

# KESGRAVE TOWN COUNCIL

## Vehicle Policy

### 1. Introduction

- 1.1. Council recognises its responsibilities as an employer for providing a safe and healthy environment for all its employees, contractors, voluntary helpers and others who may be affected by its activities.
- 1.2. This policy gives employees guidelines for using a company vehicle. A company vehicle is any vehicle Council that is in its ownership that it assigns to its employees to drive. This policy applies to all employees who drive a company vehicle under Council authority.

### 2. Purpose

- 2.1. The purpose of this Policy is to ensure that Council provides, as far as is reasonably practicable:
  - 2.1.1. A safe place to work and a safe working environment;
  - 2.1.2. Sufficient information, instruction and training for employees to carry out their work safely; and
  - 2.1.3. Care and attention to provide employees with a suitable works vehicle.

### 3. Responsibilities

- 3.1. In accordance with Council's Health and Safety Policy, the ultimate responsibility for health and safety rests with Council and day to day responsibility for its implementation is delegated to the Clerk. However, all employees have a responsibility for health and safety matters in carrying out their day-to-day duties.
- 3.2. Employees must submit a copy of their driver's licence and are only allowed to drive a company vehicle if it is valid in order to meet the conditions of Council's vehicle insurance. This is available from the Clerk. Council can revoke access to company vehicles at its discretion.
- 3.3. The responsibilities of the Clerk are to:
  - ensure any vehicle is roadworthy before being assigned;
  - schedule regular maintenance of the vehicle;
  - ensure the assigned vehicle is properly insured and taxed;
  - replace any assigned vehicle as approved by Council;
  - maintain a central record of notified accidents;
  - make reasonable accommodation to facilitate company vehicle use for eligible employees with disabilities; and
  - refer any health and safety issues that cannot be addressed adequately to the Chair of Council.
- 3.4. Driving offences and fines

Any fines or other related costs employees incur while driving the company vehicle due to their driving behaviour will not be paid or reimbursed by Council.
- 3.5. The responsibilities of employees are:
  - at all times when driving a company vehicle, obey traffic laws and be courteous towards other drivers;

- document and obtain/submit receipts for all driving expenses e.g. fuel;
- monitor tyre pressure and all fluid levels and maintain these to the manufacturer's standards;
- immediately report to the Clerk any damage or problems with the assigned vehicle;
- immediately report any changes to their driving authorisation, such as any new driving conviction or licence suspension;
- always lock the vehicle when unattended;
- take the vehicle to scheduled maintenance appointments;
- not drive while intoxicated, fatigued or on medication that affects driving ability;
- not smoke or vape in any company vehicle;
- not lease, sell or lend any company vehicle;
- not use a phone for any purpose whilst driving;
- not allow unauthorised drivers to use a company vehicle unless required in an emergency; and
- use the assigned vehicle for Council business only and not outside of a 10 mile radius of Kesgrave without prior authorisation from the Clerk.

In the event of an accident, the employee must contact the Clerk immediately who will then contact Council's insurance provider. Employees must follow legal guidelines for exchanging information with other drivers and report the accident to the local police if required. Employees must not guarantee payment or accept responsibility at the scene of an accident or subsequently – this could constitute a breach of insurance conditions.

Employees who do not fulfil these responsibilities may be subject to disciplinary action which may include verbal and written warnings, suspension of vehicle assignment, termination of employment and subsequent legal action.

Last reviewed: 02 June 2025

Next review due: 02 June 2028