



## Pool Vehicle Policy

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2020v1	25.6.2020	188-2020	March 2021	Clr G Adam
2021	25.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
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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 2027