

DRIVING LICENCE AND INSURANCE

Employees must hold a current driving licence valid to drive the vehicle used on Council business. If an employee is authorised to use a private vehicle on Council business, they must hold insurance cover indemnifying the Council against third party claims (including those concerning passengers).

The Council's insurance covers all Council vehicles.

Employees using Council vehicles must produce their current driving licence twice a year to their Line Manager as proof of validity and for insurance purposes and complete the [particulars of driving experience form](#) and pass to line manager.

Line managers should photocopy the employee's driving licence, check the validity of the licence, attach to the particulars of driving experience form and retain for record purposes. If the request is to drive a lease car, the form and copy of the driving licence should be passed to the Corporate Insurance and Claims Team.

Employees should notify their Insurance Company if they use their private vehicle for Council business to ensure they have adequate insurance cover.

The mileage allowance rates reflect the estimated average expenditure an employee will incur in a variety of circumstances which include the cost of fuel, but there are many other fixed and running costs factored into the rates used such as insurance, MOT, servicing, breakdown cover, etc.

When using their private vehicle on Council business, employees must ensure it is roadworthy and maintained in a safe condition.

Employees with queries relating to vehicle insurance should contact the Corporate Insurance and Claims Team.