

CAR HIRE

When deciding on the method of transport, the following hierarchical structure should be adopted for determining the best method of transport for business journeys or periods of travel. Managers and employees should consider the following ranked list of travel options before undertaking business trips:

- > Pool vehicles
- > Fleet vehicles
- > Lease cars
- > Car Hire
- > Public Transport
- > Own Vehicle

Car Hire

The Council includes car hire on the hierarchical structure and should be utilised when any higher ranked options are unavailable.

Employees who use a Council vehicle must hold a current driving licence valid to drive the vehicle used on Council business. Employees should produce their current driving licence twice a year to their Line Manager as proof of validity and for insurance purposes.

Process to Hire a Vehicle

Employees should seek line manager approval for hiring a car and all enquiries for hiring a vehicle should be made by contacting Fleet Management, Communities who will provide advice on the procedures.