

34. VEHICLE HIRE CENTRE

34.1 ADMINISTRATION

All operational vehicles should be leased or purchased centrally through the Vehicle Hire Centre which is administered by the Senior Service Manager (Direct Services) on behalf of the Director of Neighbourhood Services. Vehicles are then hired to the appropriate Trading Service or Service Department. The Vehicle Hire Centre is not responsible for vehicles required by Tayside Contracts.

34.2 DEPARTMENTAL RESPONSIBILITIES

All Service Departments of the Council, including any Trading Service, must, when requested to do so, submit their operational vehicle requirements for the forthcoming year and later years to the Senior Service Manager (Direct Services). This will enable the Senior Service Manager (Direct Services) to prepare a planned programme of vehicle replacement for all departments of the Council to be considered for inclusion in the relevant financial budgets for the forthcoming financial year and subsequent years.

34.3 OTHER CONSIDERATIONS

It is recognised that not all vehicles are financed through the Council's Approved Annual Revenue and Capital Programmes and there are vehicles which may be funded by way of private donation, fund raising activities, Comfort Funds, School Funds, Lottery Funding etc. Although the Council cannot exert full control over the acquisition of such vehicles it is deemed advisable that, wherever possible, those responsible for the acquisition should contact the Fleet Services Manager with a view to obtaining professional advice and assistance. It is certainly necessary for those responsible for the acquisition of such vehicles to supply the Fleet Services Manager with full vehicle details for registration on the Vehicle Database. In addition, to ensure that vehicles are maintained to acceptable roadworthy and safety standards, the maintenance of all vehicles, regardless of their source of funding, must be directed through the Fleet Services Manager. Further, the insurance implications of operating such vehicles are important and, therefore, those responsible for their acquisition must notify the Insurance Section of the Finance Division.

It is incumbent on all Chief Officers to ensure that the foregoing provisions are complied with.

**For clarification or any queries in respect of this section please contact
Kevin Lumsden on extension 6207**