



## Pool Vehicle Policy

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2020v1	25.6.2020	188-2020	March 2021	Cllr G Adam
2021	25.3.2021	97-2021	March 2022	Cllr G Adam
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## **Pool Vehicle Policy**

This policy gives employees and Members guidelines for using the pool vehicle. The policy applies equally to all users of this vehicle and applies during and outside of working hours.

### **Qualifying for the pool vehicle**

The pool vehicle can be used by employees and Members on Parish Council business.

To be eligible to use the company vehicle, employees and Members must have a full valid driving licence.

For insurance purposes, any user of the pool vehicle must inform the Parish Clerk of any:

- Points that have been added to their driving licence.
- Vehicular accidents they have been involved in within the past 5 years.
- Illnesses which are notifiable to the DVLA.

### **Company vehicle rules**

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Immediately report any damage or problems with the vehicle to the Parish Clerk.
- Report changes to your driver privileges, such as driving licence suspension, immediately.
- Always lock the vehicle.
- Always return the vehicle to the assigned office location.
- Complete the vehicle mileage register in accordance with the guidance within the vehicle at the end of each day or when the driver changes.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke or vape in the vehicle.
- Do not use a phone or text while driving.
- Do not allow unauthorised drivers to use the vehicle unless required by an emergency. (Clerk to be notified).

### **Accidents**

- Contact the Parish Clerk immediately. The Clerk will contact the insurance provider.
- Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.
- Do not guarantee payment or accept responsibility without Parish Council authorisation.

### **Parish Council responsibilities**

- Scheduling regular maintenance.

- Providing car insurance.
- Meeting all vehicular expenses.

### **Groundstaff responsibilities**

- To ensure the inside of the vehicle is kept clean and tidy (to be fully swept and cleaned - including cleaning the inside of the windscreen and the dashboard on a monthly basis).
- To take the vehicle to the car wash on a monthly basis
- To monitor, and replenish, fuel, tyre pressure and all fluid levels as required.
- Take the vehicle to scheduled maintenance appointments.

### **The Parish Council is not responsible for**

- Paying fines for employees or Members received while driving the pool vehicle.
- Making bail for employees or Members who are arrested while using the pool vehicle.

Review due: March 2026