



1 Accounts Online Ltd

Pool Car Compliance Checklist

Use this checklist to ensure your company vehicles meet HMRC's pool car rules.

- 1. The car is not allocated to an individual employee.
- 2. The car is kept on business premises when not in use.
- 3. The car is only used for business purposes.
- 4. Private use is strictly prohibited and not recorded.
- 5. The car is shared among multiple employees.
- 6. Detailed mileage logs are maintained for all usage.
- 7. The vehicle is available to multiple employees simultaneously.
- 8. There is a clear written policy prohibiting private use.
- 9. Keys are kept on site and signed out for business use only.
- 10. Usage logs demonstrate consistent compliance over time.

For more information or assistance, contact: jade@1accounts.co.uk