

POOL VEHICLES

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

Pool Vehicle

Pool vehicles are ranked as the first choice on the hierarchical structure and should be utilised as such. Each Service will hold a stock of pool cars which can be booked prior to journeys and each Service is responsible for the booking arrangements and employees should contact their line manager for details.

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 for Purchasing Pool Vehicle

All enquiries for purchasing a pool vehicle should be made by contacting Fleet Management, Communities who will provide all advice on the procedures.