



Travel Policy

for Academy based employees

Adopted By: Sunnyside Academy

Date: 5th February 2019

Review Date	Reviewer	Comments

1.0 INTRODUCTION

Academy employees may be required to undertake travel duties which result in claims for travel expenses. This policy provides guidance on all travel arrangements whilst ensuring compliance with all relevant academy policies and financial regulations and a framework for employees to claim approved expenses incurred whilst on academy business.

2.0 SCOPE

This policy applies to all employees of the academy.

3.0 GENERAL

Before expenditure is incurred, the employee must obtain the appropriate prior approval from the Headteacher or a nominated person.

All employees are required to travel in the most cost effective way possible. Car sharing should be used wherever possible and public transport should be considered if it is a cheaper option when travelling long distance or outside of the area.

4.0 USING OWN PRIVATE VEHICLE WHILST ON ACADEMY RELATED BUSINESS

Employees using their own private vehicle on academy related business must comply with the following requirements and standards.

4.1 Driving licence and car documents

Employees are required to be in possession of a current, full driving licence at all times when driving on academy related business.

The vehicle must be insured and the cover must be sufficient to permit the employee to drive the vehicle on academy business.

Prior to using a private vehicle on academy business for the first time, the employee will provide the academy with their driving licence and proof of vehicle Tax, MOT and Insurance Certificate (including cover to permit the employee to drive on academy business). Academy will take copies and keep on file.

Employees are required to produce these original documents on an annual basis upon request. If an employee fails to produce all relevant documents, they must not drive on academy business and will not receive car mileage payments until the situation is rectified.

Employees are required to resubmit documents, where appropriate, when changes occur (i.e. change of vehicle).

4.2 Roadworthiness

When using their own vehicle for business reasons, the employee must ensure that it is maintained in **good repair and in an efficient roadworthy condition**, that it is serviced at the recommended intervals (in line with the vehicle log book and mileage record), that regular checks are made of tyre tread and pressure, lights, brakes, fuel, oil, water coolant, screen wash and battery, that it conforms with current road traffic legislation and that the provisions and conditions of the car insurance policy are observed and that such policy is not rendered void or voidable. The vehicle must not be used for business travel if the employee knows or suspects it may have a defect or in any other way not roadworthy.

4.3 Fines and penalties

The employee is responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving on academy related business, including but not limited to parking, congestion charges and speeding fines.

4.4 Accidents and loss of licence

The employee must **immediately** report to the Headteacher, where possible, any road traffic accident in which they are involved whilst driving their own vehicle on business travel, regardless of fault. The employee must also immediately report to the Headteacher any order of any court to disqualify them from holding a driving licence (or fixed penalty notice which results in disqualification under the “totting up” provisions), whether or not this occurred whilst driving their vehicle on academy related business, together with any other event which results in them being ineligible to drive. The academy will not pay any costs incurred as a result of an accident whilst driving on academy business.

4.5 Carrying of passengers

The employee is prohibited from carrying personal passengers in their vehicle when using it for business travel. However, the employee is permitted to carry business related passengers in the vehicle (such as fellow employees, pupils or service users) whilst driving on academy related business. When carrying passengers, the employee should ensure there are enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys and suitable seating must be provided for children.

4.6 Safe standards of driving

When driving on academy related business, the employee must drive within the law and abide by all requirements of road traffic law and the Highway Code.

Hand held mobile phones must **never** be used whilst driving on academy business. The use of hands free mobile phones may also be distracting and can have a detrimental effect on driving therefore, the academy advise that employees do not use hands-free mobile phones whilst driving on academy business.

Employees are prohibited from driving on academy related business whilst under the influence of any intoxicating substances such as alcohol or drugs. Employees who are taking any prescription drugs or other medication which may cause drowsiness should inform the Headteacher prior to driving as this may affect their ability to drive.

While driving on academy related business, it is important that employees take regular breaks because driving when tired can result in accidents.

5.0 EXPENSES CLAIM

The most direct route should be used for all official journeys. Rates per mile are as detailed below:

Car User 45.0p

Motorcycle User 24.0p

Cycle User 20.0p

Home to work mileage will not be reimbursed as employees are responsible for funding their own travel to/from work expenses.

Employees attending off-site meetings at the beginning or end of their normal working day can only claim for those miles incurred over and above their normal journeys to and from work.

Reasonable car parking charges will be reimbursed per day only on production of a valid receipt.

All claims must include the reason for travel, accompanied by receipts where appropriate. Travel expense claims will be submitted to the Headteacher for authorisation using the appropriate claim form. **The deadline for claim submission is the 1st of the month.**

Claims must be made in a timely manner and submitted within three months of being incurred. Claims made outside of the three month period will not be authorised.

6.0 MOTORCYCLES AND CYCLES

With the agreement of the Headteacher, an employee may request to use a motorcycle or cycle instead of a car on academy business.

When arriving at a decision, the Headteacher will take into account the nature of the employee's duties and the cost effectiveness in terms of time and travelling.

7.0 OTHER JOURNEYS

Where employees travel by bus or train or taxi to get to a site or meeting away from the academy, then reasonable expenses, supported by receipts will be reimbursed. At all times the most cost effective and/or efficient means of transport should be used and agreed in advance. Taxis should only be used when it is not reasonably practicable to use public transport e.g. carrying large quantities of material. If transport is not pre-booked using the academy's financial procedures, reimbursement will be made using the appropriate claim form and provision of appropriate supporting documents.

8.0 EQUALITY STATEMENT

This policy must be applied fairly to all employees irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.