

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Council-Related Driving Policy (Personal Vehicle Use Only)

Purpose:

This policy sets out the requirements and expectations for employees and Councillors who use their personal vehicles for Council related purposes, ensuring safety, legal compliance, and proper record-keeping.

Scope

This policy applies to all employees and Councillors who operate personal vehicles while performing Council related tasks and are eligible for mileage reimbursement or travel-related expenses.

Driver Eligibility

Employees and Councillors must:

- Hold a valid driver's licence appropriate for the vehicle type.
- Complete any required driver safety training.

The Council reserves the right to review driving records periodically.

- Provide copies of the following documents to the Council for verification and record-keeping:
 - Current driving licence
 - Vehicle insurance certificate
 - MOT certificate (where applicable)

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk

All documents will be securely held on record and updated as required.

Notification Requirement: Employees and Councillors must immediately notify the Council if they:

- Receive any points on their driving licence
- Are subject to a driving ban or disqualification
- Commit any driving-related offences

Failure to notify the council may result in disciplinary action and/or revocation of permission to drive for work purposes.

Vehicle Use

- Personal vehicles may be used only for authorised business purposes.
- Employees must comply with all traffic laws and regulations.

Safety Requirements

Employees and Councillors must:

- Wear seat belts at all times.
- Avoid the use of mobile phones or other distractions while driving.
- Never drive under the influence of alcohol, drugs, or any substance that impairs driving ability.
- Ensure their vehicle is in safe operating condition before using it for work purposes.
- Abide by the Lone Working Policy and notify another person when completing work related driving alone.



Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Reporting Requirements

Employees and Councillors must immediately report:

- Any accident, regardless of severity, to their supervisor and local authorities if required.
- Vehicle damage or mechanical issues that affect safety.
- Any traffic violations received while driving for work purposes.

Insurance and Liability

- Employees and Councillors must maintain valid vehicle insurance covering business use.
- Employees and Councillors may be held accountable for damages resulting from negligence or policy violations.

Violations and Disciplinary Action

Non-compliance with this policy may result in:

- Revocation of authorisation to use personal vehicles for Council purposes.
- Disciplinary action, up to and including termination.
- Potential financial responsibility for damages caused by negligence.

Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with legal requirements and best practices.

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG

Telephone: 01209 711433

Email: enquiries@illoganparishcouncil.gov.uk



Reviewed – for Office use only

Review Date:

Reviewed By:

Amendments:

Minute Number: