



## **Carn Brea Parish Council**

### **Use of Council Vehicle Policy**

<b>Adopted on:</b>	20 <sup>th</sup> October 2016
<b>Minute Number:</b>	16/10/14.
<b>Last Reviewed:</b>	19 <sup>th</sup> March 2020
<b>Minute Number:</b>	(20/03/17)
<b>Reviewed by:</b>	
<b>Health &amp; Safety and Finance Committee:</b>	13 <sup>th</sup> June 2024
<b>Approved by Full Council:</b>	<b>20<sup>th</sup> June 2024</b>
<b>Minute Number:</b>	24/06/10e

## **(A) Introduction.**

The policy will ensure that everyone who uses the Council owned or hire vehicle 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 employee or Councillor who may drive the vehicle.
2. Use of the vehicle 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 parish office.
4. When not being used the vehicle should be parked in the maintenance yard at the rear of the Council offices. The vehicle must be locked when parked overnight, and all tools and equipment removed from the van.
5. Each day the vehicle 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 and the prevailing laws.
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 vehicle, 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 any employee or councillor of Carn Brea Parish Council authorised to use the vehicle receives any points or loses their driving licence as a result of any legal proceedings, they are required to disclose the fact to the Clerk immediately after the penalty is imposed. Authorised users are also required to inform the Clerk of any pending prosecutions that may lead to a driving ban or receiving points on their licence.

10. When the vehicle 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 vehicle 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 employees, volunteers and Councillors are permitted to be in the vehicle.
13. There is to be no smoking or vaping in the Council vehicle.
14. It is illegal to use a handheld mobile phone whilst driving. This includes texting.
15. Load limits of the vehicle and trailer must be adhered to when a trailer is being towed.

**(C) Daily vehicle checks.**

Before using the vehicle, 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 vehicle 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 vehicle is used.

**(D) Weekly checks.**

The weekly check will be carried out by the first driver using the vehicle at the start of that working week.

**(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:						
Check 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:						
Check for damage after leaving vehicle unattended:													
Signature:													