



Policy No. 2017- 48

Council Pool Vehicle

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1. PROVISION OF COUNCIL POOL VEHICLE

Council pool vehicles are provided by Council as a pool vehicle and are housed at Hamilton and Bothwell Council Offices.

2. AUTHORISED USERS

(a) Council staff

Council staff are authorised to use the pool vehicle for Council business.

(b) Councillors

Councillors are authorised to use the pool vehicle to undertake duties/business associated with the discharge of their function as Councillor.

Limited private use is available where the Councillor has private commitments immediately before or after conducting council business.

3. BOOKINGS

Bookings for the pool vehicle are to be made through the Hamilton or Bothwell Council Offices.

Where the vehicle is required outside of normal business hours, arrangements for pick up and return of vehicle are to be made with the Hamilton or Bothwell office staff.

4. VEHICLE LOG BOOK

A vehicle log book is provided for the recording of the following details:

- The dates on which the journey began and ended
- The odometer readings at the start and end of each journey
- The kilometres travelled
- The purpose of the journey

Where any part of the journey was for private business, it is to be noted in the log book.

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