



# **Policy for Use of Privately Owned Vehicles for Business Purposes**

**Version 1.1**

**Review Date:** January 2021

<b>Policy Title</b>	<i>Use of Privately Owned Vehicles for Business Purposes</i>
<b>Policy Number:</b>	POL51
<b>Version</b>	1.1
<b>Policy Sponsor</b>	Director of Business Support
<b>Policy Owner</b>	Assets Manager
<b>Committee</b>	Business Support 25 January 2018
<b>Date Approved</b>	8 February 2018
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<b>Date Set For Review</b>	January 2021
<b>Related Policies</b>	Health and Safety Policy Environmental Policy Data Protection Policy Workplace Alcohol Policy Smoke free workplace policy

**Document Control**

<b>Version</b>	<b>Status</b>	<b>Revision Date</b>	<b>Summary of Changes</b>	<b>Author</b>
1.0	<i>Approved</i>		<i>Approval at Business Support Committee 21.1.16</i>	<i>D Miskelly</i>
			<i>Approved at Board 11.2.16</i>	
1.1	<i>draft</i>	<i>12.1.2018</i>	<i>Review of policy</i>	

## **1.0 Introduction**

1.01 In addition to the vehicle fleet owned and operated directly by Library 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.

## **2.1 Purpose**

2.1.1 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 Alcohol Policy
- Smoke free workplace policy

### 5.2 Procedures

- Code of Conduct for Staff
- Medical Condition Declaration Procedure
- Accident reporting
- Approval for use of Car

### 5.3 Guidance

- Use of private vehicle for business related journeys