

STRATFORD DISTRICT COUNCIL

POLICY: <u>COUNCIL VEHICLES</u>	
DEPARTMENT: Assets	RESPONSIBILITY:
SECTION: D18/32513	<ul style="list-style-type: none">• Director Assets
REVIEW DATE: 2018/19	NEXT REVIEW: 2021/22
VERSION: 3	APPROVAL DATE: October 2018

PURPOSE

To ensure that staff and elected members have suitable transport to carry out their duties Council provides vehicles in appropriate numbers and configuration.

POLICY

1. There are three groups of vehicles within the Council fleet:
 - Vehicles that are assigned to individual staff members, or the mayor, and form part of their remuneration.
 - Vehicles that are assigned to individual positions or departments due to the specialist nature of the vehicle and/or equipment within the vehicle.
 - Pool vehicles which are accessible by all staff via a booking system.
2. The number of vehicles within the council fleet shall reflect efficient use of resources while at the same time not imposing limitations on staff to carry out their duties due to lack of available vehicles. Any increase or decrease in the total number of vehicles within council's fleet requires approval from the Senior Leadership Team.
3. Unless a staff member has authorised private use, vehicles can only be used for official Council business. In addition, vehicles may be taken home overnight under the following circumstances:
 - a) by staff who are on call, or
 - b) on request from Council (e.g. due to insufficient secure vehicle storage space at Council offices),
 - c) in connection with work related travel to facilitate early departure and/or late arrival.
4. As a general guideline vehicles are to be replaced when they are five years old or have completed 100,000 kilometres. All vehicles are to be the most suitable available at the time for the purpose for which they are to be used, and purchased using the Council's Procurement Policy.