

# Car Policy for business use of personal car

1.2

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Version Control

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## 1. INTRODUCTION

This policy applies to all staff who use their own vehicles for journeys on Alliance business.

The Alliance has a duty under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the health and safety of those who need to drive as part of their job.

In order to comply with these duties, the Alliance will ensure that safe systems of work are established to control or manage any risks that may arise, or eliminate them if possible.

With the introduction of the Corporate Manslaughter and Corporate Homicide Act 2007, the Alliance faces greater accountability for its employees, including in the case of allowing them to drive unsafe vehicles.

## 2. POLICY

The Alliance will take all reasonable steps to manage the health and safety of those members of staff who drive on Alliance business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

## 3. STAFF RESPONSIBILITIES

**Members of staff are responsible for:**

- The roadworthiness of the vehicle, and the repair of faults to ensure that the car remains safe roadworthy, safe and legal.
- The carrying out of standard daily / weekly maintenance such as tyre pressures, coolant levels, oil levels etc. prior to a business journey.
- Initiating repairs in accordance with the manufacturer's requirements.
- Managing accidents in accordance with the insurance and legal requirements.
- Keeping the vehicle secure at all times.
- Parking charges, fines and toll charges.
- Congestion charges / Statutory notices
- Advising the manager if convicted for a motoring offence (excluding parking).
- Undertake regular eye tests (every 2 years recommended)
- When on a business journey, staff should allow sufficient time for rest-breaks to prevent tiredness and allow for any bad weather or traffic problems.
- Hand-held mobile phones must not be used whilst driving. Staff at the Alliance must not call other staff if it is known that they are on a business journey.
- Staff must always drive within speed limits and according to the prevailing weather conditions.
- Staff should familiarise themselves with the procedure to follow in the event of a breakdown and have a mobile phone available at all times.

- Production of the following documents on an annual basis, or on request:
  - Driving licence.
  - Current MOT certificate.
  - Insurance documents confirming cover for business use.
  - The accurate completion of a mileage log recording:
    - Date of each business journey
    - Purpose of each business journey
    - Start mileage and finish mileage for each business journey.

The Alliance reserves the right to inspect the vehicle at any reasonable time. In the event of misuse the facility may be withdrawn.

#### **4. SHPCA RESPONSIBILITIES**

##### **The Alliance will:**

- Review these arrangements, and check that members of staff understand these instructions annually.
- Carry out an annual risk assessment (below).

#### **5. EXPENSES**

The staff member will maintain a mileage log as above. Payment for mileage will be at the maximum rate set by the Inland Revenue (HMRC) from time to time (currently £0.45p) per mile. This is a fully inclusive rate and no further contribution to running costs will be made by the Alliance.

#### **6. DEFINITION OF BUSINESS MILEAGE:**

- Any travel mileage in excess of the staff members normal trip between the Alliance office base and home (i.e. the normal daily commute home to base to home. Return mileage.)
- If someone claims mileage via expenses
- If someone travels around from place to place during a single working day.
- Travel from the Alliance Office to business locations and back to the Office.
- Travel miles in excess of home to base.
- If someone travels to different sites on different days they will need to take responsibility for having a conversation with their insurer to confirm if this is considered business travel under their insurance policy. This does vary depending on the insurance provider.

## Personal Mileage is regarded as:

- Normal travel between the Alliance Office Base and home (the normal daily “commute”)

## 7. ANNUAL CAR RISK ASSESSMENT

ITEM	REQUIREMENT	NOTES
Driving licence	Inspect. Note endorsements	
Road Tax	Ensure up to date	
Insurance Certificate	Ensure current Ensure covers business use	
MOT	If car > 3 years old	
Review training provision		
Review eye test schedule		
Review accident / penalty record	Check need for training based on driving incidents	
Review mileage log		
Re-affirm staff responsibilities		
Provide and check first aid kit		

**Resources**

Travel Expenses Policy [\*]

**8. DECLARATION**

I confirm that my car remains fit for its purpose, is roadworthy and properly insured, and has a current MOT certificate (where required).

I understand that any work-related motoring expenses will only be reimbursed to me on condition that I fully comply with the terms of this policy at all times. I also confirm that I am fully aware of the above provisions and comply with them

.....signed (employee) ..... (date)

**I have discussed the above provisions with the staff member and I am satisfied that they are safe to drive on Alliance business.**

..... signed (manager) .....