

## Ute

<b>Category:</b>	Gardens and Site	<b>Version:</b>	1
<b>Date of Issue:</b>	01-11-08	<b>Contact:</b>	Green Team Coordinator

### Purpose

To provide guidance for members and workers who need to use the ute.

### Policy

1. It is important that all users help with the required paper work so that the ute can be recorded by the tax office as an expense.
2. Other considerations guiding car use at Northey Street City Farm are the principles of caring for the environment and caring for people.
3. The ute is reserved for use by the Composting Team on Wednesday mornings.
4. The ute is not to be used for personal use.

### Procedures

1. To book the ute, use the Booking Sheet which is kept in the office.
2. The key can be obtained from the office key rack.
3. A record of the purpose of the trip and the kilometres driven needs to be made in the logbook after every trip.
4. Caring for people:
  - a. no smoking in the ute cabin,
  - b. please leave the cabin and tray clean and ready for the next user,
  - c. if the fuel is nearly empty, please refill using the fuel card (found in Richard's pigeon hole – use at Neuman's Garage on Newmarket Rd).
5. Caring for the environment:
  - a. carbon reducing techniques such as trip planning, good driving, maintaining optimum tyre pressure, etc., should be used to minimise the impact the vehicle has on the environment.
6. While generally the ute is loaned on a 'first in first served' basis, this can be overridden at all times by a team coordinator should another need emerge.

