



PILSLEY PARISH COUNCIL

REFERENCE NUMBER	ADOPTED	REVIEW DATE
36	February 2025	February 2026

Pilsley Parish Council Van Usage Policy

Purpose This policy sets out the terms and conditions for the use of the Pilsley Parish Council van. The van is allocated to support the Parish Warden in the delivery of their duties and any other approved Council-related activities.

Allocation and Responsibility The Parish Council van is primarily assigned to the Parish Warden for use in carrying out their work duties. An additional nominated driver, Councillor Mike Shaw, will also be authorized to operate the vehicle. Both the Parish Warden and the nominated driver be named on the vehicle insurance policy, the cost of which will be borne by the Parish Council.

Permitted Use

1. The van is strictly for Council business and community-related purposes as outlined below. It is not to be used for personal activities.
2. The van may also be used for voluntary community work such as:
3. Transporting materials or individuals for village organizations.
4. Collecting or delivering supplies for community projects.
5. Any other similar tasks approved in advance by the Parish Clerk.
6. Requests for voluntary community use must be submitted to and approved by the Parish Clerk. Voluntary groups using the van may be charged at the HMRC advisory mileage rate for such usage.

Fuel and Mileage

1. The Parish Council will cover the cost of fuel for business purposes. The Parish Warden will purchase fuel, retain receipts, and submit them for reimbursement through the Council's standard expense procedures.
2. The van is limited to a maximum of 10,000 miles per annum. It is the responsibility of the nominated drivers to record and report the vehicle's mileage to the Council at the end of each month.

Parking and Security

1. When not in use, the van must be securely parked in the designated area at the village hall car park.
2. Only the nominated drivers will have access to the keys for the van.

Driver Responsibilities

1. All drivers must hold a valid driving license appropriate for the vehicle.
2. Drivers must comply with all traffic laws and report any driving penalties, convictions, or accidents to the Parish Clerk within five working days.

3. Drivers must ensure that the vehicle is used responsibly and kept clean and well-maintained.
4. Smoking is strictly prohibited inside the vehicle.
5. Mobile phones must not be used while driving unless using a hands-free system in accordance with the law.

Driver Safety

1. Drivers must follow the procedures set out in the driver's handbook that includes safety guidance.
2. Seat belts fitted in the vehicle must be worn at all times by drivers and passengers.
3. Drivers will be required to present their driving documents yearly for inspection. The Clerk must be informed of any imposed or pending driving penalties or convictions within 5 working days. These will be dealt with on a case by case basis.

Vehicle Maintenance and Safety

1. The van will be maintained according to the manufacturer's recommended service schedule, with costs covered by the Council.
2. Drivers must complete a pre-use inspection and promptly report any defects or issues to the Parish Clerk.
3. The vehicle must not be used if it is deemed unsafe or illegal to operate on public roads.

Alcohol & Drug Abuse Policy

1. The Parish Council operates a zero tolerance Drink and Drug Driving Policy.
2. Any pending prosecutions and/or cautions must be reported to the Clerk immediately. Failure to do so will result in disciplinary action.
3. Any driver prosecuted for such offences will be subject to an investigation under the Council's disciplinary procedure.
4. Employees are encouraged to report concerns about colleagues with regards to drink and drugs, this may be done anonymously.
5. Any driver taking prescription or over the counter medicines must check that they are fit to drive.

Incident Reporting

1. All accidents or collisions involving the van must be reported immediately to the Parish Clerk.
2. Drivers must exchange relevant details with third parties, record witness information, and complete an incident form provided by the Parish Council.

Monitoring and Review

The Parish Clerk will oversee compliance with this policy and ensure that all drivers are fully briefed on their responsibilities. This policy will be reviewed annually, or on change of Parish Warden and/or nominated additional driver, to ensure it remains fit for purpose. If the

Breach of Policy

Failure to comply with this policy may result in disciplinary action and/or the withdrawal of authorization to use the Parish Council van.