

Car User Policy

The aim of this policy is to ensure that:

- **There are clear, consistently applied criteria for entitlement to a car allowance;**
- **Waverley staff are able to carry out their duties around the Borough and are adequately compensated for any mileage costs they incur plus;**
- **the Council complies with its responsibilities under Health and Safety legislation and that as an organisation we make every effort to reduce our carbon footprint.**

This policy covers employees who may be required to use their own vehicles for work purposes and considers “essential users”, “lease car holders” and “casual users”.

This policy applies to new staff who join Waverley from 1st January 2012 and existing staff who take up new contracts from that date and whose contracts already indicate that the allowance will be reviewed annually.

PROCEDURE

Roles and responsibilities

Managers' responsibilities include:

- Promoting this policy and helping staff to avoid unnecessary journeys and minimise waste.
- Ensuring that claims are authorised appropriately.
- Reviewing staff travel and ensuring allowances remain appropriate.

Employees' responsibilities include:

- Planning their work and journeys to avoid unnecessary travel.
- Accurately recording journey details and submitting claims appropriately and promptly.
- Making use of the most efficient methods of transport – considering time, cost and environmental impacts.

All users

- Anyone who drives for Waverley in either their own car or a pool car, must hold a current, full driving licence. Staff will be asked to show us their driving licence, which will be verified by the DVLA before they start driving for us. If a member of staff gets any points on their licence, or are banned from driving they must notify their Head of Service immediately.
- If you use your own vehicle it must be adequately insured, including cover for business use. Your vehicle must be roadworthy and serviced in accordance with the manufacturer's recommendations and must have a valid MOT Certificate (if applicable) and must have a valid Road Fund Licence. You must notify your Head of Service immediately if, at any time, any of these circumstances do not apply.
- Waverley will check driving licences, MOT Certificates (if applicable) and insurance documents on an annual basis.

- All staff who drive for Waverley must adhere to the safety notes for car drivers in 'Using a Car on Waverley Business' (link to Backstage).
- All staff are required to plan their workload, as far as is reasonably practical, to minimise the number of journeys they make as part of their jobs. For example, meetings such as site visits in particular parts of the Borough should be organised so that they take place on the same day.
- All journeys should be planned to minimise the impact on the council's finances and on the environment. For example, using public transport if appropriate and sharing lifts wherever practicable.

Essential Car User Allowance

The essential car user allowance takes the form of an annual lump sum, paid in monthly instalments through salary. In addition to the lump sum, reimbursement is made for necessary business mileage. These rates are reviewed annually and are based on rates set by the National Joint Consultative Council (NJC).

The following criteria will determine eligibility for an essential user allowance:

- The job cannot be performed without immediate access to, and frequent use of, a vehicle, and
- the line manager can demonstrate a genuine job requirement to undertake several trips on most (ie an average of three or more) days of the week.

If someone does not meet the above criteria but can demonstrate that their mileage is in excess of 2,000 per year, their case will be reviewed by the Head of Service and the Essential Car User Allowance may be paid, if appropriate, with effect from the date agreed by the Head of Service.

This criteria will be calculated on a pro rata basis for part time staff.

Payment of the allowance will be reviewed each year in April by the Head of Service to ensure that staff still meet the criteria for the allowance. Where staff no longer meet the criteria, payment of the allowance will cease.

Staff who are not entitled to an essential car user allowance but feel they meet the criteria should raise this with their Head of Service.

Essential users must make sure their vehicles are roadworthy and covered by appropriate insurance whenever they drive on council business.

Where it is not possible for an employee to use a car for more than three months for reasons such as the result of an accident; mechanical defect or the absence of an employee through illness, the lump sum payment will not be paid.

Essential Car Users will be issued with a red car parking permit, which will enable them to park in any Waverley car park (except in Godalming) whilst on Waverley business and in the car park at The Burys whilst in the office. It does not guarantee a space. Users should refer to the car park guidance on Backstage for the full terms and conditions about the use of the car parks.

Urgent Use

Staff who are required to deal with an urgent matter that requires them to drive for Waverley at short notice and who are not Essential Car Users would be authorised by the Head of Service to use their own car on a Casual user basis or, in exceptional circumstances, to use a taxi which would be paid for by Waverley.

Staff who use their own cars on this basis must make sure their vehicles are roadworthy and covered by appropriate insurance. They must also be insured for business use.

Casual users and the pool car

Pool cars are available for staff who need to drive on Waverley business on a less frequent basis and should be used in the first instance.

When a pool car is not available, the Head of Service may authorise use of the member of staff's own car on a Casual user basis. Casual users must make sure their vehicles are roadworthy and covered by appropriate insurance whenever they drive on council business. They must also be insured for business use.

Casual users will receive reimbursement for business mileage at the casual user mileage rate. These rates are reviewed annually and in recent years have been based on rates set by the National Joint Consultative Council (NJC). ([link to rates on Backstage](#)).

Casual users will not be eligible for a car parking permit and will be required to pay and display, if necessary, whilst on Waverley business for which they will be reimbursed.

Lease car users ([see link to Lease car terms and conditions on Backstage](#))

Lease cars are provided primarily for the Council's official business, therefore the Council reserves the right, in exceptional circumstances, to require the vehicle to be used other than by the nominated employee.

Maternity Leave

The lump sum Essential Car User Allowance will continue to be paid during maternity leave.

Lease cars will be retained during maternity leave, with arrangements made by the lease car holder to pay any additional contribution during the period of unpaid maternity leave.