

## POOL VEHICLES

When deciding on the method of transport, the following hierarchical structure should be adopted for determining the best method of transport for business journeys or periods of travel. Managers and employees should consider the following ranked list of travel options before undertaking business trips:

- > Pool vehicles
- > Active Travel
- > Public Transport
- > Personal Vehicle

### ***Pool Vehicle***

Pool vehicles are ranked as the first choice on the hierarchical structure and should be utilised as such. The Council has a fleet of corporate pool vehicles for use by employees as an alternative to employees having to use their own car for business mileage. Corporate vehicles should be booked through the online booking system found on Eric

Some Services have allocated vehicles which can be booked prior to journeys, and each Service is responsible for the booking arrangements. Employees should contact their line manager for details.

Employees who use a pool vehicle on Council business must hold a current driving licence. Employees should have their licence electronically checked by fleet management and should ensure they are only driving vehicles for the category of licence they hold.

### ***Process for Purchasing Pool Vehicle***

All enquiries for purchasing a pool vehicle should be made by contacting Fleet Management, [pkcpoolvehicles@pkc.gov.uk](mailto:pkcpoolvehicles@pkc.gov.uk) who will provide all advice on the procedures.