

CALDECOTT FOUNDATION DRIVERS' OWN VEHICLE POLICY

1. Business Travel

- 1.1 The Caldecott Foundation is responsible for meeting the cost of travel by its employees for the purpose of official business, such as attendance at meetings, or training courses.
- 1.2 It is necessary for The Caldecott Foundation to ensure that the most cost-effective mode of transport is utilised by its employees where practical.
- 1.3 As part of its health and safety policy, The Caldecott Foundation is committed to managing the risks that our employees face when driving for work. Employees are asked for their co-operation in managing these risks.
- 1.4 Employees will only be reimbursed for expenses which they actually and necessarily incur in the course of official travel.

2. Travel Decision Making Hierarchy

- 2.1 It is the responsibility of Line Managers to ensure that their employees use the most efficient and economical means of travel.
- 2.2 Before a business trip is made in an employee's private vehicle, the following order of priority should be considered:
 - Can the need for the journey be met using phone, email, or tele-/video-conferencing?
 - Can the journey be made in a time-and cost-efficient manner by public transport?
 - Can a Caldecott Foundation vehicle be used?
 - If a private vehicle will be used for the journey, can car-sharing be utilised to reduce per-employee costs and emissions?

3. Employee's Responsibilities when Using a Private Vehicle for Business Purposes

- 3.1 Employees driving for work in their own vehicle must ensure that it is in a safe and roadworthy condition and is suitable for its purpose. 'Construction and Use' regulations within the Road Traffic Act determine that it is the driver's responsibility to ensure that the vehicle they are driving is roadworthy. Specifically, employees must ensure that:

- The vehicle meets the minimum safety specifications required by law.
- The vehicle is taxed and has a valid MOT certificate.
- They possess a valid licence to drive the vehicle being used.
- They present the vehicle's MOT certificate, insurance policy and their driving licence for inspection in advance of first driving for work and thereafter on request by their Line Manager / Karan Hughes.
- Their insurance policy includes business use cover for the amount and type of mileage they undertake, and covers 'business' passengers.
- The vehicle is serviced according to the manufacturer's specifications.
- They notify their Line Manager and Karan Hughes of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects.

3.2 Any employee-owned vehicle used for business purposes should meet the following standards:

- The vehicle meets the minimum safety specifications required by law. Tyres are correctly inflated and have a minimum tread depth of 1.5mm.
- Seatbelts and head restraints fitted to all seats.
- Vehicle covered by appropriate Breakdown Assistance.
- Further desirable standards for an employee-owned vehicle used for business purposes include: vehicle fitted with driver's airbag, ABS and a stability control system, such as Electronic Stability Control.

3.3 Mileage reimbursement will only be paid where the employee holds an insurance policy that covers bodily injury to or death of third parties, bodily injury to or death of any passenger; and damage to the property of third parties, and permits the use of the car in connection with the mileage allowance claimants' business. Any material changes to the employee's insurance provision shall be notified to the Line Manager.

4. Employer's Responsibilities when an Employee is Driving a Private Vehicle for Business Purposes

4.1 It is the responsibility of the employee's Line Manager to:

- Ensure employees understand their responsibilities to ensure vehicles are legal, safe and well-maintained.

- Verify the insurance status of their employees, via either the original insurance document or a cover note.
- Check vehicle documents in advance of first use of vehicle for business purposes and annually thereafter.

Follow monitoring, authorisation and reporting procedures, as necessary.

5. Mileage Claiming Process

- 5.1 When an employee makes a business journey in their own vehicle, The Caldecott Foundation will reimburse the employee for the cost of the journey.
- 5.2 Employees will be reimbursed at 45 pence per mile up to a threshold of 10,000 miles and 25 pence per mile above this threshold.
- 5.3 Mileage claims shall be paid to employees only when the relevant documents and licence checks detailed above have been carried out.

6. Managing Occupational Road Risk

- 6.1 When opting to drive on Caldecott Foundation business it is important to remember and apply the following health and safety best practice:
- Familiarise yourself with the controls of any pool car before setting off.
 - You must never use a mobile telephone whilst driving, and should switch it off to avoid distraction.
 - Obey speed limits, and never drive faster than road or driving conditions safely allow.
 - Make sure that you are fit to drive: do not undertake a long journey (longer than an hour) if you feel tired. A break of at least 15 minutes after every two hours of driving is recommended.
 - If you need to wear glasses or contact lenses, you must wear them at all times whilst driving.

7. Declaration

I confirm that I have read and understood this vehicle policy.

Signed-

Date:-

If you require further advice, please contact Damion Napier.