



Vehicle User Policy

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Version control

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1	Head of HR	CEO	April 2018

The Vehicle User Policy details the various options available to Transport for the North (TfN) employees in relation to business travel. This policy should be read in conjunction with TfN's Expenses Policy which sets out the process for making claims for all such vehicle usage related expenses and associated allowance rates.

1. Introduction

TfN is committed to minimising private vehicle mileage. Before utilising a private vehicle for business travel, TfN employees should first consider the alternatives available for travel.

2. Use of Public Transport

Public transport is the primary mechanism for all business journeys. If this is not a viable option, then employees may use their own vehicle for the journey. However, if the return journey is likely to exceed 100 miles and public transport is not to be used, prior authorisation is required from a functional area Operating Board Member.

3. Mobile Phones and Driving

TfN is committed to promoting the health, wellbeing and safety of employees and ask that a proactive approach is taken to ensure this is achieved.

Should it be necessary for any employee to drive on business, TfN employees must not use their phones whilst driving.

It is illegal to use mobile phone whilst driving or riding a motorcycle unless using hands-free access.

Failure to comply with the policy may be regarded as a disciplinary matter.

4. Car Sharing

Where another employee is known to be making the same journey, then one car should be used wherever possible.

When using a motorcycle or bicycle for business journeys, employees are not permitted to carry passengers.

5. Private Vehicle User Allowances (car, motorcycle and bicycle)

Where it is not possible or appropriate to utilise public transport or car-sharing, employees are permitted to utilise their private vehicle (car, motorcycle or bicycle) for business travel purposes, providing the employee has approval from their Line Manager prior to utilisation.

It is important that the route selected for the journey is economical, practical and the duration of the journey should be taken into account.

Insurance Cover (Excluding Privately Owned Bicycles)

Whilst TfN may on occasions require employees to use their privately-owned vehicle on official business, it is the employee's responsibility to ensure that they are properly insured. All employees who use their own vehicle on official

business must have cover for full comprehensive insurance (including cover against the risk of injury to, or death of, passengers and damage to property) for such journeys. TfN will not accept responsibility in respect of risks not covered by the insurance policy, including any level of excess payable in the event of a claim on their own policy.

Additionally, employees who use their own vehicle to perform certain duties in relation to the business, that include carriage of goods, equipment etc., must ensure that they have class 2 vehicle insurance cover.

Documentation (Excluding Privately Owned Bicycles)

Employees must ensure that they have a current full driving licence, current MOT, taxation and insurance certificates, and that this is produced to the HR & Skills Representative for checking, in the first instance, and every April thereafter. Failure to hold these documents will automatically invalidate the employee's vehicle insurance cover.

Employees must also notify the HR & Skills Representative immediately of any incidents which would invalidate their car insurance, e.g. a driving ban, incident, failed MOT, etc.

Security

Due care must be taken when items of equipment belonging to TfN are in transit; such items must be stored in a locked car boot or appropriate vehicle storage areas, and not left on display to members of public. Additionally, equipment must not be left in vehicles or unsuitable storage areas.

Protective Clothing and Equipment (Motorcycles and Bicycles Only)

Employees permitted to use their motorcycle or bicycle for business purposes will be responsible for ensuring the use of appropriate safety headwear, protective, and luminous clothing at all times.

6. Links to other Policies and Procedures

This policy should be read in conjunction with TfN's Expenses Policy which sets out the process for making claims for all such vehicle usage related expenses and associated allowance rates claimable.

Any infringement of this procedure may be subject to TfN Disciplinary Policy.

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