

Policy for Use of Privately Owned Vehicles for Business Purposes

Date: February 2024
Review Date: February 2027



Policy Information	
Policy Title	Use of Privately Owned Vehicles for Business Purposes
Policy Number:	POL 51
Version	1.03
Policy Sponsor	Director of Business Support
Policy Owner	Assets Manager
Committee and date recommended for approval	Business Support, 28 March 2024
Date approved by the Board	25 April 2024
Equality Screening Status	1. Screened: January 2016. 2. Screening Reviewed: February 2021 3 Screening Reviewed: February 2024
Rural Needs Impact Assessment Status	1. Rural Needs Impact Assessed: February 2021 2. RNIA Reviewed: February 2024
Date Set For Review	February 2027
Related Policies	Health and Safety Policy Environmental Policy Data Protection Policy Workplace Substance Abuse Policy Smoke Free Workplace Policy Discipline Policy

Libraries NI

Policy for Use of Privately Owned Vehicles for Business Purposes

1.0 Introduction

- 1.01 In addition to the vehicle fleet owned and operated directly by Libraries NI the organisation requires that from time to time employees undertake business related journeys using their own or accessing privately owned vehicles. These vehicles are commonly referred to as “grey fleet” vehicles.

2.0 Purpose of the Policy

- 2.1 The purpose of this policy is to provide the management framework whereby the operation of privately owned vehicles by Libraries NI employees is, as far as is reasonably practicable, undertaken in a safe and legal manner while reducing environmental impacts and costs.

Specifically the policy seeks to ensure compliance with the duty of care implicit in the Health and Safety at Work (Northern Ireland) Order 1978 and assist staff in meeting the requirements of the :

- Road Traffic (Northern Ireland) Order 1981
- The Highway Code
- The Motor Vehicles (Driving Licenses) Regulations (Northern Ireland) 1996

3.0 Policy

- 3.1 Libraries NI will:

- require privately owned vehicles used for business purposes to be appropriately insured (specifically for business use)
- require staff who undertakes business related travel to be appropriately licensed for the type of vehicle they use
- Require vehicles used by staff on official business to have (where required by law) valid vehicle test certificates (MOT) and a current road fund licence (road tax).
- set minimum and desirable standards in relation to vehicle safety equipment
- advise staff on the best practice in relation to maintaining and checking their vehicle prior to use to ensure a roadworthy condition is maintained
- provide guidance on journey planning.

4.0 Authority

- Policy Sponsor: Director of Business Support

- Policy Owner: Assets Manager
- Policy Contact: Fleet Transport Manager

5.0 Related Documents

5.1 Policies

- Health and Safety Policy
- Environmental Policy
- Data Protection Policy
- Workplace Substance Abuse Policy
- Smoke free workplace policy

5.2 Procedures

- Code of Conduct for Staff (Policy)
- Medical Condition Declaration Procedure
- Accident reporting
- Approval for use of car

5.3 Guidance

- Use of private vehicle for business related journeys