



## Group 1 CBS Car Scheme Employee Guide



# Introduction

Welcome to the Group 1 CBS Car Scheme, which provides employees of Retailer Groups access to high specification and desirable product at competitive repayments. Selected vehicles are provided on 6 month contracts, with no deposit and no impact on your credit score.\*

It is the new way of driving a great Group 1 product that is an exclusive employee benefit and not available to the general public.

## **Increased Eligibility**

All employees of a Group 1 will have access to two vehicles.

Please take the time to read through the scheme information and then contact your on-site Scheme Co-ordinator to place your order.

# Why Choose the Scheme?



No Deposit &  
No Hidden Fees



No Impact On Your  
Credit Score\*



2 Cars Per  
Employee



A New Group 1 Car  
Every 6 Months



1,000 Miles  
Per Month Contract



Payments Taken  
A Month In Arrears



Fixed, Low Monthly  
Repayments



Manufacturer Warranty  
& Road Tax Included\*

## Servicing and Inspections

Group 1 withhold the right to inspect CBS Staff Car Scheme vehicles 60 days before the end of the contract term against Group 1 Vehicle Return Standards. If a vehicle does not meet these conditions at that time, reconditioning work must be carried out by an approved Group 1 Technician at the cost of the employee. Furthermore, any servicing required through the length of your contract must be carried out by an approved Group 1 service centre.

*\* Please see scheme FAQs in the Help Centre, on your scheme website for more information.*

# Scheme Process

## 1. Registration and Quoting



To arrange a quotation for a vehicle on the Group 1 CBS Car Scheme, register on **[mycbscar.co.uk/portal](https://mycbscar.co.uk/portal)**

Once registered, you will be able to view the choice list and select a vehicle. Your Scheme Co-ordinator will then generate a quote.

## 2. Ordering



Once you are happy to proceed with a quote the vehicle will be approved and ordered by your Scheme Co-ordinator. Scheme documentation will then be generated for you to complete.

## 3. Documentation



At the time you electronically sign your Credit Sale Agreement, a Payroll Instruction Form (PIF) will also be completed.

## 4. Delivery



Delivery of your new Group 1 will take place at a Group 1 Retailer. You will be notified of available delivery and the registration number by your Scheme Co-ordinator, who will also manage taxing your new vehicle.

## 5. Insurance



All employees must obtain Fully Comprehensive Insurance for their new scheme vehicle. To ensure your insurance covers your new scheme, please visit the 'Insurance Guide' page on **[mycbscar.co.uk/portal](https://mycbscar.co.uk/portal)**

## 6. Servicing



Any servicing required on your scheme vehicle throughout the length of your agreement must be conducted by an approved Group 1 Technician at your own cost.

## 7. Vehicle Return Standards



All vehicles on the Group 1 CBS Car Scheme maybe inspected at up to 60 days prior to the end of your agreement, to allow you to arrange any necessary reconditioning work, and again at the end of your agreement. Please ensure that all necessary reconditioning work is carried out by an Approved Group 1 Technician.

## 8. Renewal



You will be contacted before the end of your contract to arrange the order of a replacement vehicle. This process is handled by your Scheme Co-ordinator and offers a smooth transition to a replacement scheme vehicle.

# Scheme Insurance, the easy way.

## Registered Keeper



**Car Benefit Car Schemes Limited**

## Legal Owner



**Employee**

It is essential that insurance documentation clearly states the registered keeper and legal owner as shown above. This can be featured within any of the following documentation from your insurance company and is to be forwarded to:

[motorinsurance@carbenefitsolutions.co.uk](mailto:motorinsurance@carbenefitsolutions.co.uk)

- Insurance certificate
- Policy schedule
- Letter from insurance company or broker
- E-mail from insurance company or broker



**Email Address:** [motorinsurance@carbenefitsolutions.co.uk](mailto:motorinsurance@carbenefitsolutions.co.uk)

**Phone Number:** 0161 826 0000

**Website:** [mycbscar.co.uk/portal](http://mycbscar.co.uk/portal)



## Fair Wear & Tear

Please take time to familiarise yourself with the Group 1 Vehicle Return Standards, as any excess wear and tear and/or damage that requires repair, could result in a charge to the employee at the end of agreement.

All vehicles on the Group 1 CBS Car Scheme may be inspected at up to 60 days prior to the end of your agreement, to allow you to arrange any necessary reconditioning work, and again at the end of your agreement. Any repair work must be carried out by Group 1 Approved Technicians, at your own cost, before the end date of the Credit Sale Agreement to avoid any potential refurbishment charges.

Your vehicle's service history must also be up to date and all servicing should have been carried out at a Group 1 approved service centre, again at your own cost. Failure to do so may also result in an end of agreement charge which will be included as part of your final repayment for the vehicle.

Please note, the 60 day inspection is optional, however it is designed to safeguard the employee against high reconditioning costs at the end of the agreement date.

# Group 1 Vehicle Return Standards

## Body and Paint

There will be no charge for light damage. The most severe dents will be repaired as cost effectively as possible, but damage that has penetrated the base coat will be charged.

Any vehicle wraps or livery will need to be removed and the vehicle returned to its original factory colour.



### Acceptable:

- Minor body dents, typically those caused by door-to-door contact, provided that:
  - They are less than 13mm (1/2") in diameter — maximum one dent per panel to maximum of two dents per vehicle for vehicles up to two years old and four dents for vehicles over two years.
- If more than two (or four) dents exist, the most severe should be repaired.
- Light surface scratches not through the top coat which can be removed by polishing/touch up.



### Not Acceptable:

- Any chipping of paintwork that can be attributed to normal usage (e.g. chips caused by stones flying off public road surfaces) provided that they do not penetrate the vehicle base coat nor show signs of corrosion.
- Previous repair up to an acceptable standard.
- Any excessive chipping of paintwork arising from non-public road use e.g. gravel drives, industrial sites or private roads.
- Any chipping and scratching of paintwork that has penetrated the base coat and/or has caused corrosion of any kind which cannot be polished out.
- Dents on swage lines or folder edges. Dents on high profile panels, i.e. bonnets/wheel arches, etc.
- Industrial, chemical fall-out or other forms of contamination.
- Any body panel misalignment not consistent with existing manufacturer's finish.
- Previous body repairs and paint rectification if there is evidence of poor colour match, ripples, preparation marks, visible overspray, masking lines or excess dirt in paint. Excess paint chips which detract from the overall appearance of the vehicle, or panel.
- Under-body damage affecting the structural integrity of your vehicle or warranty.
- Damaged aerials. Drilled holes for telephone aerial fittings where the aerial has been removed.
- Any missing caps or covers on the bodywork.



# Group 1 Vehicle Return Standards

## Bumpers & Body Mouldings

### ✓ Acceptable:

- Scuff marks up to 50mm (2"), which do not adversely affect the overall appearance of your Vehicle.

### ✗ Not Acceptable:

- Discoloured, loose, cracked, distorted, gouged or split bumpers and mouldings that require replacement, plastic welding or painting.
- Any dented bumpers and/or any dents penetrating through to the base material where painted.
- Repairs not conforming to original finish and specification.

## Glass

### ✓ Acceptable:

- Chips on windscreen, which are less than 5mm, providing they do not obscure the driver's line of vision to a maximum of two per windscreen (MOT standards).
- Headlamp lenses with minor chips, which do not detract from the overall appearance of your Vehicle or affect the efficiency of the lamp.
- Light scratches around periphery of the windscreen.



### ✗ Not Acceptable:

- Scratches and cracks in glass or stone chips with signs of cracking will need to be repaired.
- Cracks or damage to the windscreen within the driver's line of sight.
- Chips greater than 5mm.
- Incompatible window etchings.
- All lamps must be operational, holes or cracks in the glass or plastic covers of lamp units are not acceptable.



## Interior

The interior of your vehicle must be in a good condition for the age and mileage of the vehicle. Spare keys, transmitters and codes, alarm system, locking wheel nuts and Handbook and Service Manual must be complete and left in your vehicle.

### ✓ Acceptable:

- Normal wear and tear to carpets, trim, upholstery, etc.
- Seat cover/trim repairs to a high standard.
- Texture repairs or colour matching plugs resulting from the removal of telephone/accessory equipment.



### ✗ Not Acceptable:

- Burns to trim, seat covers, headlining and floor coverings requiring repair.
- Stains or discolouration of a permanent nature.
- Tears, cuts, rips and holes through seat covers, headlining and floor covering.
- Broken or damaged interior mouldings, trim pads, instrument panel, sun visor or headlining, etc.
- Holes resulting from the removal of telephone accessory equipment. Telephone fitting kits should be left in-situ wherever possible.
- Any extended warranty items.

## Underside

Our engineers will check the underside of the vehicle for any impact damage.

### ✓ Acceptable:

- Minor dents and deformation, such as stone damage, as long as they have not caused major corrosion. Any suspected impact damage should be investigated and dealt with professionally by a Group 1 Retailer.

### ✗ Not Acceptable:

- Significant damage or distortion to chassis components.



# Group 1 Vehicle Return Standards

## Wheels and Tyres

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Your Group 1 must conform to the original specification of the vehicle. It must have matching tyres (of a size and premium brand, approved by the manufacturer) on each axle, for example, Pirelli or Bridgestone.

### ✓ Acceptable:

- Scuffed sidewalls which can be cleaned.
- Minor scuffing or damage under 25mm to the vehicle alloy or steel rim edge or wheel face.
- Minimum remaining tread of 1.6mm across 75% of the tyre, in line with current legislation (MOT).

### ✗ Not Acceptable:

- Tyres showing uneven wear indicating steering damage, i.e. tyre tread feathering.
- Remoulds and other substandard tyres.
- Any gouge, crack, cut, torn or plugged tyre side wall.
- Less than 1.6mm tread depth across 75% of the tyre including spare.
- Cracked or distorted wheel trims.
- Scuff chips and scratches exceeding 25mm.
- Tyres with excessive wear not matching age or mileage of your vehicle.

## Oil Leaks

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### ✓ Acceptable:

- Some minor oil misting or dampness around seals or gaskets, providing oil drips are not present.

### ✗ Not Acceptable:

- Any serious oil leakage which should be rectified at the earliest opportunity.

## Luggage Area

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### ✓ Acceptable:

- Light soiling from normal use.

### ✗ Not Acceptable:

- Torn rubber aperture seals and paint scratched down to the bare metal.

## Door Aperture Tread Area

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### ✓ Acceptable:

- A minor amount of scuffing to the door and luggage area treads and sills.

### ✗ Not Acceptable:

- Damaged paintwork down to bare metal and aperture seals that are torn.

## Rubber Seals


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### ✓ Acceptable:

- Normal wear resulting in a minimal amount of minor damage and splits to rubber door and other seals.

### ✗ Not Acceptable:

- Evidence of neglect or abuse. If a seal becomes displaced it should be refitted immediately to avoid it becoming trapped or torn.



Please ensure you delete all personal data from your vehicles media system before you return it. This includes messages, call logs, music services, social accounts and destinations in your satellite navigation.

0161 826 0000  
[mycbscar.co.uk/portal](https://mycbscar.co.uk/portal)  
[help@carbenefitsolutions.co.uk](mailto:help@carbenefitsolutions.co.uk)

All details and pricing are accurate as of 21/09/22.

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The scheme is administered by Car Benefit Solutions, The Barracks, 400 Bolton Road, Bury, BL8 2DA.  
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