



Carn Brea Parish Council

Use of Council Vehicle Policy

Adopted on: 20th October 2016

Minute Number: 16/10/14

Review Date: 19th March 2020

Minute Number: 20/03/17iv

(A) Introduction.

As a responsible employer Carn Brea Parish Council is required to create and to implement, a policy to ensure that the Council's van is used safely and appropriately. The safe use of our van is paramount, particularly so that our staff and Councillors are protected from danger caused by inappropriate operation or poor maintenance procedures.

The policy will ensure that everyone who uses the van does so in a way which is safe and protects them, and that the van (as a Council asset) is properly protected.

(B) General.

1. The Council will make and keep a photocopy of the driving licence of each member of staff or Councillor who may drive the van.
2. Use of the van should be restricted to official duties and work of the Council.
3. When not being used the ignition keys will be kept secure in the Clerk's Office.
4. When not being used the van will be parked in the maintenance yard at the rear of the Council offices. The van will be locked when parked overnight, and all tools and equipment removed from the van.
5. Each time the van is used an entry should be made on the Daily Vehicle Check sheet and mileage log sheet, logging the date, time, reason for use, driver, mileage readings and vehicle checks. The entry will be made by the driver.
6. When being driven to and from work places, and whilst parked at a work place, drivers are expected to comply with the provisions of the Highway Code.
7. If an incident occurs involving the police, full details must be reported to the Clerk as soon as possible.
8. If a road traffic accident occurs involving the Council van, full details must be reported to the Clerk as soon as possible. Whatever the circumstances of the road traffic accident the driver should not make any statement to any party in which they accept responsibility for the accident.

9. If a member of staff or Councillor of Carn Brea Parish Council loses their driving licence as a result of any legal proceedings the member of staff is required to disclose the fact to the Clerk immediately after the penalty is imposed.
10. When the van is parked and unattended at a work location it should be kept locked to prevent theft of equipment and the van itself.
11. Any user of the vehicle who becomes aware of any damage to the van, or is aware of any defect in its safe and legal operation, must report the details to the Clerk as soon as possible.
12. Only members of staff and Councillors are permitted to be in the vehicle.
13. There is to be no smoking in the Council vehicle.
14. Any driver using a Council vehicle must abide by the law including no use of mobile phones while driving.

(C) Daily vehicle checks.

Before using the van a daily check must be carried out and form filled in: -

1. Inspect for new and unreported damage.
2. Check the fuel level.
3. Visual check of the four road tyres.
4. Check that all lights, indicators and windscreen wipers operate correctly.
5. Check that the seat belts are in good condition and the mechanism locks correctly.
6. Check that all window glass is in good condition.
7. Check that the interior of the van is in good condition.
8. Check that the handbrake operates correctly, and at the earliest *safe* opportunity after moving off that the footbrake works correctly.

In the event that any of the above checks reveal a fault it must be reported to the Clerk so that action can be taken to correct the fault before the van is used.

(D) Weekly checks.

At the end of the working day on Friday each week a staff member will complete the weekly check form.

(E) Equipment.

To enable the checks set out above to be carried out effectively, and to enable any necessary replenishment to take place, a supply of equipment and stores will be provided by the Council: -

1. Watering can for topping up cooling system.
2. Supply of appropriate grade engine oil.
3. Tyre tread depth gauge.
4. Tyre pressure gauge.
5. Cleaning materials.
6. Air compressor

Daily Vehicle Check:

Please ensure that you check the vehicle after leaving unattended.

Before Taking Vehicle Off Site:							When Returning Vehicle To Offices:						
Date:	Time:	Noted Observations:	Tyres & Windows Check:	Lights, Indicators & Wipers Check:	Fuel Level Check:	Brakes & Seat belt Check:	Date:	Time:	Noted Observations:	Tyres & Windows Check:	Lights, Indicators & Wipers Check:	Fuel Level Check:	Brakes & Seat belt Check:
Signature:							Signature:						
Checks for damage after leaving vehicle unattended:													
Signature:													

Before Taking Vehicle Off Site:							When Returning Vehicle To Offices:						
Date:	Time:	Noted Observations:	Tyres & Windows Check:	Lights, Indicators & Wipers Check:	Fuel Level Check:	Brakes & Seat belt Check:	Date:	Time:	Noted Observations:	Tyres & Windows Check:	Lights, Indicators & Wipers Check:	Fuel Level Check:	Brakes & Seat belt Check:
Signature:							Signature:						
Checks for damage after leaving vehicle unattended:													
Signature:													