



# SAFFRON WALDEN TOWN COUNCIL

## **Use & Maintenance of Council Vehicles Policy**

Version	Adopted Policy Date	Minute Reference	Review Date
1	April 2019	F&E 538-19	2022

## Use and Maintenance Rules of Council Vehicles.

Employees provided with a Council vehicle shall abide by the following:

- 1.1 You are not permitted to use Council vehicles for private or personal use or for the carrying of any personal or private passengers.
- 1.2 Where permission is given employees are allowed to carry non council employees in a Council vehicle, for Council purposes, for example transporting Councillors to and from meetings.
- 1.3 You will be asked to provide copies of your personal driving licences annually. This process will be through the DVLA site.
- 1.4 Any road traffic offence(s) for which you are convicted, must immediately be communicated to the Town Clerk.
- 1.5 It is your responsibility to ensure annual services are booked and carried out, by the Council's nominated service provider.
- 1.6 Oil levels, tyre pressure, screen wash, water, emergency equipment, etc must be maintained at a satisfactory level.
- 1.7 The vehicles must be kept clean inside and out.
- 1.7 Smoking is not permitted inside Council vehicles.
- 1.8 In the event you leave the Council, the vehicle must be returned without delay or as agreed by the Town Clerk. Failure to return it will result in the full cost of its recovery being charged to you.
- 1.9 Employees found to be in breach of this policy, or driving a Council's vehicle when not authorised to do so, will be subject to the appropriate level of disciplinary proceedings being taken.
- 1.10 No adaptations are to made to vehicles.

## Satellite Navigation

- 2.1 If your Council vehicle is fitted with a detachable, satellite navigation system you must ensure it is secure and locked in the glove or boot compartment of your vehicle when it is unattended. This includes when visiting petrol stations or food outlets.
- 2.2 In the event you leave the Council, the satellite navigation system must be returned with all data remaining intact, i.e. its memory must not be erased. Failure to return such equipment will result in the full cost of its recovery and or a replacement charge being made to you.

- 2.3 Theft, which is proved to be due to your negligence, will result in the cost of such equipment being recovered from you.

### Parking of Company Vehicles

- 3.1 Employees are asked to park in designated parking areas only. The Council will not be held accountable for fines incurred due to breaches of this policy.
- 3.2 It is a condition of your employment to ensure your vehicle is locked and secure when unattended and the keys are on your person. This includes when visiting a petrol station or food outlet.
- 3.3 Additionally, all valuables, including Council equipment, must be stored in the boot. In the event the vehicle is stolen, due to it not being locked or broken into because of Council equipment being on display, the Council reserves the right to reclaim such costs from you.

### Speeding/Parking Fines/Toll Charges

4. Employees receiving a speeding fine or parking ticket whilst in charge of a Council vehicle, shall be responsible for the full costs.