

## Staff Travel and Subsistence Policy

### 1.0 Scope

- 1.1 This policy offers general guidance for employees and managers, covering all aspects of using a car/motorbike or cycle on Trust business; applying to any journey in a Trust owned/responsible, or private vehicle that is undertaken on behalf of the business of the Trust. In this policy, the practical aspects of using a privately-owned car/motorbike or cycle on business are explained but more information is always available from Head of Service (People).
- 1.2 If staff are transporting children. They must have business insurance and safety items within their car such as a first aid kit, warning triangle and fire extinguisher. If you have any questions, please speak to your school/hub nominated Educational Visits Coordinator.
- 1.3 Staff are required to use booster seats in line with current legislation, this can be found by following this [link](#).
- 1.4 The Health and Safety at Work Act 1974 requires the Trust to ensure, so far as reasonably practical, the health and safety of our staff while at work, including driving to work. It requires us to provide and maintain safe and appropriate vehicles and to have safe procedures for driving to work. It also requires the Trust to ensure that others are not put at risk by our work-related driving activities. **For the purposes of this guidance, except where otherwise stated, any other person who drives for school business is also considered in this duty of care.**
- 1.5 Under the H&SWA, individual staff members are also obligated to take care of themselves and those around them.
- 1.6 All employees should try to reduce as much as possible the amount of business mileage carried out. If it is necessary to use your car/motorbike or cycle then the content of this policy applies.
- 1.7 The advice around Conditions of Use and Mobile Phones is designed with employees' safety firmly in mind. Where an employee is using their car/motorbike or cycle on official business but not complying with these requirements, the Trust may take disciplinary action.
- 1.8 The Policy identifies the scales and scope of subsistence payments that can be claimed by members of staff while on official Trust business.

### 2.0 Policy

- 2.1 To use your own car/motorbike on Trust business you must:
  - a) Hold a valid UK driving licence.
  - b) Have insurance cover for official business use.
  - c) Hold a current MOT Certificate for cars/motorbikes over 3 years old.
  - d) Notify your line manager if your driving licence is suspended or penalty points imposed.
  - e) Notify your line manager if your health is impairing your ability to drive safely.
  - f) Comply in full with the Highway Code, directions of officials, laws and bylaws in force at the time.

2.2 Managers' responsibilities are:

- To check that the employee holds a valid licence, MOT Certificate (where necessary) and insurance for business use. This is necessary because the Trust's motor insurance policy does NOT cover employees for driving their own vehicle on Trust business.

Since June 2015, the DVLA no longer issue paper counterparts to the photocard driving licence and any **existing** paper counterparts, that were issued alongside a photocard driving licence, will no longer be valid. Anyone who still has an old, paper licence, issued before 31<sup>st</sup> March 2000, **instead** of a photocard licence, holds a valid licence providing all the details are still accurate

Checking of licences is now done on-line. They should be checked at least once a year. Senior Leaders should check:

- When the staff member's licence is valid until
- The category(s) of entitlement, and
- Any endorsements.

Any driver can request a unique code via <http://www.gov.uk/view-driving-licence> which will allow them to share their driving licence details with the Trust. Senior leaders can find instructions on how to make any necessary checks, and view a redacted copy of the driver's information at <http://www.gov.uk/check-driving-information>

You can also request a code by calling **0300 0830 013** and if you have an old paper licence this service applies well.

The DVLA publication **INS57P** provides more detailed information and guidance about driving licences and categories as well as penalty points.

- a) To liaise with Head of Service (People) in the event of the employee losing their licence, or their physical health deteriorating to the extent that the employee's ability to drive safely is impaired.
- b) To ensure that appropriate action is taken if the conditions are not being met.

2.3 RoSPA define '**grey fleet**' as *"...the term used to describe any vehicles that do not belong to the company, but which are used for business travel. This might include a vehicle purchased via an employee ownership scheme, a privately rented vehicle or a vehicle privately owned by an employee. When they are driven on company business, often in return for a cash allowance or fuel expense, these vehicles then become considered part of the 'grey fleet' – and as such fall under the responsibility of the employer"*.

For staff who use their own vehicles for Trust use, it is the responsibility of the driver to ensure that their vehicle is serviced regularly in accordance with the manufacturer's guidelines; also, that it has a current MOT certificate (if appropriate) and is taxed. Line managers should check that the employee has a valid MOT certificate (if appropriate).

Drivers using private vehicles on Trust business should make their own arrangements for servicing and repair and must ensure that they never use a defective vehicle for work purposes. The Trust reserves the right to carry out spot checks to ensure that vehicles used on Trust business are fit for purpose.

### 3.0 Mobile Phones

3.1 Mobile phones must not be used whilst driving/riding for work unless completely handsfree.

### 4.0 Accident Procedure

4.1 "If you are involved in an accident which causes damage or injury to any other person, vehicle, animal or property, the Highway Code says you **MUST**:

1. Stop.
2. Give your own and the vehicle owner's name and address, and the registration number of the vehicle, to anyone having reasonable grounds for requiring them.
3. If you do not give your name and address at the time of the accident you must report the accident to the police as soon as reasonably practicable, and in any case within 24 hours.

4.2 If another person is injured and you do not produce your insurance certificate at the time of the accident to a police officer or to anyone having reasonable grounds to request it, you **MUST**:

1. Report the accident to the police as soon as possible and in any case within 24 hours.
2. Produce your insurance certificate for the police within seven days.

### 4.3 Employees are advised:

- To obtain the names and addresses of the driver and owner of any other vehicle involved and of witnesses to the incident;
- To note the registration numbers of any other vehicles involved;
- Not to make any admission of liability;
- Not to give any person (other than a police officer) any information of particulars except those set out in the extract from the Highway Code above;
- Not to answer any letters or complete any forms concerning the accident other than those received from the employee's insurer or solicitor; all letters and forms should be sent to the employee's insurer or solicitor unacknowledged.

4.4 If the police proceedings result in disqualification from driving or the award of penalty points against the driving licence, the line managers must immediately be informed.

### 5.0 Top tips to reduce business mileage

5.1 Before carrying out a journey for official business, employees should consider the following -

- Does the meeting need to take place? Can it take place over the telephone/web platform?
- If it does need to take place think carefully about location and timing of meeting.
- Depending on the distance to be travelled consider the mode - try to use public transport where walking and cycling are not feasible.
- Car share – use meeting delegate/attendance lists to find details of others travelling to the same place.
- Video and audio-conferencing can be used effectively to reduce travel.
- Review whether the employees' current work location is the best choice in the context of service delivery.

### 6.0 Claims for Business Mileage (all staff)

- Mileage claims should be based on the lesser of the following:  
The mileage actually travelled on official duties; or
- The mileage that would have been incurred if the journey had started and/or ended at the employee's work base.
- For centrally based staff who travel between sites, an agreed weekly home-base-return mileage is deducted from the total daily mileage accrued to give the claimable amount.

- It should be noted that the total weekly home-base-return mileage is applied every week, the following examples explain the calculation.

<p>Employees distance between home and work, round trip is ten miles. The Employee works full time therefore the weekly home-base-return amount that is the employee's responsibility is 5daysx10miles in a typical week = <b>50 miles.</b></p>	<p>Week 1: Employees travels five times between home and work = 50 miles and no claim is made.</p> <p>Week 2: Employee travels twice to work (2x10) works at home for two days (2x0) and travels to another site on the fifth day with 15 mile trip. Therefore: 20+0+15 = 35 miles. This is below the weekly allowance of 50 miles and is therefore no claim is made.</p> <p>Week 3: Employee travels to work on four days (4x10) and then attends a conference traveling 89 miles. Therefore 40+89 = 129 miles, employee deducts 50 miles weekly allowance and claims the 79 miles.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- 6.1 Claims for travel must be submitted to the line manager on the Edupay platform. Claims must be submitted at the end of each month and failure to do so can result in a delay in the claim being processed. Claims submitted after a delay of three months may be refused.
- 6.2 Normal mileage rates may only be claimed for official journeys outside of the East of England-area if the Line Manager/Chair of Trust Board in relation to CEO travel, certifies that the use of the car will result in a substantial saving in time, is in the interests of the Trust, or is otherwise reasonable.

## 7.0 HMRC Mileage Rates

- 7.1 The Trust, in line with its green travel agenda, applies HMRC tax-free mileage rates to reimburse business mileage carried out by employees using their own private vehicle. The current rates are:
- Trade vans (where approved): 55p per mile
  - Cars (Diesel / Petrol): 45p per mile
  - Cars (Electric): 4p per mile
  - Motorcycles: 24p per mile
  - Cycles: 20p per mile

## 8.0 Subsistence

- 8.1 Where hotels or accommodation is required this must be approved by the line manager/Chair of Trust Board in relation to CEO, before a booking is made. All bookings should ensure value for money and be necessary to avoid additional travelling costs and/or allow the effective attendance at an event approved by the Trust.
- 8.2 Subsistence may be claimed at the industry standard rates set out below, in all cases advance approval needs to be agreed by the line manager. Purchase of alcohol may not be claimed under any circumstance.

### Rate Criteria Indicative maximum:

- A - Business away from the office of more than 5 hours but less than 10 hours. £5
- B - Business away from the office of more than 10 hours but less than 12 hours. £10
- C - Business away from the office of more than 12 hours but less than 24 hours, where the criterion for a late evening meal is not met. £15

The following subsistence may also be available depending on when you are required to travel. Breakfast can be claimed when a business journey, of any duration, starts before 6.00am. £5

Late evening meal can be claimed when business away from the office is required after 8.00pm, regardless of the duration of the trip. £15. Alcohol may not be purchased using public funds.

NB: The maximum amount of subsistence which can be claimed in a day without an overnight stay is £15, (or £25.00 if the late evening meal rate is claimed).

D - Claimable for each 24 hours of business away from the office. £30

The maximum you can claim is reduced by £5 for every meal provided by a third party (or by £15 if a late evening meal is provided) during your business trip e.g. lunch at a conference or breakfast provided at a hotel.

## 9.0 Responsibilities

### 9.1 Line Manager

- Authorise journeys/subsistence claims to be carried out for official Trust business (Chair of Trust Board in relation to CEO)
- Ensure employees hold a valid UK driving licence and have the correct insurance cover.
- Certify the use of a car for journeys outside the East of England area ensuring that the justification meets with the guidance detailed above.
- Certify travel claims/subsistence claims and pass to payroll for payment.

### 9.2 Employee

- Obtain “business” insurance cover if using own vehicle for Trust business.
- Hold valid UK driving licence.
- Inform manager if driving licence suspended, penalty points are imposed or if your physical condition does not comply with the requirements for a driving licence.
- Consider the tips for reducing business mileage and the use of a pool or hire car before carrying out your journey.
- Follow guidance on the use of mobile phones whilst driving and take note of procedure to follow in the use event of an accident.
- Submit travel/subsistence claims and receipts at the end of the month to Line Manager.
- Comply in full with the Highway Code, directions of officials, laws and bylaws in force at the time.

## Document Control

### Changes History

Version	Date	Amended By	Details of Change
V2	28/03/2019	Principal/CEO	Enlarged the area covered by car travel to the EENEL area Include section of subsistence
V3	03/10/2019	Principal/CEO	Include reference to and mileage rates for cycles and motorbikes
V4	07/05/2020	Principal/CEO	Reviewed in line with new DfW Guidance Emphasise H&S obligations Include licence checking methodology Include 'grey fleet' terminology and scope
V5	18/01/2024	Director of Finance and Resources	Addition of HMRC Electric car mileage rate
V6	18/09/2024	CEO	Updated travel claim process

### Approval

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	23/09/2016
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	29/09/2016
Andrew Aalders-Dunthorne	CEO	Electronic signature	26/02/2024
Tamsin Little	Director of Education	Electronic signature	26/02/2024
Andrew Aalders-Dunthorne	CEO	Electronic signature	23/09/2024
Lisa Jones	Director of Finance & Resources	Electronic signature	23/09/2024

This policy will be reviewed every 4 years by Director of Finance & Resources or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

**END OF DOCUMENT**