



MFE3	MASS Facilities and Equipment	Organisational Vehicles Policy and Procedures
------	-------------------------------------	--

What this policy aims to do	Ensure that there are clear guidelines for the use of any vehicles owned by MASS
Who this policy applies to	All MASS staff and volunteers
Who is responsible for carrying out this policy	All MASS staff and volunteers
What words used in this policy mean	
Legislation this policy is based on	N/A
Other relevant policies	MS6 Staff Travel MS15 Lone Worker MS16 Transporting Clients MS12 Workplace Health and Safety

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/2016	Peter Lane		
1.1	31/5/2018	D Stephenson		Update format
1.2	15/6/2020	C Trenfield		Re-written
1.3	25/8/2021	N Seymour	S. Reeves	Link to MFE16, clarify procedures

Organisational Vehicles Policy

From time to time MASS staff may be required to drive a company vehicle. All drivers of MASS company vehicles must hold a current driver's licence appropriate for the vehicle which they are driving.

It is your responsibility to immediately inform your line manager of any changes to your driver's licence. Changes include driver record, traffic infringements or offenses, loss of demerit points, suspension or disqualification.

MASS staff members using a company vehicle must ensure the vehicle is maintained in a clean, tidy and professional condition.

