



Kesgrave Town Council

Vehicle Policy

1. Introduction

- 1.1. Kesgrave Town 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 the activities of the Council.
- 1.2. Kesgrave Town Council Vehicle Policy gives employees guidelines for using a company vehicle. A “company vehicle” is any vehicle Kesgrave Town Council assigns to employees. This policy applies to all employees who use a company vehicle and applies during working hours.
- 1.3. An up-to-date copy of this Policy shall be maintained on Kesgrave Town Council’s website.

2. Purpose

- 2.1. The purpose of this Policy is to ensure that Kesgrave Town 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
 - 2.1.3. Care and attention to provide employees with a suitable works vehicle.

3. Responsibilities

- 3.1. The ultimate responsibility for health and safety rests with the Councillors of Kesgrave Town Council. Day to day responsibility for implementation is delegated to the Clerk. However, all employees have responsibility for health and safety matters during their day to day duties.
- 3.2. The employee must submit a copy of their driver’s licence. Employees are only allowed to drive a company vehicle if they have a valid driver’s licence and meet the conditions of our vehicle insurance. A copy of the insurance can be obtained from the Town Council office. Kesgrave Town Council can assign and revoke access company vehicles at its discretion.

3.3. Responsibilities of the Clerk

- 3.3.1. The Clerk will:
- 3.3.2. Ensure the vehicle is safe before assigning them
- 3.3.3. Schedule regular maintenance
- 3.3.4. Provide car insurance and tax
- 3.3.5. Retiring and replace vehicle as needed.
- 3.3.6. Maintain a central record of notified accidents.

3.3.7. Will make reasonable accommodation to facilitate company vehicle use for eligible employees with disabilities.

3.3.8. Any health and safety issues that cannot be addressed adequately should be referred to the Chairman of the Town Council or if he/she is unavailable to the Vice Chairman.

3.4. What the Clerk is not responsible for:

3.5. Paying fines employees may receive while driving the company vehicle and making bail for employees who are arrested whilst driving a company vehicle

3.6. Company Vehicle Rules

3.6.1. Employees will:

3.6.2. Obey traffic laws and be courteous towards other drivers.

3.6.3. Document driving expenses i.e. (fuel)

3.6.4. Monitor tyre pressure and all fluid levels

3.6.5. Report to Kesgrave Town Council any damage or problems to your assigned vehicle immediately

3.6.6. Report changes to your driver privileges, such as driver's licence suspension immediately

3.6.7. Always lock the vehicle

3.6.8. Take vehicle to scheduled maintenance appointments.

3.6.9. Do not drive while intoxicated, fatigued or on medication that affects your driving ability

3.6.10. Do not smoke in any company vehicle

3.6.11. Do not lease, sell or lend a company vehicle

3.6.12. Do not use a phone or text whilst driving

3.6.13. Do not allow unauthorised drivers to use a company vehicle unless required by an emergency

3.6.14. The vehicle is for Town Council business use only and should not be used outside of a 10 mile radius of Kesgrave without prior authorisation from the Town Council Office

3.6.15. Employees who violate company vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

3.6.16. In the event of an accident, the employee must contact Kesgrave Town Council immediately who will then contact the insurance provider. The employee must follow legal guidelines for exchanging information with other drivers and report the accident to the local police if required. The employee must not guarantee payment or accept responsibility without Kesgrave Town Council authorisation

4. Policy Review

4.1. Kesgrave Town Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.