

Policy Rationale

CCAЕ owned, leased, hire purchase vehicles [cars/buses] are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with CCAЕ Board expectations.

Policy Aims

Ensure CCAЕ owned/leased/hire purchase vehicles are used appropriately/effectively, stored safely and maintained in a roadworthy, fueled and clean condition for employee use.

Procedure

- CCAЕ owned/leased/hire purchase cars and buses, and the booking of such, is managed by **Receptionist** on behalf of the CCAЕ Manager.

Where Manager Makes A Financial Contribution to Vehicle Operations:

- The College vehicle shall be made available for the Manager's full private use outside normal College hours of operation Monday-Friday: 9.00am-5.00pm and shall be subject to appropriate reimbursement from the Manager for the private use.
- Only fully licensed staff or Board members may drive the College vehicle for the completion of College purposes as approved by the Manager.
- The College agrees to comprehensively insure, maintain/service the vehicle in accord with lease/hire purchase agreements and manufacturer's instructions.
- The Manager agrees to garage the vehicle in lockable facilities.
- All costs associated with the College vehicle are accounted for as part of the CCAЕ's annual budgets.
- All traffic or speeding infringements forwarded to the CCAЕ will be directed to the offending driver.

Where Manager Makes No Financial Contribution to Vehicle Operations:

- CCAЕ vehicles will be garaged at CCAЕ and comprehensively insured.
- CCAЕ vehicles will be serviced in accordance with lease/hire purchase agreements and manufacturer's instructions.
- CCAЕ vehicles can only be used for purposes as determined by the Manager.
- All costs associated with vehicles are to be accounted for as part of CCAЕ's annual budgets.
- A booking schedule will be maintained by the **Receptionist** for people wishing to book the use of CCAЕ vehicles.
- If clashes occur, precedence will generally be given to use that involves the most staff members and/or greatest travel time, but the final decision rests with CCAЕ's Manager.

Evaluation

This policy will be reviewed bi-annually