**Use of Equipment and Resources**

**1.1 Property of Surrey County Council**

Property and equipment provided by CWD Outreach Service should be used solely in respect of the services it provides.

No improper use should be made of any facility such as equipment or stationery which CWD Outreach Service provides for the effective provision of services.

**1.2 Support workers property (cars)**

* You must ensure that your car is in a roadworthy condition.
* You must have a current driving licence, your own personal insurance that covers you for business use, valid road tax and a current MOT.
* You must produce all documentation detailed above to your coordinator on a yearly basis or on request.
* It is your responsibility to share your updated insurance documents with the Coordinator/ Manager

Document last reviewed: September 2023

Reviewed by: Jo Austin

Next review date: September 2024