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Facilities Access Policy

LCV has three main sets of keys:

❖ 7 sets of **garage (Yale and padlock) and toolshed (3x Defender) keys:**

➤ These are held by the Toolshed Officer and various regular Task Leaders and Drivers, as recorded on the “Leaders and Drivers” spreadsheet on Google Drive.

❖ 3 sets of **van** keys:

➤ A key is held both by the Minibus Officer and the Coordinator, with the shared key to be used by all other drivers held in a locked key-safe in a secure location known to regular Task Leaders and Drivers (as listed on the “Leaders and Drivers” spreadsheet on Google Drive).

❖ 2 sets of **key-safe** keys:

➤ An over-ride key for the key-safe is held by both the Minibus Officer and the Coordinator

❖ Various sets of **site** keys provided by clients which are generally stored in the glove box of the minibus, but which are not guaranteed to be current: these include

- Bawsinch Forkenford gate
- Roslin Glen Barrier
- Gore Glen Barrier

LCV members can apply to the Committee for sets of garage and toolshed keys which they may desire for business related to LCVs aims and objectives. These will be issued:

- ❖ at the Committee’s discretion;
- ❖ on condition that the LCV member keeps the Toolshed Manager updated with any changes in contact details;
- ❖ on condition that the Toolshed Manager is kept informed of tool borrowing requirements;

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- ❖ on condition that equipment is signed in and out as required; and,
- ❖ on payment of the cost of copying the keys.

The Committee reserves the right to recall any set of keys at any time.

Minibus Usage

The LCV Minibus may only be used, and is only insured, for LCV business purposes.

It may never be used for Hire or Reward, and may only be driven by authorised LCV members whose suitability, details and D1 licence status have been verified by the Minibus Officer.

It may not be loaned to other organisations or charities unless operating a joint activity.

In general the bus should only be driven to transport tools and volunteers to and from tasks and residentials; for vehicle maintenance, servicing and testing; for driver training and for official LCV events and outings.

At the discretion of the committee the minibus may exceptionally be used to provide transport for task leaders/drivers to and from home where this is necessary to allow the volunteer to lead or drive a task. An example would be where a driver could not reasonably reach the garage in time on the morning of a task, in which case they could store the bus at their home overnight to drive in early on the morning of the task. Such use **MUST** be pre-approved by the committee as a valid LCV business case, and on each occasion pre-notified to at least minibus@lcv.org.uk.