

**OWN VEHICLE USE AUTHORISATION APPLICATION**

(Authorisation to Use Private Vehicle on Council Business.)

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| Please complete the relevant sections below. | | | | | | | | | | | | |
| Name: |  | | Employee No: | |  |  |  |  |  |  |  |  |
| Job Title: |  | | | | | | | | | | | |
| Location: |  | | | | | | | | | | | |
| New User |  |  | |  | | | | | | | | |

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| **Employee acknowledgement for use of private vehicle on council business** |
| I confirm that I have:   * read and understood the council’s Policy on Business Travel and Subsistence; * discussed the use of my own private vehicle on council business with my line manager; and * agreed the circumstances where the use of my own private vehicle would be the most appropriate mode of business travel. |

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| Employees are **not automatically** entitled to use a private vehicle. Reasons why it is appropriate and more efficient for travel to be undertaken in the employee’s own vehicle must be recorded below. | |
| Comments/conditions: | |
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| Employee Signature: | Date: |

Details of how the council will process the personal information it holds on you can be found at <https://www.westlothian.gov.uk/media/20843/Contract-of-Employment---Privacy-Notice/pdf/2018-03-21_-_Contract_of_Employment_Privacy_Notice.pdf>

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| **To be completed by the Head of Service in accordance with the council’s Policy on Business Travel and Subsistence.** |

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| The Head of Service must confirm that the documents shown below are current and valid for use of the private vehicle on council business. Authorisation **must not be granted** unless these documents are current and valid. | | | | | |
| Drivers’ Licence | 🞏 | Vehicle Insurance (including business use) | 🞏 | MOT certificate (where necessary) | 🞏 |

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| **Authorisation for employee to use a private vehicle on council business** | | | | | |
| First business journey each day | 🞏 | Worksmart | 🞏 | Employee personal requirements (e.g. adapted vehicle) | 🞏 |
| Last business journey each day | 🞏 | Service requirements | 🞏 | Other | 🞏 |

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| Head of Service Signature: | Date: |

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| After authorisation by the Head of Service, the Line Manager should keep a record of this form. |

**OWN VEHICLE USE**

In circumstances where the line manager and the employee agree that, for the particular type of journey(s) in question, it would be appropriate and more efficient in the circumstances for travel to be undertaken in the employee’s own vehicle.

An employee’s use of their own vehicle will be with their agreement, and will be subject to the necessary insurance, vehicle MOT and road tax provisions having been verified.

For the avoidance of doubt, an employee’s use of their own vehicle will not in any way commit that employee to provide a vehicle for on-going use as part of their employment contract.

Heads of Service must complete and authorise the Car Allowance Authorisation Application prior to allowing employees to use their vehicles on council business.

Mileage incurred will be reimbursed at the prevailing HM Revenue & Customs Approved Mileage Allowance Payment (AMAP) rates for car or motorcycle rate as appropriate (see MyToolkit for details.

**DRIVING LICENCES, INSURANCE AND VEHICLE MAINTENANCE**

Heads of Service must confirm that the driving licences, insurance and vehicle maintenance details for all employees agreeing to use their own vehicle for business mileage are current and valid. Thereafter those documents must be reviewed on an annual basis by the line manager in accordance with Appendix 1 of the council’s [Policy on Business Travel and Subsistence](https://www.westlothian.gov.uk/media/1665/Policy-on-Business-Travel-and-Subsistence/pdf/Travel__Subsistence_Policy_April_2014_21st_March_2019_Alana_Sneddon_.pdf). .

All employees must:

* hold a full current driving licence prior to undertaking journeys on official council business.
* notify their Head of Service if they are suspended from driving, and the date from which it became effective.

All employees agreeing to use their own vehicle for business mileage must also:

* produce their driving licence, Comprehensive Motor Insurance Policy and Certificate (clearly stating that they are insured to use their vehicles for work purposes) for verification by their Manager.
* ensure that their vehicle is maintained to a roadworthy standard and that it has a valid current MOT certificate where required:

Payment of Car and Motor Cycle allowances will cease immediately an employee is suspended from driving and for the duration of the driving ban.

HR Services

Revised April 2014