warnings on the dashboard. Check the remaining range before departure and plan charging stops for long trips.
- 11.5** Charging during private use is [paid by the employee / recharged per company policy].

12. Vehicle care and safe driving

- 12.1** Drive safely and follow the UAE traffic law: seat belts for everyone in the vehicle, no handheld phone use, speed limits, no driving when tired.
- 12.2** Never drive under the influence of alcohol, drugs or medicine that affects driving.
- 12.3** Keep the vehicle clean. No smoking. No pets [unless approved].
- 12.4** Report tyres that are worn, damaged or past their expiry date. In Abu Dhabi, driving on expired tyres is fined AED 500 and 4 black points.
- 12.5** Report warning lights and service messages at once, and make the vehicle available for scheduled maintenance.
- 12.6** The Company keeps the registration (Mulkiya), insurance and service of each vehicle up to date; the fleet coordinator tracks the expiry dates. Never drive a vehicle with an expired registration.

13. Data, tracking and privacy notice

- 13.1** Company vehicles are fitted with telematics devices and managed in [fleet management platform]. Drivers are informed of this before they drive a Company vehicle.
- 13.2** The data recorded may include:
- vehicle location and route, trip start and end time;
 - mileage, speed, fuel or battery level;
 - driving events (for example harsh braking or speeding) and alerts (for example towing or movement without a booking);
 - the identity of the driver of each trip [including a selfie check at trip start, if used];
 - bookings, inspection photos and damage reports.
- 13.3** The data is used for: the safety and security of drivers and vehicles; fleet planning and maintenance; matching tolls, fines and damage to trips; cost control; investigating incidents; and meeting legal obligations.

- 13.4** The data is not used for [other purposes, for example monitoring outside the custody period]. During approved private use, location tracking is [active / limited to ...].
- 13.5** Access to the data is limited to [roles]. Data is kept for [X months], unless it is needed for a dispute, an insurance claim or a legal obligation.
- 13.6** The Company processes this data in line with applicable UAE data protection law [and the rules of the free zone where the Company is registered, if any]. Drivers can ask [HR / data contact] about the data held about them.
- 13.7** Tampering with, disconnecting or blocking a telematics device or a Salik tag is a serious violation.

14. Responsibilities

- **Driver:** follows this policy, inspects and reports, keeps to bookings, cooperates on fines and incidents.
- **Line manager:** approves drivers and trips, makes sure the team follows the policy.
- **Fleet coordinator:** bookings, handovers and inspections, fines and tolls, maintenance, registration and insurance dates, records.
- **HR:** policy acknowledgement, training, and any disciplinary procedure.

15. Violations and sanctions

15.1 Examples of violations:

- driving without a valid licence or without authorisation, or letting another person drive;
- private use where it is not allowed;
- misuse of a fuel card or charging card;
- not reporting an accident, damage or fine;
- tampering with the telematics device or the Salik tag;
- driving under the influence of alcohol or drugs;
- repeated late returns, no-shows or serious traffic violations.

- 15.2** Depending on how serious the violation is and whether it is repeated, the Company may: give a warning; suspend or withdraw the right to use Company vehicles; recover costs per company policy and applicable UAE law; and take disciplinary action under the Company's HR policy and the employment contract. [Insert a reference to your disciplinary procedure.]

16. Review

- 16.1** This policy is reviewed every [12 months] and when the law or the Company's fleet changes.

17. Employee acknowledgement

I have read and understood the Company Vehicle Policy [version] and agree to follow it. I understand that Company vehicles are tracked as described in section 13.

Employee name	Employee ID	Department	Signature	Date

Annex A. Fleet contacts

Role	Name	Phone	Email
Fleet coordinator			
After-hours contact			
Insurance / roadside assistance			
Police / ambulance (emergency)	999 / 998		

Annex B. Before-trip checklist (short)

- Valid driving licence with you; booking confirmed.
- Walk around the vehicle; photograph the front, rear, both sides, the dashboard and any damage.
- Check tyres, lights, glass, warning lights, fuel or battery level.
- Salik tag on the windscreen; Mulkiya and insurance in the vehicle (or a digital copy).
- Adjust seat and mirrors; seat belt on; phone in the holder.
- Use the free vehicle handover form for assigned vehicles: www.ct.ms/vehicle-handover-form-template