Policy Rationale
CCAE owned, leased, hire purchase vehicles [cars/buses] are essential and valuable curriculum resources that must be well maintained, well managed, and used in accordance with CCAE Board expectations.

Policy Aims
Ensure CCAE owned/leased/hire purchase vehicles are used appropriately/effectively, stored safely and maintained in a roadworthy, fueled and clean condition for employee use.

Procedure
• CCAE owned/leased/hire purchase cars and buses, and the booking of such, is managed by Receptionist on behalf of the CCAE Manager.

Where Manager Makes A Financial Contribution to Vehicle Operations:
• The College vehicle shall be made available for the Manager’s full private use outside normal College hours of operation Monday-Friday: 9.00am-5.00pm and shall be subject to appropriate reimbursement from the Manager for the private use.
• Only fully licensed staff or Board members may drive the College vehicle for the completion of College purposes as approved by the Manager.
• The College agrees to comprehensively insure, maintain/service the vehicle in accord with lease/hire purchase agreements and manufacturer’s instructions.
• The Manager agrees to garage the vehicle in lockable facilities.
• All costs associated with the College vehicle are accounted for as part of the CCAE’s annual budgets.
• All traffic or speeding infringements forwarded to the CCAE will be directed to the offending driver.

Where Manager Makes No Financial Contribution to Vehicle Operations:
• CCAE vehicles will be garaged at CCAE and comprehensively insured.
• CCAE vehicles will be serviced in accordance with lease/hire purchase agreements and manufacturer’s instructions.
• CCAE vehicles can only be used for purposes as determined by the Manager.
• All costs associated with vehicles are to be accounted for as part of CCAE’s annual budgets.
• A booking schedule will be maintained by the Receptionist for people wishing to book the use of CCAE vehicles.
• If clashes occur, precedence will generally be given to use that involves the most staff members and/or greatest travel time, but the final decision rests with CCAE’s Manager.

Evaluation
This policy will be reviewed bi-annually