

Use of Work Vehicles by Councillors and Staff for Personal Domestic Use Policy

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Document History

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1. Introduction

- 1.1 Gainsborough Town Council operates several work vehicles used primarily for Grounds Maintenance duties.
- 1.2 During evenings and weekends when vehicles are typically unused, Councillors and Staff may be permitted to use them for personal domestic purposes, subject to payment and compliance with this policy. This creates a small income stream supporting Council finances.
- 1.3 This policy sets out rules and charging arrangements for occasional domestic use of work vehicles by Staff and Councillors.

2. Definition

- 2.1 **Work Vehicle** means any of the Council's Renault Trafic or Peugeot Partner, or their replacements.

3. Non-Work Use at Discretion of Town Clerk

- 3.1 Use of work vehicles outside ordinary working hours for ad hoc domestic purposes (e.g., transporting heavy domestic items, moving home, clearing garden waste) may be permitted at the Town Clerk's discretion. Payment, as per the table below, must be made in advance.
- 3.2 Work vehicles must not be used for financial gain by any Staff Member, Councillor, or third party.
- 3.3 Users must provide advance notice by completing a booking form with:
 - Councillor / Employee Name
 - Intended Date and Times of Use
 - Purpose of Use
 - Route Details
 - Estimated Mileage
- 3.4 Booking forms require approval by the Town Clerk, or Operations Manager before use.
- 3.5 vehicle mileage log sheets must be completed during use.

4. Driving Licence and Convictions

- 4.1 Councillors must produce their valid Driving Licence to the Town Clerk for inspection. Copies will be retained on file.
- 4.2 Councillors must report any driving convictions or points incurred on their licence to the Council for insurance disclosure purposes.

5. Mileage Log's

- 5.1 Councillor & Employees must accurately complete the vehicle mileage logs during use, including:
 - Date
 - Start Mileage
 - End Mileage
 - Driver Name
 - Sites Visited

- Times
- Vehicle Emptied (Y/N)
- Observations/Faults

5.2 Complete details are required for every journey.

6. Incidents

6.1 All incidents involving use of Work Vehicles must be reported immediately to the Town Clerk or Operations Manager, with an incident report submitted as directed.

7. Breach of Policy

7.1 Councillors breaching this policy will be denied future vehicle use and may be reported for Code of Conduct breaches to the Monitoring Officer.

7.2 Staff breaching the policy will face disciplinary action.

8. Table of Charges for Councillor and Staff Use of Work Vehicles

8.1 A minimum charge of £11.00 will apply in all cases.

Vehicle	Within 5-mile radius of Gainsborough	5–20-mile radius outside Gainsborough	Over 20-mile radius outside Gainsborough
Renault Trafic	£12.00 per hour	£14.00 per hour	£16.00 per hour
Peugeot Partner	£11.00 per hour	£13.00 per hour	£15.00 per hour

* All above charges include fuel.