

Driving Policy

This policy should be read in conjunction with the H&S Driving at Work Policy



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1.0 Introduction

- 1.1 The Council must ensure that the allocation of payments for business mileage to employees is always carried out in a fair and consistent way and based on business need.
- 1.2 The following policy and guidance explains:
- The criteria for employees to claim mileage
 - What employees are able to claim
 - How to make a claim
 - The criteria for car parking
 - The criteria for the lease car scheme
 - Details and criteria for the car loan scheme
 - Driving Safely
- 1.3 It is also used by Management in making sure that claims are valid.
- 1.4 Employees should check with their line manager before incurring any expenditure, as this may not be authorised.
- 1.5 This policy (including all benefits arising under it) is discretionary and does not form part of an employee's contract of terms and conditions. It is subject to regular review and can be varied or withdrawn at any time.

2.0 Scope

- 2.1 This policy relates to all employees within the Council where mileage has been incurred in performance of their official duties and for those identified as qualifying for a car parking space by reason of their role and/or lease car and also eligible staff in relation to the Car Loan Scheme.

3.0 Business Mileage – General Principles

- 3.1 Mileage will be reimbursed where it has been incurred by employees in the performance of their official duties.
- 3.2 Employees must always ensure that they use their vehicles only when absolutely necessary and that all visits/appointments are planned in order to reduce the number of journeys by combining journeys to locations that are relatively close. This will support the Council's aims both to protect the environment and eliminate unnecessary costs. Employees should consider whether they could use public transport as an alternative.

Any journeys outside the City, unless for a shared service, must be authorised by your Manager in advance.

3.3 Official journeys are:

3.3.1 Necessary to enable the employees to perform his/her duties properly, and

3.3.2 Undertaken with the approval of the appropriate line manager

3.4 If a situation arises where more than one member of staff is travelling in a vehicle, where there is a lease car available for use, this should be used in preference to a privately owned vehicle.

3.5 Employees are not able to claim mileage for journeys from home to work and return. If, on travelling to or from work, a visit is made for work purposes a claim can only be made for the excess mileage travelled after the deduction after deducting the normal home to work mileage. If an employee is working from home and undertakes a visit for work purposes the normal daily home to work return mileage should be deducted.

3.6 Where employees' car share for a business journey, an additional 5p per mile per passenger can be claimed by the driver and 2p per mile for lease car users. Details of the other CCC employees must be put onto the mileage form.

3.7 Employees must ensure that privately owned vehicles are adequately insured for business use and that consideration given to any Council equipment that they may be required to carry and to ensure that this is covered by their insurance. Business use should include any use for which reimbursement is provided by the Council.

3.8 Business mileage should be claimed promptly each month. Claims relating to periods of longer than 3 months will not be accepted unless there are extenuating circumstances e.g. long-term absence.

4.0 Mileage Rates for Privately Owned Vehicles

4.1 The Council uses the Inland Revenue approved mileage rates for privately owned vehicles as a basis for its calculations for mileage rates. There is therefore no additional tax liability on the mileage rate received. This is currently 45p per mile for cars or vans and 24p for motorcycles.

5.0 Lease Car Scheme

5.1 Eligibility

5.1.1 All staff graded 9 and above are eligible for a lease car. Applications from other business mileage users below grade 9 will be considered by the Director of Service on a case by case basis depending on the role.

5.1.2 The following will not be eligible:

- Employees disqualified from driving
- Employees who have not held a full driving licence for at least 1 year
- Temporary staff
- Employees in receipt of a season ticket loan, bike loan or car loan
- Employees declared bankrupt

5.1.3 The maximum mileage to which the Council will contribute is 15,000 non-business miles per annum.

5.1.4 The Council reserves the right to refuse admission to the scheme. In order to ensure consistency, HR and Accountancy will review all instances where refusal is recommended by the Director of Service.

5.1.5 For employees graded 9 and above the scheme is for recruitment and retention purposes and any contribution will therefore not be pro-rated for part-time staff.

5.2 Application of the Scheme to eligible employees

5.2.1 The Council will initially incur the following basic elements of the cost:

- The contract hire rental which includes elements of maintenance
- Fully comprehensive insurance, assuming normal risk

5.2.2 The employee will then contribute a sum as a condition of the car being made available for private use calculated in accordance with the table below. There will also be a tax liability for the employee.

	Council lease contribution (£) -Hybrid vehicle or vehicles with emissions below 100g of CO2	Council lease contribution (£) – Battery Vehicle

Mileage Based		
2,501 – 3,000 miles	1,200	1,425
3,001 – 4,500 miles	1,400	1,625
4,500 – 6,000 miles	1,600	1,825
6,001 – 7,000 miles	1,900	2,125
Over 7,000 miles	2,300	2,525
Grade		
Employees up to Grade 9*	800	1,025
9	1,100	1,325
10	1,400	1,625
11	1,700	1,925
12	2,000	2,225
SMG 1	2,300	2,525
SMG 2	2,300	2,525
Director level and above	4,000	4,525

* Pro-rata for part-timers

5.3 Lease Car

5.3.1 All employees who have a car under the Council's car leasing scheme are required to use that car on Council business. In such cases they will be reimbursed at the local mileage rate of 17p per mile for petrol/diesel cars and 4p per mile for electric cars.

This rate will be reviewed annually by Accountancy Services.

5.4 Lease Car Scheme Conditions

5.4.1 Full details of the Lease Car Scheme can be found on the Intranet.

5.4.2 Any employee aged over 21 can use another employee's lease car with their agreement for Council business. However, they will need to be set up as a car user on iTrent.

6.0 Submitting Claims for Reimbursement

6.1 Vehicle User Set Up

6.1.1 The Manager must set up the vehicle details on People Manager and also the validation of the vehicle documents. Details of how to do this can be found in the People Manager User Guide.

6.1.2 The validation checks must be undertaken annually and iTrent updated to confirm that these have been done. Reminder E mails will be sent to the reporting manager automatically based on the insurance expiry date to carry out annual checks of the car documents. The documentation is to include:

- Valid MOT certificate (where appropriate). This can be done online using the link <https://www.gov.uk/check-mot-status>
- Valid insurance for Business Use.
- Full Driving Licence (to include any endorsements)
 - The employee must access the DVLA website using their driving licence number and National Insurance Number. They then need to share their information to create a code. Utilising the code will enable the employee to print off their driving licence details to hand to the Manager.

6.1.3 No mileage claims will be paid until the required documentation has been produced and confirmed by the Manager. If these documents have not been seen, then the Manager should not authorise the claim.

6.1.4 **It is the employee's responsibility to advise their Manager of any endorsements or disqualification to their licence immediately.**

6.2 Vehicle User Set Up

6.2.1 Employees should consider whether they could use public transport as an alternative to vehicle mileage.

6.2.2 The electronic claim form must be completed using Employee Self Service clearly giving full details of the journeys undertaken including the start and finish of the locations and the places visited. Details of how to complete this are in the Employee Self Service Guide which can be found on Employee Self Service.

6.2.3 There are fixed miles to/from the Council's outstations that must be claimed.

From	To	Fixed Miles*
CCC – CM1 1JE	Hylands House – CM2 8WQ	6
Hylands House – CM2 8WQ	CCC – CM1 1JE	3
CCC – CM1 1JE	Freighter House – CM2 5PH	4
CCC – CM1 1JE	CSAC- CM1 2EH	2
CCC – CM1 1JE	SWFLC – CM3 5JU	14
CCC – CM1 1JE	Grounds Maintenance – Waterhouse Lane – CM1 2RY	1
CCC – CM1 1JE	Riverside – CM1 1FG	1
CCC – CM1 1JE	Dovedales – CM2 9BP	2
CCC – CM1 1JE	Museums – Oaklands – CM2 9AQ	2
CCC – CM1 1JE	Museums – Sandford Mill – CM2 6NY	3
CCC – CM1 1JE	Park & Ride – Sandon – CM2 7RU	4
CCC – CM1 1JE	Park & Ride – Chelmer Valley – CM3 3PR	4
CCC – CM1 1JE	Cemetery & Crematorium – CM1 3BS	2

*If an employee claims more than the fixed miles than detailed below then a reason for the additional mileage **must** be provided for the claim to be authorised.

6.2.4 Employees are not allowed to claim mileage for journeys from home to work and return. The exception to this is any additional mileage incurred when working on a

shared service. If, on travelling to or from work, a visit is made for work purposes a claim can only be made for the excess mileage travelled after the deduction after deducting the normal home to work mileage. If an employee is working from home and undertakes a visit for work purposes the normal daily home to work return mileage should be deducted.

6.2.4.1 In such cases the full details should be specified on the claim form.

- Total mileage from home to office including visit;
- Deduct normal home to office mileage;
- Claim the excess (if any)

e.g. Normal home to office 15 miles; total mileage 25 miles; claim $25-15 = 10$ miles

If starting and returning to home with the same example:

Normal return journey 30 miles; total mileage 25 miles; cannot claim any additional mileage.

6.2.5 Once the claim form is completed, the form must be submitted to the reporting Manager for authorisation. Please note the submission dates and ensure that there is enough time for the Manager to authorise.

6.2.6 The Reporting Manager will check to ensure that the mileage claimed for the authorised journeys is reasonable and authorise for payment.

6.2.7 The VAT fuel receipts need to be sent to Income Services in an envelope with the car registration number and mileage claim reference on the top of the receipt.

6.2.8 If the form is not submitted and authorised by the cut-off date the reimbursement will be made in the following month.

6.2.9 The claim will be paid with salary.

PLEASE NOTE THAT IT IS THE EMPLOYEE'S RESPONSIBILITY TO ENTER ACCURATE DETAILS OF JOURNEYS ON THE CLAIM FORM. FRAUDULENT OR DUPLICATE COMPLETION IS A SERIOUS BREACH OF COUNCIL RULES AND WILL BE DEALT WITH IN ACCORDANCE WITH THE COUNCIL'S DISCIPLINARY RULES AND PROCEDURES. THIS COULD RESULT IN DISMISSAL.

7.0 Vehicle Parking

7.1 Staff based at the Civic Centre

7.1.1 There are a limited number of spaces in the Fairfield Road Car Park which will be allocated as follows:

- Blue Badge Holders
 - Roles where out of hours work is required. The Car Park should only be accessed out of hours for those employees.
- 7.1.2 Other staff who meet the criteria below will be able to park in the Coval Lane Car Park:
- Staff graded 11+
 - Employees whose role has been identified as requiring a space by the Director of Service
- 7.1.3 Staff with temporary mobility impairment will be given a space for up to 3 months depending on the nature of their need. After 3 months, a Blue Badge must be obtained, or the car parking space will be withdrawn.
- 7.1.4 Each Service has been allocated a limited number of spaces daily. If the Service has exceeded its allocation, then parking should be booked through an online request form if there are spaces available.
- 7.1.5 The Car Park can only be accessed during working time and not during weekends and periods of annual leave.

7.2 Staff based at the other sites

- 7.2.1 The Council understands that some employees based at locations other than the Civic Centre may need parking when visiting this site. Spaces should be booked via the online form.
- 7.2.2 Parking at other locations is more widely available for employees based at sites other than the Civic Centre. However, where this is limited then the same criteria as above will be applied to ensure consistency and fairness.

7.3 Officer Parking

- 7.3.1 The Council has 10 spaces available at Fairfield Road for other employees who need to access the Car Park for business reasons. Officers can book these spaces via the Intranet.

7.4 Car Share

- 7.4.1 The Council has taken the decision to develop its own car share database which is on the Intranet. Additionally, staff can register for free on <https://liftshare.com/uk> which is part of the national car share scheme, Liftshare, to search for those who make a similar journey.

7.4.2 As part of the Council's Staff Travel Plan 5 spaces are available in the Coval Lane Car Park for car sharers. Details of the scheme can be found on the Intranet.

7.5 Subsidised Car Parking

7.5.1 The Council has made available a number of spaces where employees can park at a subsidised rate of £15 per month. Applications for these spaces should be made through Payroll. Where the requirement for the spaces be over-subscribed, they will maintain a waiting list. There are 24 spaces at Waterhouse Lane, 81 spaces at Meadows Retail and 12 spaces at Rectory Lane West car parks.

7.5.2 The availability of these spaces will be reviewed annually, and they are not guaranteed.

7.5.3 Subsidised parking spaces can only be used by the employee and if the system is abused the car parking space will be withdrawn immediately and this may result in disciplinary action.

7.5.4 There is a minimum of 3 months' use for subsidised parking.

8.0 Car Loan Scheme

8.1 Eligibility

8.1.1 Only employees who need to use a car for work will be entitled to a car loan.

Additionally, employees are excluded if they are:

- Disqualified from driving
- Bankrupt
- Already recipients of a season ticket loan, bike loan or lease car
- Have not held a full licence for more than one year
- Temporary employees

8.1.2 The Council reserves the right to refuse admission to the scheme. In order to ensure consistency, HR and Accountancy will review all instances where refusal is recommended by the Director of Service.

8.2 Authorisation

- 8.2.1 Applications should be made to the Director of Service. Full details of the scheme can be found on the Intranet, including the application form.
- 8.2.2 No application will be approved unless the Director of Service is satisfied that the type of vehicle or engine capacity is suitable for the performance of the official duties for which it is required.

8.3 Rules of the Scheme

- 8.3.1 Loans will be restricted to a maximum of £12,000 after taking into account any allowance which may be made for the value of the car which the employee offers in part exchange or the selling price of any car which the employee has disposed of during the last 12 months. Where the car is disposed of but not sold the value of the car will be used for adjustment purposes.
- 8.3.2 No advance will be given in excess of 50% of the employee's gross salary. Gross salary is defined as base salary before stoppages plus contracted overtime pay.
- 8.3.3 Any car loan application relating to a used vehicle must be supported by a quotation/invoice showing the full breakdown of the purchase price.
- 8.3.4 Loan periods will be restricted as follows:
 - 8.3.4.1 New and Second- hand cars – a maximum of 5 years
 - 8.3.4.2 Second- hand cars – 8 years (the loan period and the age of the car cannot exceed 8 years) e.g. 4 years' old car and 4 year loan period.
- 8.3.5 No car loan will be considered unless the employee has been in employment for 6 months and/or one year has elapsed since any previous car loan was agreed. If a further loan is sought after 1 year any outstanding sum on the old loan may be incorporated and form part of a new loan agreement.
- 8.3.6 Any balance of the purchase price over and above the amount of the car loan must be provided by the employee.
- 8.3.7 Any vehicle which is the subject of a car loan must be comprehensively insured. Insurance certificates together with your driving licence must be submitted to Accountancy for inspection each year that a loan agreement is in force.
- 8.3.8 Loans will be made at a fixed rate for the duration of the loan.
- 8.3.9 The interest rate for new loans will be set by the Accountancy Services Manager and will be set below most banks or equivalent loans. The Council rate may

result in an employee having a taxable benefit. Payroll will calculate annually and advise the HMRC if a taxable benefit has been incurred on loans over £10,000.

8.3.10 First and subsequent instalments will be deducted from salary.

8.3.11 Any employee applying for a car loan will be required to complete a form giving details of personal circumstances.

8.3.12 There will be no redemption penalties for early repayment of loans.

8.3.13 If an employee ceases to own the car the Council may (under the terms of the agreement) require immediate payment of the loan.

8.3.14 An employee leaving the Council must repay the loan in full before/with their final salary (or within such time as deemed reasonable at the Council's discretion).

8.3.15 It is the sole responsibility of the employee to make enquiries to satisfy him/herself that the person selling the car is the true owner of the car, that the car itself is in a satisfactory mechanical/structural condition, and it does not have a hidden history, that it is to say (i) it has not been incorrectly described, (ii) it has not had its mileage reduced ("clocked"), (iii) it has not been "cloned", (iv) it is not a former "write-off", and (v) it is not stolen or subject to an outstanding Hire Purchase or lease agreement. (If buying a used car, the employee is highly advised to have a history check on the car by the HPI or a similar organisation). The Council cannot be held liable for any loans or expenses that the employee may suffer or incur in a case where it transpires that the seller was not the owner of the car at the time of the purported sale or that the car falls within one or more of the other categories referred to above.

9.0 Roles and Responsibilities

9.1 Human Resources

- Processes mileage claims

9.2 Accountancy

- Received VAT receipts
- Determines local and lease mileage rates.
- Responsible for the Car Lease and Car Loan Schemes

9.3 Reporting Manager

- Arranges for the post/employee to receive a car user status
- Completes the car user screens on People Manager and ensures that:
 - The employee driving licence, MOT certificate and the appropriate level of business insurance are seen annually, and the system updated
- Authorises mileage claims

9.4 Directors of Service

- Authorises posts for car parking at Fairfield Road

Version Number	Creation Date	Changes Made	Changes Made By:	Authorised And Checked?	Date of Changes
7.2	Mar 24	Section 7 re staff parking amended re removal of Fairfield Road	A Felton	A	Mar 24
7.1	Aug 22	Section taken out re Driving Safely and reference made to H&S Driving at Work Policy	A Felton	Y	Aug 22
7.0	Dec 21	Updated all sections – changes to user status and car parking at Fairfield Road	A Felton	Y	Dec 21
6.1	Jan 20	6.3.1 – Amended to include electric car mileage rate	A Felton	Y	Jan 20
6.0	Sep 19	5.5.2 – Amended review 7.1.2 – Amended re MOT being checked online 11.3 – Amended re iTrent process	A Felton	Y	Sep 19

5.9	Aug 18	7.2 – Set mileage to/from outstations	A Felton	Audit Requirement	Aug 18
5.8	Nov 17	Revised numbers of spaces available for subsidised parking	A Felton	Y	27/11/17
5.7	Jul 17	Removed reference to Wharf Road car park	A Felton	Y	13/7/17
5.6	January 2017	Amended Disability Confident Logo	HR Team	Y	05/12/2016
5.5	Apr 16	Removal of 9.3.1 & 9.3.2	A Felton		6/4/16
5.4	Dec 15	Where appropriate edited car to vehicle	J Ferguson		17/12/15
5.3	Nov 15	Added in motorcycle allowance	J Ferguson		09/11/15
5.2	Sep 15	1.5 added to clarify does not form part of terms and conditions of employment 8.5.5 minimum term of three months added for subsidised parking 10 – Car Loan Scheme to reflect Finance policy	HR	Y	10/08/15

5.1	June 15	7.1.2 Expanded to explain changes to Driving Licence checks	HR	Y	01/06/15
5.0	January 2015	Amended to reflect changes to mileage claim processes	HR	Y	31/01/15
4.0	January 2010	Amended to remove reference to High User Allowance and links changed to new Intranet	Management Team	Y	02/09/2013
3.4	January 2010	8.4.1 amended – applications for subsidised parking to go through HR	Parking	Y	Dec 2012

