



Vehicle Policy & Use of Mobile Phone Policy

Lostwithiel Town Council

Vehicle Policy & Use of Mobile Phone Policy

Driving your Own Vehicle

1

If you are required to drive your own vehicle on Council business you should ensure that you are covered for business use – the Council will pay any additional premium required to add this to your policy.

2

Periodically staff may be asked to use their own private vehicle on Council business i.e. Training courses, trips to the Cemetery.

Employees will be required to make the following documents available for inspection:

- Current MOT certificate if required
- Current car insurance showing that the employee is covered for personal business use
- A written declaration that the vehicle is taxed
- Car registration document

Please see Section 26. Travelling Expenses for mileage rates. Travelling expenses necessarily incurred by employees in the performance of their official duties will only be reimbursed after authorisation by the RFO. All receipts must be retained and produced to the RFO

Use of Mobile Phones in Vehicles

1

As part of our overall health and safety policy, the Council is committed to reducing the risks which its staff face and create when driving or riding for work. The Council asks its entire staff to play their part, whether they use a Council vehicle, their own or a hire vehicle. Staff driving for work must never make or receive calls or texts on a mobile phone while driving. Persistent failure to do so will be regarded as a serious matter.

The town clerk must ensure that:

- they also lead by personal example
- they do not expect staff to answer calls when they are driving
- staff understand their responsibilities not to use a mobile phone while driving
- staff switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- staff plan journeys to include rest stops which also provide opportunities to check messages and return calls
- work practices do not pressurise staff to use a mobile phone while driving
- compliance with the mobile phone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

Staff who drive for work must:

- never use a hand-held phone while driving
- plan journeys so they include rest stops when messages can be checked and calls returned
- ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone
- co-operate with monitoring, reporting and investigation procedures.

Variations

The Council reserves the right, at its sole discretion, to amend or vary any of the terms of this vehicle policy from time to time.

In the event of such variation or amendments being made, the Council will give reasonable notice of any change.

Where the Council decides to change its arrangements for the supply of Council vehicles, it may be necessary to replace existing vehicles in the possession of employees with vehicles provided under the new arrangements

