

Pool Vehicle Scheme

Introduction

Enterprise's Car Club provides employees with quick and convenient self-service access to book vehicles in order to undertake business journeys on behalf of the Council. Car Club vehicles have low CO2 emissions, and high safety standards. They can be used by any employee with a current valid driving licence and are accessible from a number of locations across Aberdeenshire.

Location

Car Club vehicles are available from a number of locations across Aberdeenshire:

- Woodhill House, Aberdeen (2)
- Gordon House, Inverurie (2)
- Viewmount, Stonehaven (2)
- Buchan House, Peterhead (3)
- Maconochie Road, Fraserburgh (3)
- Macduff Depot, Macduff (2)

For further guidance and to book a vehicle, click here: [Car Club](#)

Frequently Asked Questions

Q1. How do I book a Car Club vehicle?



Employees can self-book vehicles using the Enterprise Travel Direct Platform (ETD) which is located [here](#). Guidance on how to use ETD can be found [here](#).

Q2. Who is insured to drive car club vehicles?



Any individual travelling on behalf of the Council is fully insured to drive a pool vehicle providing they have a full current motor driving licence. No additional personal insurance is required.

Factsheet



Q3 - Are there any restrictions on the type/length of journey that can be undertaken in a car club vehicle?



Car Club vehicles must be used for business-related journeys undertaken on behalf of the Council. Whilst you are not restricted to using vehicles nearest your work base, consideration must be given to your normal daily commuting mileage when booking. For example, an employee that is travelling to Inverurie whose home address is in Peterhead and work base is in Ellon should request a pool vehicle from Ellon rather than Peterhead for this journey. Shorter journeys (i.e. roundtrips less than 50 miles) must only be booked 3 days in advance as priority must be given to employees travelling longer distances.

Q4 - Can I take the car club vehicle home?



A pool vehicle can be taken home if the distance between the pool vehicle location and your home address is insignificant and doing so facilitates an earlier start or shorter overall journey.

Q5 - I work at the evening/weekend, can I use a car club vehicle?



Yes, cars can be reserved and utilised evenings or weekends.

Q6. Can animals be transported in a car club vehicle?



Only guide dogs supporting an occupant of the vehicle are permitted.

Q7. Do I need to clean the car on return?



The car club vehicles are professionally valeted on a regular basis, but the interior should be kept clear of any waste, paper, food/drink packaging etc.

Q8. Should I refuel the vehicle?



Car Club vehicles should be refuelled if the fuel level would be below $\frac{1}{4}$ on your return. The vehicles come equipped with a fuel card, and instructions on how to use it.

Q9. What happens with penalty charges & notices?



You shall be liable as the driver of the vehicle should any penalty charges or notices be issued against the car club vehicle during your booking period. The Council will provide your details to the relevant enforcement bodies if they are requested.