

# Mansfield Autism Statewide Services

## Organisational Vehicles Policy and Procedures

<b>MFE3</b>	<b>MASS Facilities and Equipment</b>	<b>Organisational Vehicles Policy and Procedures</b>
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<b>What this policy aims to do</b>	Ensure that there are clear guidelines for the use of any vehicles owned by MASS
<b>Who this policy applies to</b>	All MASS staff and volunteers
<b>Who is responsible for carrying out this policy</b>	All MASS staff and volunteers
<b>What words used in this policy mean</b>	
<b>Legislation this policy is based on</b>	N/A
<b>Other relevant policies</b>	MS6 Staff Travel MS15 Lone Worker MS16 Transporting Clients MS12 Workplace Health and Safety

<b>Version</b>	<b>Date</b>	<b>Author/Editor</b>	<b>Approved by</b>	<b>Notes</b>
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	25/8/2022	N Seymour		Link to MFE16, clarify procedures
1.4	25/6/2023	N Seymour	S Reeves	Annual review, clarify any accident, template change

# ORGANISATIONAL VEHICLES POLICY

## 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 staff's responsibility to immediately inform their line manager of any changes to their 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.