

12.4 Use of Teagasc Vehicles and Private Vehicles

Teagasc Vehicles

Teagasc has a fleet of vehicles to be used by staff for official business travel. Teagasc vehicles are not normally used for personal purposes. Driving between home and work, whether for normal work time or overtime, is normally considered personal travel.

Users

All staff seeking to drive a Teagasc vehicle must have the prior written permission of the Head of Department. ..

Licence inspections.

As per the **Use of [Teagasc Vehicle policy](#)**, staff approved to drive a Teagasc vehicle need to show evidence of a full clean driving licence and this should be inspected at each location on an annual basis.

Penalty Points/Disqualification from Driving.

All persons disqualified from driving, for whatever reason, are ineligible to drive Teagasc vehicles during the period of disqualification. Road traffic offences (including violation of parking regulations, speeding fines etc) committed while in control of a Teagasc vehicle are the responsibility of the driver. Any resulting fines will be paid by the individual responsible and not by Teagasc. Persons holding an endorsed driver's licence and drivers who are known to misuse vehicles will not be permitted to drive Teagasc vehicles. It is essential to advise the Insurance Officer/Administrator of any driver's licence who is in receipt of 6 or more penalty points. The Insurance Officer/Administrator will notify Insurer's and in turn notify local administration as to whether this licence holder is insured to drive Teagasc vehicles.

Students

At the discretion of the Head of Department, post graduate students who hold a full driving licence and who can confirm that they have not had any accident during the preceding two years may use Teagasc vehicles.

Under no circumstances are summer students permitted to drive Teagasc vehicles. The same prohibition applies to under-graduate students located at Teagasc Centres for work experience or short-term project purposes.

[Procedure for using a Teagasc Vehicle](#)

Please note that it is the responsibility of the individual concerned to familiarise themselves with the procedures that apply for using a Teagasc vehicle.

All staff using a Teagasc vehicle must sign the local register before taking the vehicle and upon returning it to confirm the dates/times it has been used and to confirm that it has been returned in the condition in which it was found. Any defect in a Teagasc vehicle should be reported promptly to the Administrative Officer or other appropriate Manager.

Private Vehicles

Where no Teagasc vehicle is available or no cheaper alternative exists, such as public transport, staff may use their own private vehicles to undertake official Teagasc travel. Before so doing, staff must acquaint themselves with the Policy on use of private cars on Teagasc

business (link). Staff must have the necessary authorisation from their line manager. In this regard it is necessary for all relevant staff to complete a [travel authorisation form](#). The travel authorisation form must be signed by the staff member and the line manager and submitted to the Finance Department where it will be recorded on file.

Such staff using their own vehicles for official Teagasc travel will be paid the appropriate travel rates and must comply with the rules set out in the policy on travel and subsistence. Staff applying and managers certifying travel claims must be familiar with the regulations governing travel expenses ([Circular 11/82](#)), and must have knowledge of claimants travel requirements in order to approve travel claims in good faith.

Staff members using their own vehicle for official Teagasc travel should ensure that their motor insurance policy is adequate for that purpose i.e. appropriate business cover must be in place with a specific indemnity to Teagasc. In this regard all staff using their own vehicles for official Teagasc travel must complete [the private motor insurance form](#) annually. The form confirms that the staff member's insurance policy is adequate for use on official Teagasc business. Some insurance companies will include this extension at no extra charge, however if a higher premium is required Teagasc will refund this amount. If a refund is required, the receipt should be attached to your normal travel and subsistence claim form and the additional cost incurred included under the 'other expenses' column on the claim sheet.

Approvals to use a private vehicle are issued subject to all the provisions of [Circular 11/82](#) including the provisions where more than one staff member is traveling to the same area, arrangements should where feasible, be made to avoid the unnecessary duplication of the use of private vehicles. It should be noted that Teagasc will accept no liability for any loss or damage resulting from the use of a private motor vehicle on official business as the travel rates paid compensate staff members for the cost of comprehensive insurance, tax, fuel and depreciation costs.

Version	Revision Date	Summary of Changes	Policy Owner
1.0		n/a	Corporate Services