PROCEDURES FOR COMPANY CAR USEAGE

1. Any staff wishing to use a company car must fill in a 'Request for Vehicle Use' form, giving their name, time the vehicle is required, destination, purpose of trip and estimated time of return.
2. Any staff use of a company car must be approved by their Head of Department, who must sign the form.
3. Forms are returned to the front office assistant, who signs and dates the 'Request Received' section.
4. The front office assistant will determine the availability of a vehicle by checking the Car Book Diary.
5. The front office assistant 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.
7. The staff member must sign the Request form when collecting car keys from the front office.