



## Document Control

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Contributors	Housing Development and Transport Manager
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## Version Control

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1.0	Housing Development and Transport Manager	Review	SMT



## **1.0 POLICY:**

This policy is in place to ensure the safety and welfare of all clients and staff. Sunbeam House Services is committed to ensuring that staff operate in a legal and safe capacity while driving their private vehicle in the course of their work duties.

## **2.0 SCOPE:**

All staff who drive their own vehicles on Sunbeam House Services business, regardless of the payment of mileage is in place.

## **3.0 ROLES & RESPONSIBILITIES:**

It is the responsibility of the individual staff member to ensure that the Annual Check Form and necessary documentation is completed yearly and forwarded to the Housing, Development & Transport (HDT) Senior Manager.

## **4.0 PROCEDURES**

- 4.1 The Annual Check Form should be completed prior to first commencing driving an individual's own vehicle on Sunbeam House Services business, and yearly every December.
- 4.2 Should an individual become aware that there are changes to the information given on their last Annual Check Form they must bring this to the attention of the HDT Senior Manager immediately.
- 4.3 The Annual Check Form is available at Shared Drive/SHS Forms/Transportation

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