

Policy title	Vehicles Policy - Use of TLC vehicles by TLC designated drivers and students
Policy area	Operations – Staff/Students, TLC Vehicles
Policy available for Students – yes/no	Yes
Policy detail	<p>CONDITIONS OF USE.</p> <ol style="list-style-type: none"> 1. Vans are not available for private use during the week within business hours. Requests for variations to this can be sent to Strategy Group as a proposal. 2. Driver must be 25 years old and over. 3. Driver must hold a <u>current full driver's licence</u>. (A copy must be attached to the hire agreement form). 4. Driver must be a <u>TLC employee/TLC approved person or an Operations group approved student</u>. (Note 2, 3 & 4 for insurance purposes). 5. If driver is hiring for personal use an initial bond of \$20.00 plus hire fee of \$50.00 per day (petrol not included) must be paid when they pick up the keys. 6. Vehicle must be returned with the same amount of fuel in it as when hired. 7. <u>The Vehicle Log book must be filled in at the end of every use.</u> 8. Driver is liable for all infringement notices which they incur while driving The Learning Connexion vehicles. This includes speeding and parking tickets, even if the vehicle was used during work time or for work purposes. All infringements are to be reported to Raewyn Wilks, Accounts as soon as possible. 9. Driver is liable to pay the insurance excess due to an incident or accident that happens to the vehicle that is the fault of the driver whilst in his/her care. If the insurance company does not pay, then the driver is liable to pay the whole cost of repair. 10. Driver is responsible for the stereo control plate (Silver Toyota Estima DLT586). If the stereo control plate is lost or damaged the driver is liable to pay the cost of repair or a new one. 11. Driver is responsible for the cleanliness of the vehicle; it needs to be returned in the same condition as when first borrowed, i.e. no rubbish left in the vehicle and all upholstery kept clean. Driver is responsible for any cleaning charges.

	<p>12. Driver is responsible for checking for damage before taking the van out, and to report any damage, etc. to Raewyn Wilks, Accounts.</p> <p>13. <u>No smoking/vaping</u> in TLC vehicles.</p> <p>14. Users to comply with TLC Code of Conduct.</p>
Related Procedures	<p>1. Vehicles are to be booked through Microsoft Outlook calendars or Reception.</p> <p>2. Users are to sign current vehicle policy agreement form – See Reception.</p>
Date Created	20/04/11
Review Dates	August 2014. April 2018
Next Review Date	Sept 2020
Links	Vehicle use form, TLC Code of Conduct