



FINANCE POLICY & PROCEDURE (FFP NO. 15)

GREY FLEET POLICY

DOCUMENT INFORMATION	
Author: Nick Dolden Assistant Director of Finance	Consultation & Approval:
This document replaces: New Policy	Notification of Policy Release: "All Recipients" email Staff Notice Boards Intranet
Equality Impact Assessment:	Carried out August 2012
Date of Issue:	June 2018
Review:	June 2019
Version: 2	

INTRODUCTION.....3

PURPOSE.....3

SCOPE3

definition3

APPROPRIATE TRANSPORT WHEN TRAVELLING ON BUSINESS3

Public Transport4

Lease Vehicle4

Private vehicle.....4

RESPONSIBILITIES4

Mileage Claiming Process6

EQUALITY STATEMENT6

1. INTRODUCTION

- 1.1 South Central Ambulance NHS Trust (“SCAS” or “the Trust”) is responsible for meeting the cost of travel by its employees on official business.

2. PURPOSE

- 2.1 SCAS is committed to reducing the impact on the environment from its business travel.
- 2.2 This means both looking at ways to reduce miles travelled and also identifying methods of transport with lower carbon emissions per mile.
- 2.3 As part of the Trust’s overall health and safety policy, SCAS is also committed to managing the risks that its employees face and create when driving or riding for work and all employees are required to play their part.

3. SCOPE

- 3.1 This policy applies to all Trust personnel who, as part of their job responsibilities, are required to travel on business to other Trust sites or external locations using their private vehicle (defined as Grey Fleet).

4. DEFINITION

- 4.1 Official travelling means necessary travel for the purpose of official business, including:
- 4.1.1 attendance at meetings in pursuit of official Trust business;
- 4.1.2 attendance at training courses; and
- 4.1.3 a journey made as a result of a recall to duty for example from annual leave .
- 4.2 It is necessary for SCAS to give attention to economic efficiency in its spending on employee travel, and this means reviewing the cost of travel and promoting the most cost effective method of transport to employees in the first instance.

5. APPROPRIATE TRANSPORT WHEN TRAVELLING ON BUSINESS

- 5.1 Employees will only be reimbursed for expenses, which they actually and necessarily incur in the course of official travel.
- 5.2 At all times the following order of priority should be adhered to when travelling on official business:
- 5.2.1 **Public Transport:** it is Government policy that wherever possible public transport should be used in order the reduce congestion and pollution on the roads
- 5.2.2 **Lease Vehicle:** an appropriate lease vehicle will be provided for eligible employees travelling over 5000 miles annually. (Please refer to the Trust’s lease vehicle policy for further information). Where possible car sharing should be adopted, for example where a number of employees are travelling from the same area. Employees with SCAS lease cars

should provide transport to and from the meeting for those who do not have access to lease cars.

5.2.3 **Private vehicle:**, an employee may be authorised to use their own vehicle for journeys, however all journeys should be pre-authorised by the appropriate line manager.

5.3 Before contemplating any journey, the following assessments need to be undertaken regarding the necessity of the journey:

5.3.1 Can the need for the business journey or task be carried out equally well using a Skype facility now available on Office 35, Video Conferencing where this is available, Telephone Conferencing facilities, telephone, e-mail, or through correspondence?

5.3.2 Can the meeting or need for the journey be combined with an additional requirement to travel, to reduce overall travel costs?

5.3.3 Is a colleague already travelling to the same meeting or location by car, with spare capacity?

6. RESPONSIBILITIES

6.1 It is the responsibility of **Line Managers** to:

6.2 ensure that where they have authorised the use of a private car and that they have verified that their employees have a valid driving licence, motor insurance policy which includes business use cover for the amount and type of mileage they undertake.

6.3 verify the insurance status of their employees, either via the original insurance document or a cover note

6.3.1 ensure that employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained

6.3.2 carry out a visual check of employees' own vehicles used for travelling for business

6.3.3 check and copy all employees' documents as required by the Trust's e expenses system.

6.3.4 ensure employees use the most efficient and economical means of travel, taking into account the cost of travel, the cost of subsistence and savings in official time.

6.4 It is the responsibility of the individual **employee** to ensure that they:

6.4.1 hold a valid driving licence, motor insurance policy which includes business use cover for the amount and type of mileage they undertake and covers 'business use' and ensure that these are properly entered on to e expenses.. By signing the expenses claim form, the employee is confirming that they are complying fully with this requirement.

6.4.2 present their vehicles MOT certificate (if applicable), insurance policy and service schedule for inspection when first driving for work and thereafter on request by their Line Manager and sign declaration that they know and understand the ownership and insurance requirements and whether they meet those requirements

6.4.3 present their driving licence to inspection in advance of first driving for work and thereafter on request by their Line Manager

- 6.4.4 inform their line manager of any material changes to their motor insurance provision.
- 6.4.5 ensure that their own vehicle complies with the law, is in safe and roadworthy condition and is suitable for its purpose. Please refer to the Trust's 'Driving and Care of Trust Vehicles' policy for further information.
- 6.4.6 ensure that the private vehicle that they use for business use meets the following standards:
- minimum safety feature of seatbelts and head restraints fitted to all seats
 - fitted with driver's airbag, and ABS.
 - complies with a minimum NCAP 3 safety rating. This can be confirmed by consulting the euro NCAP website www.euroncap.com
- If these standards are not met a pool car should be sourced at the earliest opportunity to ensure availability of the pool car.
- 6.4.7 familiarise themselves with the controls of any hire vehicle or pool car before setting off;
- 6.4.8 never use a mobile phone whilst driving (unless the car is fitted with a hands free device) and even then the use of such equipment should be kept to a minimum for incoming calls only. Remember if involved in a vehicle incident the Police may check to see if the mobile phone was in use at the time and this will be considered as part of any investigation.
- 6.4.9 at all times, obey speed limits and never drive faster than road or driving conditions safely allow. Allow time at the start of any journey for delays en-route, congestion, hold-ups and bad weather;
- 6.4.10 are fit to drive and do not undertake a long journey (longer than 1 hour) when tired;
- 6.4.11 are able to read the new style number plate from a distance of 20 metres (66 feet). If the employee needs to wear glasses or contact lenses, these must be worn at all times while driving;
- 6.4.12 obey drink drive legal limits at all times;
- 6.4.13 are aware of the potential side-effects of drowsiness or slowed response that may result from taking certain prescribed medication and where possible, avoid driving whilst taking the course of medication. However, if this is not practical, drivers should take necessary steps to ensure that they take regular breaks whilst driving;
- 6.4.14 plan their journey to take sufficient breaks; a minimum break of at least 15 minutes after every 2 hours of driving is recommended.
- 6.5 by signing the declaration on the Travel and Subsistence claim form, employees confirm that they comply with requirements and obligations listed above and will co-operate with the monitoring, authorisation and reporting procedures.
- 6.6 At all times while using their private vehicle on Trust business, they do not carry any non-NHS Trust employees unless as part of official business.

7. MILEAGE CLAIMING PROCESS

- 7.1 Motor mileage allowance will only be paid where the employee holds a fully comprehensive insurance policy which covers business use.

- 7.2 Mileage payments shall be made to employees only when the relevant document and licence checks detailed in section 5 have been completed.
- 7.3 Mileage claims for return journeys over 100 miles in private vehicles shall be paid only where the employee has received prior authorisation for that journey from their line manager.
- 7.4 Employees driving a private vehicle that does not meet the minimum standards set in section 6.2 will not be able to claim mileage.
- 7.5 Mileage claims must be in accordance with SCAS finance policies. Mileage claims must be made using the correct expenses form which is now contained within e expenses.. Motor mileage claims must be received for authorisation by your line manager within 26 weeks of the trip being completed. Claims for trips falling outside of this time frame will only be paid at the discretion of your line manager.
- 7.6 SCAS will not tolerate fraudulent claims and the fraud and corruption policy will be followed in the event of a fraudulent claim being identified.

8. EQUALITY STATEMENT

The Trust is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marital status, disability, race, nationality, gender, religion, sexual orientation, gender reassignment, ethnic or national origin, beliefs, domestic circumstances, social and employment status, political affiliation or trade union membership, HIV status or any other basis not justified by law or relevant to the requirements of the post.

By committing to a policy encouraging equality of opportunity and diversity, the Trust values differences between members of the community and within its existing workforce, and actively seeks to benefit from their differing skills, knowledge, and experiences in order to provide an exemplary healthcare service. The Trust is committed to promoting equality and diversity best practice both within the workforce and in any other area where it has influence.

The Trust will therefore take every possible step to ensure that this procedure is applied fairly to all employees regardless of race, ethnic or national origin, colour or nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; length of service, whether full or part-time or employed under a permanent or a fixed-term contract or any other irrelevant factor.

Where there are barriers to understanding e.g. an employee has difficulty in reading or writing or where English is not their first language additional support will be put in place wherever necessary to ensure that the process to be followed is understood and that the employee is not disadvantaged at any stage in the procedure. Further information on the support available can be sought from the Human Resource Department.