

 <p>Cherwell DISTRICT COUNCIL NORTH OXFORDSHIRE</p>	<h2>Car User Policy</h2>
---	--------------------------

Background

This policy is subject to a ballot and collective agreement which took place and was agreed in January 2011 and replaces all previous policies on essential and casual user allowances, the company car and car cash schemes including previous mileage rates.

Car User Eligibility and Mileage Rate

From the 1 April 2011 there will be no essential user lump sum. A fixed rate of 60p will be paid for all business mileage undertaken from the 1 April 2011. Note: This mileage rate applies to business mileage and post entry training scheme mileage.

What is Business Mileage?

Business mileage is mileage travelled to undertake the duties of the job.

What is Not Business Mileage?

Business mileage does not include normal travel between home and a permanent workplace (or multiple workplaces).

Mileage for interviews, relocation and any other non job specific travel is NOT included.

Private travel is also not included.

Insurance

All staff travelling on Council business **must** have insurance cover for business usage.

Documentation

The documentation relating to a vehicle that is used by a post holder who claims car mileage will be examined at the year end annual appraisal of that member of staff or if a new user prior to any car usage on Council business. The post holder must complete the work related road safety personal risk assessment and produce their driving licence for their line manager. Where the work related road safety personal risk assessment form identifies a risk that is medium or high the matter must be brought to the attention of People and Improvement who will decide on appropriate action to take.

The line manager who has checked the documentation should ensure a copy is forwarded to People and Improvement, where it will be filed on the post holder's personal file.

New post holders' who will undertake business car usage will be required to complete the work related road safety personal risk assessment and a medical questionnaire, and submit a copy of their driving licence when they commence employment.

It is the employee's responsibility to raise any changes in circumstances that might affect an eligibility to drive on Council business, with their line manager and consequently with People and Improvement, immediately when a change occurs.