



KIPPAX PARISH COUNCIL

VAN USAGE POLICY

Approved: 18th June 2026

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Review date: June 2027

M Eyre

Signed by Chair, Councillor Martin Eyre

Purpose

This policy sets out the terms and conditions for the use of the Kippax Parish Council van.

Use

The Parish Council van is strictly for use by approved parish councillors, employees or volunteers to perform their Parish Council duties only and must not be used for personal activities.

Driver requirements

- All drivers must hold a valid driving license appropriate for the vehicle class.
- All drivers must provide the clerk with a check code to view their driving license information online annually
- Drivers must report any changes in their eligibility to drive the van with five working days
- All drivers must read this policy and sign to confirm their agreement to its terms and conditions before being issued with the van
- The Clerk will maintain a log of all driver checks and signed agreements.

Allocation and procedure

- The van will be primarily assigned to the councillor responsible for Community Pantry collections.
- This primary user will be responsible for issuing the van and keys to other approved users.
- Other van users must complete and sign the van allocation log upon issue and return.
- The primary user will sign the allocation log to confirm the return of the van.

Driver Responsibilities

- Drivers must ensure seatbelts are worn at all times, by themselves and any passengers.
- Drivers must not use mobile phones whilst driving unless using a hands-free system in accordance with the law.
- Smoking and vaping in the van are strictly prohibited.
- The van must not be driven whilst under the influence of alcohol or drugs.
- Any driver taking prescription or over the counter medicines must check that they are fit to drive.
- Drivers must keep the van clean and tidy.
- Drivers must ensure that the van is parked appropriately and that any related parking charges are correctly paid, which will be re-imbursed in accordance with the Parish Council's Expenses Policy. The driver will be responsible for any parking charges or penalties imposed for parking breaches.
- Drivers must comply with all traffic laws and will be responsible for any fines and penalties imposed for failure to do so whilst driving the van.
- Drivers must ensure the van is parked safely and securely and keys are stored in the faraday pouch provided when not in use.

Fuel and Mileage

- The primary user will purchase fuel for the van using the Community Pantry Multipay card.
- The cost of fuel for non-community pantry use will be allocated to the relevant budget at a rate of 24p per mile. This rate will be reviewed annually.
- The primary user will keep a record of mileage for journeys undertaken and submit it monthly to the Clerk.
- Other users must complete the mileage record on the van allocation record when the van is returned to the primary user.
- The Clerk will allocate the cost to the relevant budget headings and re-imburse the Community Pantry account from the main council current account for the cost.

Vehicle Maintenance and Safety

- The van will be serviced in accordance with the manufacturer's recommended service schedule.
- The primary user will check the engine oil, water level in the radiator, brake fluid level, battery, windscreen and rear window washer bottles and tyres in accordance with the schedule set out in the manufacturer's handbook.
- Other drivers must note any defects or concerns regarding the safe operation of the van in the defect book which will be kept in the van's bulkhead. The Primary user will arrange for these to be fixed at the earliest convenience.
- The Clerk has delegated responsibility, in consultation with the Primary user, to approve any repair or maintenance required to make the van legal and roadworthy up to a cost of £500.
- Any other repairs or maintenance must be approved by Full Council.
- The cost of all repairs and maintenance will be met from Parish Council funding, and a budget will be approved annually by Full Council.

Incident Reporting

- All incidents and accidents involving the van must be reported immediately to the Clerk.

- Drivers must exchange relevant details with third parties, record witness information, and complete an incident report form, copies of which are kept in the van's bulkhead.

Breach of Policy

- Any alleged failure to comply with this policy by a councillor or volunteer will be reported to Full Council for consideration and may result in the withdrawal of authorisation to use the Parish Council van.
- Any alleged failure to comply with this policy by an employee will be dealt with in accordance with the Parish Council's Disciplinary Policy and Procedure

Acknowledgement

All van users must receive a copy of this policy and sign to acknowledge receipt and confirm their agreement to its terms and conditions. A copy of this policy will also be kept in bulkhead of the van for reference.

I have received a copy of this Van Usage Policy and acknowledge that I have read, understood and agree to abide by its terms and conditions:

Signed Date

Role: