

PROVISION AND USE OF OFFICIAL VEHICLES

1. As a consequence of the Value for Money Committee's recent exercise concerning the provision of official vehicles and the arrangements in place for non-official use, the Public Services Commission has asked that all Departments, Boards and Offices be reminded of its policy and the administrative procedures in place.
2. The Public Services Commission does not view the provision of vehicles for official use as a fundamental part of the remuneration package of civil servants but it is acknowledged that the Commission's long-standing approach to official vehicle provision might be legally construed as forming an element of the terms and conditions of service. However, departure from this policy or approach requires the authority of the Commission or the Office of Human Resources under delegated powers.
3. For the avoidance of doubt the Commission's approach to the provision of vehicles for official use and reference thereto in the terms and conditions of appointment are set out below.

The Commission holds the view that official vehicle provision and use is an operational matter which should be determined at Departmental level. It has always been understood that Departments follow long-standing Treasury policy and financial guidelines whereby a charge is imposed for any private mileage by individual civil servants. The Commission has not sought, nor does it wish, to become involved with the purchase of official vehicles or the allocation of those vehicles.

From an administrative perspective it is good practice for civil servants to be advised of the provision of official vehicles, etc, when appointed. Therefore, Departments should specify the Department's policy or provisions which apply when submitting a request for a post to be advertised.

Interested applicants will be made aware of those provisions having requested information about the post and there will be specific reference to the same in any offer letter.

4. In the event that a situation arises outside of the norm and a Department believes a variation to the above is desirable a substantive case must be submitted to the Public Services Commission for its prior consideration.
5. It would be appreciated if the contents of this memorandum could be brought to the attention of all managers who may be involved with the recruitment process.