



COUNCIL VEHICLE USE POLICY

INTRODUCTION

1. Churchdown Parish Council owns a vehicle for use on Council business. Within this document, reference to the vehicle or the Council vehicle includes any vehicle or vehicles owned, leased or hired by the Council.

AIM

2. The aim of this document is to set out the Policy of Churchdown Parish Council for the use, upkeep and storage of the Council vehicle.

GENERAL

3. Churchdown Parish Council owns a vehicle for use on Council business. The term Council business includes any work carried out for or on behalf of Churchdown Parish Council, and authorised by the Proper Officer of the Council. Use for private business or for any other purpose not authorised by the Proper Officer is forbidden.

4. Routine use of the vehicle shall be restricted to employees of Churchdown Parish Council. In exceptional cases, the Proper Officer may authorise others to drive the vehicle. Such exceptions will be on a case by case basis, and only after insurance arrangements to meet the exceptional circumstances have been assured. In all such exceptional cases, the rules contained within this document shall apply to the driver or drivers so authorised.

USES OF THE VEHICLE

5. **Control of Use of The Vehicle.** The Proper Officer shall be responsible for control of the use of the vehicle. This includes authorisation of individual drivers of the vehicle, ensuring that drivers are briefed on the rules concerning the use of the vehicle, and ensuring that appropriate insurance arrangements are in place for all persons authorised to drive the vehicle,

6. **Insurance.** The Council will put in place comprehensive insurance to cover the use of the vehicle by all persons authorised by the Proper Officer to drive the vehicle. Under normal circumstances, insurance cover will be arranged on an annual basis. The Proper Officer shall report to the Council the cost, and any additional conditions proposed by the insurer before the annual renewal of the insurance policy.

7. **Fuel.** The Proper Officer shall make arrangements for re-fuelling the vehicle at a suitable local filling station. Payment will be arranged on account at the filling station or by a Council fuel card issued by the Proper Officer to the driver. The Proper Officer will be responsible for administration of the fuel card or payment arrangements.

RULES FOR DRIVERS

8. **Licence.** Any person authorised to drive the vehicle must hold a current full licence appropriate to the class of vehicle. Before being authorised to drive the vehicle, the driver must declare to the Proper Officer any unspent motoring convictions and any penalty points applicable to their licence.

9. **Convictions and Fixed Penalties.** Any employee authorised to drive the vehicle must declare to the Proper Officer any motoring convictions incurred either while driving or in charge of the Council vehicle or when driving or in charge of any non-Council vehicle, including fixed penalty notices, fines and cautions.

10. **Liability for Convictions.** The driver of the vehicle shall be liable for any convictions incurred by him while driving or in charge of the vehicle on behalf of the Council. This includes fixed penalty notices, speeding convictions and parking fines. The Council will accept no responsibility for any such convictions or penalties incurred. Should any such penalty or conviction be incurred while driving or in charge of the Council vehicle, this may render the driver liable to administrative sanctions by the Council.

11. **Alcohol and Drugs.**

a. When reporting for work which includes the liability to drive the Council vehicle, an employee must not be under the influence of drugs or alcohol to an extent that render them unfit to drive under the provisions of the current Road Traffic Act. Particular attention is to be paid to the "Morning after effect", where consumption of alcohol the day before, may still render a driver unfit to drive the following day.

b. When on duty and liable to drive the Council vehicle, an employee shall not consume any alcohol.

c. **Prescription Drugs and Medication.** When prescribed drugs or medicines by a medical practitioner, it is the responsibility of an employee liable to drive the Council vehicle to ask what, if any effect the drugs or

medicine might have on their ability to drive a vehicle, and to declare the same to the Proper Officer before next driving the vehicle.

- d. **Non Prescription Drugs or Medicines.** It is the responsibility of the employee liable to drive the Council vehicle to ascertain what, if any effect the drugs or medicine might have on their ability to drive a vehicle, and to declare the same to the Proper Officer before next driving the vehicle.
12. **Smoking.** Smoking, including vaping, is not allowed in the Council vehicle, including when at rest or parked.
13. **Mobile Communications Devices.** The use of mobile telephones and other communications devices is forbidden while driving the Council vehicle, including when stopped at traffic lights, halt signs etc. If required to use a mobile telephone or other communication device while in charge of the vehicle, the driver must first pull in to an authorised car park or stopping place before using the device.

ROUTINE MAINTENANCE AND SECURITY.

14. **First Use Checks.** Before the vehicle is used on any day, the driver shall carry out daily routine checks on the vehicle. This includes a visual check of the condition of the tyres, the oil and lubricant levels and the serviceability of the lights and horn. Any defects are to be rectified before the vehicle is used for routine business. On taking over from another employee during the course of a working day, the driver taking over is to satisfy himself that the daily checks have been carried out.
15. **Daily Records.** The driver will maintain a record of each day's use of the vehicle. This will include:
 - a. Mileage at the start and end of the day's use.
 - b. Fuel drawn during the day.
 - c. Tasks undertaken during the day.
 - d. Name of driver(s) undertaking each driving task.

The format of the record is at Annex A. A separate record will be completed for each calendar month. Records will be kept for a year, unless required to be kept for a longer period for legal reasons.

16. **Fuel.** Before starting any task involving driving the vehicle, the driver is to ensure that the vehicle has sufficient fuel to carry out the task. If fuel is needed, the driver shall refuel the vehicle in accordance with the re-fuelling arrangements made by the Proper Officer.
17. **Carriage of Fuel.** Should a task require the use of machinery which uses petroleum fuel, fuel may be carried in the vehicle in purpose made fuel containers with a maximum designed capacity of up to ten litres. When such fuel is carried in the vehicle, it is to be stowed properly while in transit in such a way that will prevent movement of the container while the vehicle is in motion. At the end of the working day, any such containers are to be removed from the vehicle and stored in a safe manner in an authorised building at the Parish Office site.
18. **Carriage of Tools and Equipment.**
 - a. Where tools and equipment are required for a task for which the vehicle is used, they are to be stowed securely within the vehicle. No tools or equipment may be carried if, to do so, would prevent the vehicle doors from being closed properly. No tools, equipment or other load may be carried on top of the vehicle unless secured to a purpose made and properly fitted roof rack.
 - b. No tools or equipment are to be left in the vehicle overnight. A sign or notice displaying the words "No tools or equipment are left in this vehicle overnight" is to be affixed to the rear of the vehicle.
19. **Servicing.** Routine requirements such as oil top ups and windscreen washer fluid will be the responsibility of the driver. The Proper Officer will authorise the purchase of oils and fluids for such top ups. Routine formal servicing will be undertaken by a commercial workshop or garage under arrangements made by the Proper Officer.
20. **Minor Repairs.** Should any minor repairs be necessary for the vehicle, the Proper Officer may authorise such repairs up to a limit of £500 in any one instance. All instances requiring such minor repairs are to be reported to the next meeting of the Finance and Administration Committee. Should more than one minor repair be required between meetings of the Finance and Administration Committee, and the total estimate for both or all repairs exceeds £500, the Proper Officer shall obtain the agreement of the Chairman of Council before proceeding with the second or subsequent repair(s). With the agreement of the Chairman of Council, minor repairs up to a total of £1,000.00 may be authorised between meetings of the Finance and Administration Committee. Should repairs estimated at more than £1,000 be required between meetings of the Finance and Administration Committee be required, authority must be obtained from Full Council before proceeding with the repairs.

21. **Security.**

When in use, the security of the vehicle is the responsibility of the driver. At no time will the vehicle be left unattended except when in an authorised parking or stopping place. When left unattended, the vehicle is to be locked with all windows closed.

When not in use, the vehicle is to be parked or garaged in an authorised location.

REVIEW OF POLICY

22. This policy will be reviewed annually in accordance with routine Parish Council procedure. It may be amended or amended at any time by a decision taken by the Full Council.