

# USE OF VEHICLES FOR BUSINESS TRAVEL GUIDANCE

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## **JOURNEY ASSESSMENT**

Before undertaking any journey the following assessments must be conducted regarding the necessity of the journey;

- Can the need for the journey be satisfied by other means, such as video conferencing, telephone, e-mail or correspondence?
- Can the venue and or date be changed to coincide with other travel requirements?
- Are shared travel arrangements an option?
- Where the journey is essential has it been approved by the line manager?
- Before a journey is undertaken by car are alternative means of travel (bus or rail) feasible?

## **HIERARCHY OF DECISION MAKING**

It is the responsibility of all line managers to ensure the most cost effective means of travel and where applicable, accommodation are used.

Wherever possible the following order of priority should be adhered to.

Can the activity/meeting be conducted by:

- E-mail or regular correspondence
- Video-tele conferencing
- Use of public transport
- Lease car
- Daily rental hire car
- Authorised private car

## **VEHICLES**

Vehicles used for business travel will fall into the following categories:

- Fleet, for business use only including those vehicles driven by vocational drivers.
- Private, these are vehicles owned by employees.
- Daily Rental, vehicles sourced on an as required basis and may also include vehicles hired on a longer term basis to serve as pool type vehicles.
- Lease, these are vehicles provided via the Car Contract Hire Scheme to qualifying employees for both business and private use.

### **FLEET VEHICLES**

Drivers of Fleet Vehicles (eg Mobile Libraries, vans, mini-bus's and some cars) will be issued will use either a fuel card or fuel station account.

Mileage records will be either by way of tachographs or log books.

### **PRIVATE VEHICLES**

Employees who are required to undertake business travel as part of their duties will be reimbursed at the HMRC (Her Majesties Revenue & Customs) AMAP (Approved Mileage Allowance Payment) when using cars, vans or motorcycles. An additional amount will be payable per mile for passenger carriage. The current rates applicable can be found at [Travel and Subsistence Rates](#).

For journeys over the 100 mile journey threshold there is a normal expectation that a daily rental vehicle will be used. Only in exceptional cases, can managers authorise

the continued use of the employee's car. However, managers need to be aware of the additional cost that this will incur compared with using a daily rental vehicle for these journeys.

## **DAILY RENTAL**

Employees who do not have a vehicle available for business travel or those who are likely to exceed the 100 mile journey threshold should book a Daily Rental vehicle. The rental must be authorised by the appropriate line manager and booked via the Council's contracted provider. Information on booking daily rental vehicles can be found at [Daily Rental Guidance](#).

## **LEASE VEHICLES**

Staff who are authorised for a Lease Vehicle will be entitled to use it for both business and personal travel. Named family will be authorised and insured for personal use. For further information, please refer to the [Car Contract Hire Scheme - Terms and Conditions on George](#).

## **RELATED DOCUMENTS**

[Business Travel Policy](#)

[Daily Rental Guidance](#)

[Travel and Subsistence Rates](#)

[Managing Occupational Road Risk \(MORR\)](#)