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Community
Legal Service



Help Point



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**“Working to Empower the Community”
in Lancashire and Cumbria**

Pamela Beswick - Chief Executive Officer

Travel Policy

This policy covers both claims for the payment of travel related expenses, and maintaining work related road safety standards under the Management of Health and Safety at Work Regulations 1999.

Payment of Travel Expenses

Paid Staff

Journeys for which travel expenses can be claimed must meet the following criteria:

- The journey must be over and above your main journey to base Monday to Friday.
- Journeys can be claimed from base to base, over and above the journey to get there
- The journey must be within Lancashire or Cumbria.
- Permission must be sought to travel outside Lancashire and Cumbria and cheapest travel method used.
- Home workers will use their home address as base (see Home Workers Policy)

Travel Time

- Travel time cannot be claimed for journeys to your base.
- Travel time can be claimed for journeys to meetings etc other than to base where the journey is within normal work time.

Secondary Bases

Those working at a secondary base as part of their regular work programme should claim mileage from base or home, whichever is the less.

Car parking

- Fees for parking whilst on business will be paid – receipts must be produced

Volunteers

Volunteers can claim for journeys to and from base within the boundaries of the District in which they work. For journeys outside the district permission must be sought and cheapest travel method used. Where regular journeys are made, individual agreements may be put in place.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire
Teaching Primary Care Trust



INVESTOR IN PEOPLE

Additional major funding from Preston City Council, the FC Scott Charitable Trust and Tudor Trust

Students

Journeys for which travel expenses can be claimed at the student car rate or at the rate appropriate for other methods of transport outlined below and must meet the following criteria:

- The journey must be over and above your main journey to base.
- Journeys can be claimed from base to base, over and above the journey to get there
- The journey must be within Lancashire or Cumbria.
- Permission must be sought to travel outside Lancashire and Cumbria and cheapest travel method used.

How much you can claim

- Cars 40p per mile (*students 20p per mile)
- Motor Cycles 24p per mile (*students 12p per mile)
- Bicycles 20p per mile
- Public Transport Ticket Price

* mileage rates are set above the actual cost of petrol to compensate for insurance costs and vehicle depreciation. Student rates are set lower to recognise that Signposts does not have ongoing responsibilities for students on placement other than to ensure that they are not out of pocket for work undertaken within placement tasks.

To encourage car sharing an additional contribution of 5p per mile for each passenger carried can be claimed by paid staff, volunteers and students.

Indicative Mileage (one way)

- Signposts to Carnforth 7.5 miles
- Signposts to Garstang 15.5 miles
- Signposts to Farringdon Park 30.3 miles
- Signposts to Grange 30.6 miles
- Signposts to Tanterton 28.2 miles
- Farringdon Park to Grange 2.1 miles
- Farringdon Park to Tanterton 4.9 miles
- Grange to Tanterton 5.2 miles

Receipts for Expenditure

Please note – receipts must be presented attached to the claim form.

Forms and Authorisation

- A separate form should be submitted for each area of work.
- Travel expense claim forms should be completed monthly and signed by (1) the claimant, (2) the Strategic member of staff responsible for your area of work, and (3) the Chief Executive who will authorise payment. Key Workers should pass forms completed by the volunteers they supervise to their Strategic Worker for signature.
- Forms should be completed monthly
- Where possible payment will be made by online bank transfer.
- Claims can be submitted once they have reached £100

Driving and Car Maintenance

Signposts is committed to maintaining work related road safety standards under the Management of Health and Safety at Work Regulations 1999. This applies to journeys to and from work, and those within the working day and environment.

Appropriate Insurance Cover must be in place to cover Business Use (either commuting to and from a place of work or full business use for those individuals who wish to claim additional mileage for transporting a passenger) and driving licences, insurance certificates and MOT certificates will be checked at induction. MOT Certificates are only required where a vehicle is over 3 years old – where this is not yet a requirement a copy of the V5C vehicle registration form should be presented to prove the age of the vehicle. Photocopies will be taken and stored in your personnel file. You will not be paid any travel expenses until these documents have been provided. Documents will then be checked annually during an annual driving review from Main Office facilitated by line managers.

Travelling Safely – Guidance

- You should not drive under the influence of alcohol or drugs. Units of alcohol still in the blood stream from the night before must be taken into consideration when planning a journey.
- You must adhere to the regulations of the Highway Code including those relating to speed restrictions and the wearing of seatbelts.
- A team member on any medication which may impair their judgement must not undertake any driving tasks – this should be checked with their GP.
- Any near misses experienced whilst driving on a work journey need to be recorded in the normal way and forwarded to the DCEO.
- Personal passengers (anyone not required to be on the specific journey for work purposes) are not insured and are therefore not allowed on work related journeys.
- Signposts will promote sound driving practice via appropriate training, policy and an annual review which will both collect essential information and raise awareness.
- Signposts will determine any team member 'at risk' on a scale based on distance and time travelled plus driving experience and staff will be trained accordingly.
- In order to reduce work related driving – meetings venues will be changed (shared equally) and employees should always attempt to share both the travel and driving tasks if attending joint meetings or training.
- For journeys of over one hour other forms of transport should be considered (e.g. public transport).
- You should plan your journeys to ensure that they are travelling on appropriate roads for the time of day and the prevailing weather conditions. Time must be allowed for delays etc to ensure that you are not rushing or driving inappropriately or dangerously.
- Journey planning must also allow for the effects of fatigue. Guidance indicates you must take a 15 min break for every 2 hours of driving. If possible, the working day should be altered so that it is not exceptionally long, and then requires further driving (for example – if working late in the evening and the driving for 1.5 hours – do not start until lunchtime). This attitude towards work and driving should be promoted by line managers.
- When driving vehicles for work (e.g. residential visit or meetings) you must adhere to national regulations regarding driving hours and recuperation (available at www.dft.gov.uk).
- If hazardous or winter driving conditions prevail then any journeys should be rescheduled or alternative transport sought.
- Washer fluid, oil and water levels and tyre pressure should be checked before embarking on any large work related journey or weekly and you should have breakdown cover in place.
- In the event of breakdown or a first aid incident, you should have access to a mobile phone and car first aid kit (provided by Signposts).

- Where driving vehicles other than a car, you must have the appropriate category on their licence and have completed the necessary training (D1 for pre 1996 licence holders plus MIDAS in case of minibuses).
- Other minibus driving qualifications must be approved by the CEO and DCEO.
- Mobile Phones are not to be used at all when driving. This also includes hands free kits.
- Staff must ensure that the behaviour of young people and vulnerable adults in vehicles does not distract drivers or put the safety of passengers at risk.
- All staff and clients must wear seatbelts when travelling in any vehicle.
- Mini bus travel requires at least 2 staff members to be present at all times.

Chief Executive

Reviewed September 2011