

Tayside Contracts has introduced a Motor Vehicle Policy which governs the use of motor vehicles and sets out the basic rules for employees who are required to drive in the course of their employment.

The Motor Vehicle Policy replaces the current 'Use of Vans Policy' and incorporates a revised Penalty Charge Notices Protocol which replaces the current 'Protocol for the reimbursement of fixed penalty charge notices'.

### **Driver Responsibilities**

You are responsible for your own actions when in charge of a motor vehicle, regardless of whether it is a Tayside Contracts' vehicle, hired vehicle or your own vehicle and you must ensure that you comply with the terms of the policy.

The driver will be held responsible for any criminal prosecutions, convictions or fines arising from their driving and is solely responsible for ensuring that they have the correct type of insurance for driving their own vehicles.

### **Authority to Drive/Driving Licence Check**

You are required to complete, an Authority to Drive (ATD) Self Declaration Form and complete an Electronic Fair Processing Declaration via email every three years if you are contractually required to drive as part of your duties.

If you are not contractually required to drive but drive on an ad hoc basis in the course of your employment and exceed or are expected to exceed 500 miles annually, you are required to comply with the same driving licence checks as contractual drivers.

### **Travel and Subsistence Expense Claims**

You are required to record your mileage accurately in order to submit an accurate Travel and Subsistence claim form. All claims, must be substantiated with evidence of the expense incurred and should be submitted for

authorisation to the authorised signatory in accordance with the 'Authorised Signatory List - HR and Payroll Related Expenditure' with clear VAT receipts including fuel receipts in support of claims by the 7th of the following month.

The authorised signatory is required to check, authorise and submit all claims to the Payroll Team by the 12th of the month. Failure to do so will result in claims not being processed with that month's payroll.

Failure to submit a Travel and Subsistence claim form by the end of the following month in which the mileage was incurred will result in the claim being time barred and as a result will not be paid, unless there are exceptional circumstances such as sickness absence.

### **Excess Home to Base Payment**

If Tayside Contracts changes your contractual place of work and this results in you paying more for travelling to work, you will be entitled to receive the excess cost i.e. the difference between your home to old base and your home to new base for a four year period.

The current rates for reimbursement, which are taxable are, Motor Vehicle (25p per mile), Motorcycles (24p per mile) or the additional cost of a standard public transport fare.

You will receive any entitlement as a lump sum payment paid in annual instalments for four years.

As an alternative and only when it is considered to be mutually beneficial, you may be provided with a Tayside Contracts' vehicle to travel to and from your new permanent work base for a period of up to 3 years.

## Standby/Callout Expense Claims

Any travel to a permanent work base to perform standby or attend a call out which is outside normal working hours is deemed by HMRC as ordinary commuting, does not qualify for tax relief and Tayside Contracts will not reimburse you unless you are called out on more than one occasion within the 24-hour standby period.

If you are called out on more than one occasion within the 24-hour standby period, you may claim the mileage actually incurred on the second and any subsequent occasions or up to a maximum of £10 for a single journey if you travel by taxi.

If you are required to attend a location other than your permanent work base, the maximum you may claim is the lesser of the amount payable for actual miles travelled or the amount payable if the journey had started or ended at your normal place of work.

## Drivers of Tayside Contracts' Vehicles

Tayside Contracts has a wide variety of vehicles which are driven by professional drivers during the course of their duties.

A Tayside Contracts' vehicle may be available at your contractual base for business use i.e. to travel to sites, other depots and meetings when:

- You are regularly required to transport equipment and/or material and;
- The vehicle is suitable for the type and image of the job role you carry out and;
- It will optimise efficiency in the delivery of our services.

Within the Construction Division, this will generally apply to employees at Project Agent, Workshop Supervisor and Assistant Quarry Manager level and below.

Within the Facilities Services Division, this will generally apply to Assistant Facilities Officers and below.

The Head of Unit must give prior approval for a vehicle to be provided in the above circumstances.

No employee is permitted to take a Tayside Contracts' vehicle home and no private use of a Tayside Contracts vehicle is permitted at any time.

### **The Motor Vehicle Policy is available in full from**

- **your line manager**
- **Tayside Contracts' intranet**
- **[click here to view it on our website](#)**
- **the HR Admin Team on 01382 812721 or**
- **email us at**  
**employment.policies@tayside-**  
**contracts.co.uk**

**If you have any queries on this policy, please speak to your line manager in the first instance or contact an HR Adviser on 01382 812721.**