COMPANY CAR USAGE POLICY AND PROCEDURES

1. Any staff wishing to use a company car must fill in a Request for Vehicle Use form, indicating their name, the time the vehicle is required, the destination, purpose of the trip and estimated time of return.

2. Any staff use of a company car must be approved by the relevant department manager, who must sign the form.

3. Forms are returned to the Receptionist, who will sign and date the Request Received section of the form.

4. The Receptionist will determine the availability of a vehicle by checking the Car Booking Diary.

5. The Receptionist will allocate a vehicle by writing the vehicle registration number against the name of the staff member.

6. The registration number of the allocated car will be recorded in the Office Use Only section of the form.

7. The staff member must sign the Request for Vehicle Use form when collecting the car keys from the front office.