PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringland-pc.gov.uk
Website: www.poringlandparishcouncil.gov.uk

Vehicle Policy

Policy Reference	PPC 29
Version Number	3
Associated Documents	• Staff Handbook • PPC17 Health and Safety
Last Review Date	October 2025
Frequency of Review	Annually
Approved by	Full Council
Date for Next Review	October 2026

This is a non-contractual policy that does not require approval from employees before changes are made. Staff will remain bound by amended non-contractual policies.

VEHICLE POLICY

Introduction

It is the policy of the Council to provide vehicles where there is a justifiable business case to do so, normally for those who are required to undertake significant travel in the course of their employment, or where specialist vehicles are required. Any vehicle provided to an employee will remain the Council's exclusive property and may be used by only the employee on Council business, subject to the Council's policy in force from time to time.

The Council reserves the right to determine the value, make and model of the vehicle to be provided to the employee and to change, vary or withdraw the employee's allocated vehicle at any time for any reason.

If, for any reason, the employee is suspended from work, is placed on garden leave or is working out a period of notice, the Council reserves the right to withdraw the employee's Council vehicle.

Conditions of entitlement

The provision of a Council vehicle is subject to the employee/councillor holding and continuing to hold a current, full driving licence. Before being allocated a Council vehicle, the employee must sign a declaration and show proof that he/she holds a valid driving licence.

It is also a condition on being allocated a Council vehicle that the employee/councillor declares to the Council any current driving convictions or penalty points received. The employee/councilor will also advise the council if they receive any new convictions or penalty points received.

Where an employee/councillor incurs driving fines, including parking tickets, the responsibility for paying these rests with the employee/councillor. Disciplinary action will be taken against any employee/councillor who incurs fines or penalties that are either not declared or not paid.

Use of the vehicle

The Council permits employees/councillors who are allocated a Council vehicle to use it for personal purposes only with express permission of the Parish Clerk. If the employee wishes to take the Council vehicle overseas for either business or personal use, prior written authorisation must be obtained from the Council. The employee/councillor is required to give at least one month's notice of any request to take the vehicle overseas.

No person under the age of 21 will normally be permitted to drive a Council vehicle except where the Council has expressly authorised this. The only exception to the above principles will be in a genuine emergency, in which case any licensed driver may drive the Council vehicle. Council vehicles may not under any circumstances be used for any of the following purposes:

- racing or rally driving;
- hire or reward;
- driving tuition of any kind, including tuition of family members.

Maintenance of the Council vehicle
The expense of taxing, insuring, MOT testing, repairing, maintaining, fueling and in so far as attributable to the use of the vehicle for the purposes of the Council's business running the vehicle will be borne by the Council. Where agreement is given for the employee/councillor to use the vehicle personally, they are required to replace the fuel used.

It is a condition of the provision of a Council vehicle that the employee/councillor ensures that the vehicle is maintained in a safe and roadworthy condition at all times, complying with all existing legal requirements. The employee is therefore responsible for:

- checking all lubricants on a regular basis;
- checking tyre pressure and treads regularly;
- checking all lights regularly;
- cleaning the vehicle internally and externally on a regular basis;
- submitting the vehicle for service at least every 12 months.

Use of private vehicles for Council business
Any employee using their private car for Council business must notify the Parish Clerk.

Any private vehicle used must be insured for business use, have an up to date MOT certificate and be roadworthy.

The rules set out above as to the fitness to drive through drink and drugs shall apply to use of a Private Vehicle in the same way as they apply to a Council Vehicle.

I the employee/councillor …….. confirm that I have read and understood the vehicle policy and confirm that I will notify Poringland Parish Council of any changes that may affect my driving licence and that of using a vehicle owned by Poringland Parish Council.

Signed …….

Dated ……