



POLICY FOR USE OF COUNCIL VEHICLE

Adopted by Camelford Town Council (CTC) 15 June 2021

Vehicle Registration: WL64 EFT

Citroen Relay 2.2HDi

1. Use of Vehicle

Camelford Town Council (CTC) recognises its responsibilities with regard to vehicle usage. It requires all authorised users who are supplied with or operate a vehicle owned or provided by CTC for use to comply with the following:

- a. The vehicle is for business use and personal use only when authorised by the Town Clerk.
- b. The vehicle is only available to those approved by CTC, who hold a full current and valid driving licence. Proof of this documentation will be provided to the Town Clerk prior to use of the vehicle.
- c. A Driver Declaration Form (see Appendix A) must be completed and returned to the Town Clerk prior to use of the vehicle. The information provided will only be used for the purpose of checking suitability to drive a CTC vehicle, and will be kept in a locked filing cabinet.
- d. The vehicle shall be driven in a manner so that fuel economy, tyre life and engine wear are maximised. Careless or reckless use of vehicles shall result in disciplinary action. It is also the user's responsibility to ensure that it is kept in a clean and tidy condition and maintained in accordance with the manufacturer's recommendations.
- e. The vehicle driver shall be responsible for any prosecution, conviction and resultant fine whilst using the vehicle and shall notify the Town Clerk as soon as possible. Accidents must be reported to the police and the Town Clerk as soon as possible.
- f. Vehicle users must avoid the consumption of alcohol and non-prescribed drugs prior to or during the course of driving the vehicle. Infringement shall result in disciplinary action, which may result in dismissal. Non-employees who infringe 1(f) will be reported to the police and may face prosecution. Further use of the vehicle will be prohibited.
- g. Any health changes affecting ability to operate the company vehicle must be notified to the Town Clerk immediately.
- h. Smoking is not permitted by vehicle users or passengers.
- i. Consuming food and drink is not permitted whilst driving.

- j. Use of mobile phones & similar hand held electronic devices prohibited whilst driving.
- k. Seat belts must be worn at all times and vehicles used in accordance with The Highway Code.

- l. Vehicle fuel, oil etc shall only be purchased by the driver and reimbursed by CTC and every effort should be made to obtain fuel from garages providing the most competitive rate at the time to reduce costs.

- m. Vehicles shall be locked and any security devices installed enabled when the vehicle is left unattended, without any CTC property being visible.

2. Maintenance and Care of Vehicle

a. Insurance

The vehicle is insured with Came & Company Insurance and is renewed in March. The Town Clerk is responsible for ensuring that the vehicle is insured and any renewal or change of policy is carried out in good time before the current insurance expires, ensuring value for money and optimum cover. In the event of an accident, see 1d above.

b. Breakdown Cover

The Grounds Manager is responsible for organising Breakdown cover in May. This is currently with Green Flag (Policy No 35294039). Any breakdowns should be reported to the Town Clerk as soon as possible. Should you break down, you should call 0800 0510636.

c. Servicing

The Town Clerk is responsible for ensuring and arranging for the vehicle to be serviced in a timely manner.

d. Maintenance

The vehicle should be kept clean inside and out at all times. The Grounds Manager is responsible for ensuring the vehicle is kept clean inside and out. Any costs associated with washing the vehicle should be reimbursed by CTC.

3. Fees, taxes

- a. The Town Clerk is responsible for ensuring the vehicle is taxed and all fees associated with the vehicle are paid in a timely manner.

APPENDIX A

DRIVER DECLARATION FORM

Name:

Job Title or Voluntary Organisation:

Date of birth:

Contact telephone number:

Date passed driving test:

Driving Licence No:

Please answer the following questions.

1. Have you been convicted of any motoring offences in the last 5 years or are any prosecutions pending?
YES/NO *delete as applicable

If yes, please complete the following:

Offence type/details	Date	Conviction Code	Fine

2. Have you been disqualified from driving?
YES/NO *delete as applicable
If yes, please complete the following:

Offence type/details	Date	Conviction Code	Fine

3. Have you ever been declined for motor insurance or had any special terms applied?
YES/NO *delete as applicable
If yes, please give details below:

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4. Have you had any accidents resulting in losses or claims during the past 3 years?

YES/NO *delete as applicable

If yes, please give details below:

5. Your fitness to drive. The conditions that must be reported are:

- Neurological disorders
- Cardiovascular disorders
- Diabetes
- Psychiatric disorders
- Visual disorders
- Renal disorders
- Respiratory and sleep disorders

YES/NO *delete as applicable

If yes, please give details below:

Please sign and date below to confirm you have read the Policy on the Use of CTC's Vehicle.

Signature:

Date:

Name:

Please attach a photocopy of your driving licence to this form.