

Registering with GreyFleet

Creating an account

1. Go to www.greyfleet.com
2. Select "Click here to create a new account".



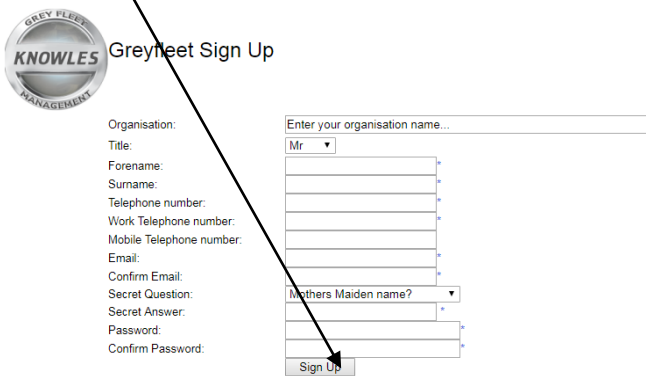
The image shows the Greyfleet Login page. At the top center is the Knowles Management logo, which is a circular emblem with 'GREY FLEET' at the top, 'KNOWLES' in the center, and 'MANAGEMENT' at the bottom. Below the logo is the heading 'Greyfleet Login'. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login >' button. Below the login fields are three links: a question mark icon followed by 'I've forgotten my Username', another question mark icon followed by 'I've forgotten my Password', and a plus sign icon followed by 'Click here to create a new account'. An arrow from step 2 of the instructions points to this last link.

This is a private system. Do not attempt to login unless you are an authorised user. Any authorised and unauthorised access may be monitored and can result in criminal or civil prosecution under applicable law.

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3. Complete all sections
4. Click "Sign up"



The image shows the Greyfleet Sign Up page. On the left is the Knowles Management logo. To its right is the heading 'Greyfleet Sign Up'. Below the heading is a list of labels for the registration form: 'Organisation:', 'Title:', 'Forename:', 'Surname:', 'Telephone number:', 'Work Telephone number:', 'Mobile Telephone number:', 'Email:', 'Confirm Email:', 'Secret Question:', 'Secret Answer:', 'Password:', and 'Confirm Password:'. To the right of these labels are the corresponding input fields. The 'Organisation' field is a text box with the placeholder 'Enter your organisation name...'. The 'Title' field is a dropdown menu with 'Mr' selected. The 'Forename' and 'Surname' fields are text boxes with arrows on the right. The 'Telephone number' field is a text box with an arrow on the right. The 'Work Telephone number' and 'Mobile Telephone number' fields are text boxes with arrows on the right. The 'Email' and 'Confirm Email' fields are text boxes with arrows on the right. The 'Secret Question' field is a dropdown menu with 'Mothers Maiden name?' selected. The 'Secret Answer' field is a text box with an arrow on the right. The 'Password' and 'Confirm Password' fields are text boxes with arrows on the right. At the bottom of the form is a 'Sign Up' button. An arrow from step 4 of the instructions points to this button.

[Log In](#) Existing users click here for log in page

[Back to Greyfleet.com](#)

[Password Policy](#)

Passwords should be lower case.
Passwords should contain between 6 and 20 characters, including at least 1 number.
You cannot reuse any of your last 10 password.
Passwords will expire every 30 days.
Do not write your password down.
Avoid using people's names (especially your own).
Do not use swear words or any inappropriate language that will be rejected.
Do not use words that may not pass spam filters.

- You will receive an email containing your username; the password will be the one you entered as part of the sign-up process.



Thank you for completing the Greyfleet sign up.

You will shortly receive an email confirming your username; follow the instructions to access the site.

It is very important that you keep this information safe as you will need it for access in the future.

Notice: If you do not receive an email within 24 hours, please let us know

[Return to home page](#)

Logging into GreyFleet and registering your vehicle

- Go to www.greyfleet.com
- Enter your “username” and “password” and click “Login”.

This is a private system. Do not attempt to login unless you are an authorized user. Any authorised and unauthorised access may be monitored and can result in criminal or civil prosecution under applicable law.

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- When you log in for the first time you will see a “disclaimer” you will need to read and accept to register



Disclaimer

Employer's Obligation

Your employer has a "duty of care" under Health and Safety legislation and the new Corporate Manslaughter legislation to ensure that staff using a vehicle to undertake any mileage on behalf of your employer do so in a legal and safe manner.

In order to carry out this function it has been agreed that staff are required to register and complete appropriate details on the Travel Database which is operated on our behalf by Knowles Associates TFM Ltd. This is a third party database and as a consequence data will be held and processed by the third party. This will be in accordance with the requirements of the Data Protection Act. Your employer has gained the necessary assurance in relation to Security and Confidentiality of the website and the holding and processing of the data and will only be used, held and processed for the stated purpose. Under the Data Protection Act you will have the right of access to any of your personally identifiable information held on the system. Any requests must be in writing and can be made to Data Protection Officer of your employer.

Employees Obligation

There are duties and obligations you must meet before driving or keeping a vehicle on the road. Before taking a vehicle on the road you must:

- Hold the appropriate driving licence for the vehicle being driven
- Meet the legal eyesight and medical standards
- Be registered with the Driver and Vehicle Licensing Authorities (DVLA)
- Have a valid vehicle tax disc
- Have valid insurance to include your employer's business use and commuting.
- Hold a current Test Certificate (MOT) if your vehicle is 3 years or older

Medical Standards for Drivers

The Secretary of State for Transport acting through the Medical Advisors at the DVLA has the responsibility to ensure that all licence holders are fit to drive. Your employer must be assured that staff driving on your employer's business do so safely and legally. The staff have a duty to act in accordance with the law. All drivers are required by law to notify DVLA of the driver or worsening of a medical condition which may affect their ability to drive safely. Current medical conditions are available on the DVLA website and appropriate DVLA leaflets. A link to the DVLA website is given on the "my fleet" website. It is not within the Employer's remit to say who is fit to drive - a process of notification and screening is in place through the DVLA and it is an individual driver's legal responsibility to meet the legal requirements; details of which can be found on the DVLA website.

Should an employee utilise their vehicle for work purposes, they should ensure that when carrying any work related goods, e.g. sharps, that they follow all procedures for the carrying or safe disposal of those goods in accordance with the appropriate policies.

I confirm I have read and understand the above which includes my legal obligations as a driver. ACCEPT - If you

tick the accept box you will enter the system.

DECLINE If you tick this box you will be logged out of your account.

4. Please select "Driver Registration"

GREY FLEET KNOWLES MANAGEMENT

My Home Page - Mr Phil Greyfleet Test
Knowles Fleet

SELECT DRIVER REGISTRATION TO CONTINUE

Details

Greyfleet Registration Status **NOT SUBMITTED**
Driver Name Phil Greyfleet Test
Registration **Unknown**
Make
Model
Insurance Co. Cover

Key Dates
Handbook Received
Driving Licence Valid To
Insurance Renewal Date
Road Fund Licence Expiry Date
MOT Expiry Date

Email History Show Archived Emails

Date Sent	Subject	Read
13-Jan-2016	GreyFleet Account Notification	Read

5. Complete the "personal details" page and click "Continue" to move on to the next page. Repeat this process through the various pages to the final submit page.

Personal details

[Personal Details](#) | [Work Details](#) | [Travel Profile](#) | [Vehicle](#) | [Licence](#) | [Insurance](#) | [Medical](#) | [Documents](#) | [Submit](#)

Title
First Names
Surname
Date of Birth
Payroll Number
Home Address
House No and Street
District
Town
County
Postcode
Home Telephone
Mobile Telephone

Find Address may not work on older web browsers, if you are unable to find your address please enter the details manually

6. On the "submit" page read through the declaration and click "Accept" to submit the register.

[Personal Details](#) | [Work Details](#) | [Travel Profile](#) | [Vehicle](#) | [Licence](#) | [Insurance](#) | [Medical](#) | [Documents](#) | [Submit](#)

You are now about to submit your questionnaire for approval. When you choose ACCEPT below the details entered in the questionnaire will be validated to ensure that all relevant fields have been completed in the correct format. The questionnaire will then be checked and the documents (when received) will be approved.

You should ensure that when carrying any work related goods e.g. sharps, that you follow all procedures for the carrying or safe disposal of those goods in accordance with the appropriate policies.

I certify that:
The information provided in the questionnaire is accurate and current. If any details change I will contact Knowles Associates to advise.

I have attached a scanned copy of my driving licence and insurance certificate to the register.

If I have been unable to attach the documents I will send a certified true copy of my driving licence and insurance certificate to the address below.

By pressing ACCEPT your details will be submitted for approval

The address for submission of documents is:
Grey Fleet Registration, Red Lion House, The Green, Great Bentley, Colchester Essex, CO7 8QG

7. If you have missed any information the system will highlight what is missing. Please review the page and update accordingly before trying to submit.

[Personal Details](#) | [Work Details](#) | [Travel Profile](#) | [Vehicle](#) | [Licence](#) | [Insurance](#) | [Medical](#) | [Documents](#) | [Submit](#)

Driver Registration status: **Not Ready For Submission**

Personal Details

Personal Details - Mobile Telephone Required
[Review Personal Details Page](#)

Work Details

Work Details - Data has been Completed

Travel Profile

Travel Profile - Data has been Completed

Vehicle Page

Vehicle Profile - Data has been Completed

Driving Licence Page

Licence - Data has been Completed

Insurance Page

Insurance - Data has been Completed

Medical Page

Medical - Data has been Completed

Documents Page

Documents - Data has been Completed

[Submit](#)

8. After successful submission, you will see this page. Please read through the information before either selecting Homepage or Logout.

Thank you for completing the questionnaire.

[What happens next?](#)

We will now review the details that you have submitted to ensure that they comply with the Knowles Associates driving at work policy. It may be necessary to contact you about your details or for further clarification.

However, if the car specification and documentation are acceptable we will send you an email confirmation that you can use this car for work. We will also notify your line manager and the payroll department that your car has been approved.

If part of your registration is not acceptable we will let you know the reason and provide you with assistance to overcome the problem.

If you have any questions about the register or if you require any further information? Please call us on 01206 257219.

If you wish to amend any details you can do so at anytime by selecting the 'Driver Registration' button on your Home Page or by [clicking here](#). Please take time to view the rest of our site, in particular our documentation and news sections.

[Log Out](#) | [Homepage](#)

9. If you have not uploaded the documentation as part of the above process you will need to scan and email to admin@greyfleet.com or post **copies** to Knowles Associates, Red Lion House, The Green, Great Bentley, Colchester, Essex, CO7 8QG, please do not send us originals
10. Once you have submitted the application your documentation will be checked and validated. An email will be sent to your line manager (provided by you in process above) to approve your register. Once all has been validated we will approve the vehicle for use at work and you will also be able to make claims.