

# LONGLEY PARK SIXTH FORM COLLEGE

## TRAVEL AND SUBSISTENCE CLAIMS AND POLICY FOR DRIVING ON COLLEGE BUSINESS

Originator:	Rob Ellis, Estates & Operations Manager	1
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Approval/review by:	Resources Committee	
Review interval (years):	1	
Date of next review/approval:	September 2012	

## TRAVEL AND SUBSISTENCE CLAIMS AND POLICY FOR DRIVING ON COLLEGE BUSINESS

This policy has been adopted to incorporate all procedural arrangements in place for driving on College business.

The Policy will be reviewed annually and presented to the Resources Committee in September of each year for adoption.

### SECTION 1: RECLAIM OF TRAVEL EXPENSES- GENERAL PRINCIPLES

The reclaim of travel expenses for journeys and subsistence costs should be consistent with:

- Value for money.
- The need for efficiency and effectiveness.
- That staff and governors are fully reimbursed actually, wholly and necessarily.

All expenses reclaimed for travel and subsistence must be detailed on the College Travel Claim document and approved for subsequent payment by cheque or petty cash

No expenses or payment is to be received or accepted by an employee from any source outside College Financial systems.

Employees are not permitted to accept free or subsidised travel or any other form of subsistence or hospitality without reporting this in writing to their Line Manager, Finance Manager or Clerk to the Corporation. (Except use of the 'affinity' discount scheme operated by the car hire company Enterprise which is offered to all Longley Park employees) Details can be obtained about the affinity scheme at the time of booking with Enterprise. Longley Park SFC cannot in anyway be held responsible if other offers or discounts become available from either Enterprise or other hire providers resulting in employees making a loss on any booking arrangement.

**No responsibility** will be held by the College for any contractual arrangement that any employee enters into with any car hire agreement for private use, including if employees decide to take advantage of the affinity scheme which Enterprise run or any other scheme offered by hire providers.

Claims for car journeys should not include any element of home to work distances and adjustments must be made to any claim to account for this both when traveling to and from the destination address. If in doubt about any claim arrangements, staff should seek clarity from either their line manager or speak to the Estates and Operations Manager.

Where necessary, it may be necessary to arrange for hired or College vehicles to be provided for use the day before travel if for operational reasons it is more economical viable for the College. The Estates and Operations Manager should be notified in these instances so a booking of the transport can be arranged and where necessary additional arrangements made. Where staff request for arrangements to be made to have hire vehicles delivered to their home address, they must check that insurance is in place before use, as it is normal practice for the insurance to start on the date of hire, and not necessarily on the date of delivery of the vehicle should the vehicle be used. Staff who fail to check that adequate insurance is in place before driving, could find that any damage or injury associated costs will have to be met by the employee themselves and not the College insurers should a staff member omit to check.

If when using the College/hire car it is permitted (by SMT or Estates and Operations Manager) to take the car home on the day before/after business use for operational reasons, the insurance cover will be provided by the College for personal use including cover for passengers. Staff will be expected to use their own discretion for what would be considered reasonable use but normally journeys made should only be for essential use, ie- the member of staff using the hire vehicle has left their own vehicle at work. The College/hire car should be returned

back to College at the earliest opportunity. Where children are used in any vehicle, it is down to the member of staff to ensure that they have complied with all necessary requirements of the law for carrying such passengers - ie suitable child seats correctly installed.

Claims for mileage should represent the shortest journey distance possible.

Claims for mileage should represent additional miles traveled on College business.

1. Journeys to College premises at the start of the working day before business use applies will not be reclaimable.
2. Travel for non work related duties outside normal working hours will not be reimbursed.
3. Subsistence claims for alcoholic drinks, bar bill or newspapers will not be allowed.

It is expected that where an overnight stay is necessary then the hotel accommodation should be fit for purpose. Hotels should be comfortable without being opulent and should be safe with essential amenities. Costs in excess of £80 per night (£100 per night for London weighting) should be approved in advance by the Principal.

Wherever possible staff will be expected to travel by public transport but where logistical arrangements may prove to be difficult to apply, alternative measures can be considered. Whenever possible the lowest cost form of transport/journey expense should be used. This will depend on the number of passengers and the type of journey to be taken including the times and the easiest/quickest route to and from the destination. The train represents best value for longer journeys and allows staff to not become fatigued from travel allowing staff to feel more refreshed on arrival. Where train journeys are required, the Finance department will issue staff with a rail warrant. Staff should try to give as much notice to the Finance department as possible so bookings can be made attracting the biggest discounts before any warrant is issued. Any unused warrants must be returned to the finance department at the earliest opportunity following return to work.

Staff are normally expected to travel standard class on trains and economy class on airlines. Hire cars can be provided if this is deemed the most appropriate and cost effective means of providing transport. Where hire cars are required, they can be delivered to the employee home address if required. See details above.

Air travel must be approved in advance by your Line Manager or in the case of the Principal by the Chair of the Corporation, and reported in writing to the Finance Manager. This is a requirement for domestic and overseas air travel.

Where overseas visits require the reimbursements of daily living expenses, a tariff schedule will be produced giving daily allowances relative to the country visited and authorised by a member of the Senior Management Team.

These guidelines may not be comprehensive or exhaustive; if you have any queries raise them with your Line Manager for clarification.

#### 1. **Conditions Relating to Payment**

- Travel and subsistence payments are governed by the College's Financial Regulations.
- Claims can only be made in respect of mileage/subsistence undertaken in the performance of College duties.
- Travel from home to normal place of work will not be reimbursed.
- Cars should be shared whenever possible.

- Second class rail fares must be used where these prove to be more economical to the College.
- Staff preferring to use their own vehicle may claim up to a maximum of second class rail travel or up to a maximum of 100 miles for the complete journey at 40 pence per mile regardless of engine size. For journeys expected to be over 100 miles round trip, then hire cars must be used or other means of public transport.
- Drivers who use their own/hired/College vehicles for business travel, must comply with details contained within section 2 of this policy
- Mileage expenses will be paid as follows:
  - (a) From College to temporary workplace OR
  - (b) From home to temporary workplace (or vice versa) if the expense is the lesser of the following:
    - Travel expenses actually incurred OR
    - The expenses that would have been incurred if the journey had started/finished at the employee's normal place of work.

## 2. Travel and Subsistence Costs Claimable

The current mileage and subsistence rates approved by the Corporation are:

Flat Rate	Up to 10,000 miles per annum	Over 10,000 miles per annum	Subsistence Rates	£
Cars any engine size	40 pence*	30 pence**	Breakfast	5.50
			Lunch	8.00
			Evening Meal	11.00
			B&B/Hotel accommodation (London weighting)	80.00 100.00

\* The above are the maximum amounts payable. All expenses will only be reimbursed after the event and provided that claims are supported by receipts.

\*\* Alterations to the rates claimable will be notified to staff by the Personnel Manager and will be available from the College's web site Governance section.

## SECTION 2- POLICY FOR STAFF WHO UNDERTAKE BUSINESS TRAVEL

### General Principles

1. Staff must comply with the College system for registering as an authorised driver **before** driving the College minibus/car or any other vehicle for business use. To do this the Estates and Operations Manager (EOM) or PA to the Principal must be contacted in the first instance so the driver details can be obtained and placed on file.
2. All minibus drivers will also be required to hold the category D1 on their license as an entitlement. Any driver without this entitlement will NOT be allowed to drive the minibus. Drivers who first obtained their

driving license after the date 1/01/1997 would **not** automatically have the classification D1 added to their license so would not be eligible to drive without first passing the required test.

3. All minibus drivers must be over the age of 25 for insurance purposes.
4. All drivers will be required to provide sight of and a copy of a full valid driving license- both parts, along with a declaration of any medical condition or other situation which might affect their ability to drive. This will be done by asking them to read and sign an authorised College driver indemnity form on an annual basis. Copies of the signed documents will be held on file by the EOM. The EOM will review all authorised driver details on a quarterly basis and where appropriate, notify staff if information is required. Staff will be given 3 months advance notice to provide relevant documentation otherwise they will be removed from the authorised driver list as the documentation becomes out of date. An email reminder will be sent out to the member of staff and kept on file. No further reminder will be sent out and it will be the member of staff responsibility to act upon this request. No staff will be allowed to drive any vehicle on College business unless they provide the correct information required and evidence is kept on file. Where staff fail to adhere to the policy requirements, disciplinary action may be taken against them and where any injury or damage to any 3<sup>rd</sup> party occurs, staff may be exposed to civil proceedings made against them to recover any loss.
5. The finance department will ensure that all reimbursement claims for any travel journey is checked against the database held on the shared T drive to ensure documentation is up to date before payment is made to the employee. Finance staff will where necessary validate a claim by speaking to the PA to the Principal or EOM if necessary. The details held on the shared T driver will be updated periodically by the Pa to the Principal. Restricted access to these details will be in place due to the sensitivity of the documentation held on file about individual staff.

Where any discrepancy for information held on file is highlighted, reimbursement of the claim will be withheld until the matter is resolved. Finance have the right to refuse any claim where information is missing or in dispute and staff may have to stand to any cost that they themselves incur if they fail to adhere to this policy. Disciplinary proceedings may also be carried for staff who fail to comply with this policy.

6. It is responsibility of the staff to inform the EOM if for any reason any personal circumstances change that may have an impact on them being able to drive. For example, points added to license or failure to notify DVLA of any change of address or any other situation that may warrant any insurance becoming invalid. Speeding fines or any other motoring offences which impact on alterations being made by DVLA to any license must also still be notified to the College so an accurate account can be held on file.
7. Only journeys specifically for the benefit of the College are to be carried out. Personal use of the College minibus or car is not allowed unless authorised by a member of the Senior Management Team or EOM.
8. The seating capacity of the minibus or College car must not be exceeded under any circumstances.
9. All passengers and the driver must wear the seat belt at all times.
10. All drivers will be expected to have undertaken arrangements to ensure that their own eye sight meets the requirements of the law for driving for the classification of vehicles that they may be expecting to drive. By signing the indemnity form identified in point 4 above, confirms that staff accept this responsibility and agreement of the terms of this policy.
11. If drawing a trailer or there is the requirement for the fitting of any roof box or other equipment, the EOM must be notified in advance to arrange any possible additional insurance cover.

12. Mobile phones must not be used in any circumstances unless the engine is stopped and the vehicle is parked safely.
13. No eating, drinking or smoking is allowed in the minibus or College car at any time.
14. Hitchhikers are not permitted to travel in College vehicles at anytime.
15. Students are only permitted to travel in College vehicles (owned or hired) when involved for business travel or emergency situations only. Students are not allowed to travel in any vehicle in any non work related situation. Students are not permitted to travel in any private vehicle unless given prior permission by a member of the Senior Management Team or Estates and Operations Manager or in emergency situations, i.e transport to the hospital.
16. Music must be kept to a sensible volume as so not to cause distraction from driving duties.
17. The driver must plan for any emergency arrangements before any journey taking into account the safety and welfare for both themselves and any passengers. A risk assessment must be undertaken and where necessary, formally recorded.
18. All vehicles must be checked by the driver to test for their roadworthiness and suitability before the journey commences (in addition to the checks carried out by the Facilities teams). All defects must be recorded on the forms provided and reported back to the Facilities team at the earliest opportunity. It is the driver's responsibility to assess any previous damage before setting off on any journey and satisfy themselves that it would not in anyway compromise safety.
19. Where journeys are expected to include a group of students of any size, a risk assessment should be carried out by the driver as to whether or not additional staff members are required on the journey to ensure safety to all passengers and so that the driver is not in anyway distracted. The driver is responsible for taking decisions to reduce the risk to all passengers whilst on route.
20. Drivers must not drive for long periods of time that may present a risk of fatigue and suitable arrangements must be made for rest breaks or changing of driving duties. Journeys must be planned so that return journeys do not present this issue becoming a risk.
21. All appropriate documentation must be completed for every journey to ensure that an accurate account of the journey is kept. The lead member of staff (if more than 1 driver) is accountable to ensure all driving duties are recorded.
22. The driver is responsible for ensuring that the vehicle is kept safe and secure at all times and that all luggage is secured during travel and valuable items removed from the vehicle when not in use.
23. The driver is responsible for ensuring that first aid measures are accounted for each time a journey is taken. The first aid box should be refilled whenever used and out of date items replenished as they expire.
24. The driver must assess the situation to identify if any passengers are likely to have any special access arrangements for travel and ensure suitable arrangements are put into place.
25. The driver is responsible at all times for ensuring that whenever any parts of the engine or other parts of the vehicle are exposed, that there is no risk of injury. For example, if a water or oil check was taking place, this would present a risk of entanglement from moving parts. If work was being carried out on the cooling system, there is a heightened risk of burns or explosion from the cooling systems so suitable arrangements should be put into place to reduce the risks. The driver should always seek advice if ever

in doubt or unsure of how checks should be carried out safely and only do work that is necessary to ensure safety is maintained.

26. The driver is responsible for ensuring the safety for themselves and others whenever a repair is undertaken to changing a wheel or checking other parts of the car. A risk assessment should be carried out of the dangers of a colliding vehicle or danger from passing traffic should a puncture repair need to take place. Consideration should be given for utilising the safety equipment that is provided with the vehicle to assist whenever possible. Staff must be aware that the engine provides moving parts and there is a heightened risk of entanglement whenever the bonnet is raised.
27. Drivers should ensure they are not placed at risk if involved in an accident. Where appropriate, it may be necessary to exchange details in a public place rather than in an isolated area. Drivers should consider the risk to themselves or others in these types of situations. Drivers are expected to deal with any road traffic collision as appropriate and where necessary, exchange details with other drivers if requested in a safe place.
28. Drivers should be aware that any vehicle with College branding on, will attract attention to other road users so staff should take into account that any type of aggressive driving technique should be avoided. Drivers should drive with due care and attention to other road users at all times.
29. Drivers should give due care and attention when reversing and in particular if using the minibus and the reversing alarm is activated if carried out in an area that may be likely to cause complaints to local residents or other groups.
30. Drivers would be expected to deal with any emergency arrangements as appropriate and take action to mitigate any further loss.
31. Drivers need to be aware that the College insurance requires all accidents and/or near misses to be reported to them in a timely manner and as soon as **reasonably practicable** in case a 3<sup>rd</sup> party submits a claim against the College insurance policy. This is inline with the new Ministry of Justice Reform that came into force during 2010. There is a requirement on the College to report certain types of incidents to our insurers within a 10 day period to allow for a defense to be prepared. Where staff fail to report issues of concern in a reasonable time frame, this could result in the College having to admit liability without having had any opportunity to mitigate any loss. In these circumstances, the College reserve the right to seek to recover any uninsured loss from the staff member. Staff who undertake any driving duty need to be mindful of this and report all incidents to the Estates and Operations Manager at the earliest opportunity so action can be taken as required. In the event that the Estates Manager is unavailable, then a member of the Senior Management Team must be informed.

## Private Vehicles

32. Any member of staff wanting to use their **own** car for driving on College business must ensure that they first have permission from their immediate Line Manager. The driver must ensure that their own vehicle is insured for business purposes (Class 1 cover) and **not** just for social and domestic purposes **before** using their vehicle for work related activities. Failure to adhere to this may result in the driver becoming liable for any loss or civil action taken against them in the event of any accident. It is the responsibility of the driver to arrange this insurance at their own expense. If the driver changes or renews their insurance at any time between document inspections, it is the driver's responsibility to ensure that the new insurance policy has suitable cover with the existing/new insurer to enable the member of staff to be able to continue to drive on business use. Drivers are also responsible for making sure that if required, a full valid MOT is in place and that the vehicle is legal, roadworthy and appropriate for the type of journey to be taken.

33. For individual long distance journeys, members of staff preferring to use their own vehicle may claim up to a maximum of the second class rail fare or up to a maximum of 100 miles for the complete journey at 40 pence per mile regardless of engine size.
34. Staff may choose to use a hire car instead of using their own vehicle for the journey. The College will pay for the hire car in these circumstances as long as the following criteria is met. The journey must be business related. The hire car must be booked through the account that the College has with the hire company. Any costs associated with fuel purchases can be claimed back through Finance if receipts are provided. For details of how to arrange a hire car through the College account, please contact any member of the Facilities team. Staff requiring use of car hire must always register their driving license details and sign an authorised College driver indemnity form **before** the car hire can be arranged, failure to do so could invalidate any insurance cover.
35. All drivers will be required to sign a declaration of any medical condition or other situation which might affect their ability to drive. This will be done by asking them to read and sign an authorised College driver indemnity form
36. Any claims for mileage expenses or other expenses associated with driving on College business will be on the understanding that the driver has complied with the relevant sections of this policy before any monies can be refunded. Failure to adhere to this policy when making claims for mileage expenses may lead to the claim being disputed.
37. All claims will be checked by the Finance Office and the EOM to ensure the correct documentation is held on file.
38. Staff must adhere to all College work related policies that might be effective while driving on College business (e.g. policy on substance abuse at work, lone working etc.) Although there is no restriction on driver hours - It is important that staff consider taking regular breaks when driving on College business. When planning visits staff should be aware that there are risks associated with driving long distances, particularly if leaving early to travel to an event and then returning later in the day. It is important that these risks are considered and appropriate controls are put in place.
39. Mileage will be reimbursed at the rate approved by the Governing Body on submission of a completed claim form. These should be submitted monthly, and in any event, before the end of the current financial year. Home to normal place of work mileage will not be reimbursed.
40. No travel expenses will be paid to any member of staff who has not met the above criteria.
41. Risk assessments will need to be considered for journeys/trips. Please ensure a risk assessment is completed and passed to the EOM for review. Remember risk assessments are a legal requirement and should be carried out for every type of activity where risks are present.
42. Staff must always comply with the Road Traffic Act, Road Vehicle Regulations (construction and use) and observe the Highway Code when driving on College business. Any speeding or parking fines or other motoring offences will be the responsibility of the driver.
43. The carrying of unauthorised persons in College vehicles is not permitted.
44. Use of mobile phones in College vehicles is prohibited while driving unless the car is stationary in a safe place and the engine is turned off.
45. A safety check to ensure the vehicle is roadworthy should be carried out before every journey.

46. In the event of a breakdown or accident, please follow College procedures detailed in the driver handbook. For drivers using their own vehicle, they should make the necessary arrangements to deal with the breakdown (at their own expense) and notify their Line Manager at the earliest opportunity. Claims will not be met for any breakdown involving private vehicle, this includes recoveries from motorway or running out of fuel or other similar situations.
47. Lone workers should consider the risk to themselves when driving in unfamiliar areas and if necessary contact their Line Manager before the start of the journey should they feel they may be at any time at risk. If during the journey any of the circumstances change that present a new risk, the driver should consider what action to take and if necessary contact the College or abort the journey as a last resort if adequate controls can not be put in place.

Drivers using College vehicles should be aware that our insurers' details are below.

#### Insurance Company Information

Zurich Municipal  
Zurich House, Stanhope Road,  
Portsmouth, Hampshire.  
PO1 1DU

Policy No. NHE-03CB15-0013

Expiry date: 31 July 2012

Contact details for the Motor Claims Unit in Southampton:  
Telephone: 0845 300 1401  
Fax: 0238 063 2738