

Appendix 8



Cherwell
DISTRICT COUNCIL
NORTH OXFORDSHIRE

Car User Policy

DOCUMENT CONTROL

Organisation(s)	Cherwell District Council (CDC)
Policy title	Car User Policy
Owner	Human Resources
Version	1.0
Date of implementation	14 June 2023

DOCUMENT APPROVALS

This document requires the following committee approvals:

Committee	Date of meeting pending approval
CDC Personnel Committee	13 June 2023

DOCUMENT DISTRIBUTION

This document will be distributed to all employees of Cherwell District Council.

DATE FOR REVIEW

No later than 14th June 2026 but sooner if impacted by legislative changes.

REVISION HISTORY

Version	Revision date	Summary of revision

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1 Introduction

Cherwell District Council's Car User Policy applies to employees only. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

Employees who use their own vehicles for business purposes may be entitled to claim mileage at the current HMRC recommended rate.

A business trip is travel done in the course of work. It is any trip that an employee does at the request of the Council to perform the duties of a job. It does not include the commute between home and the workplace.

2 Mileage rates

As at 1 April 2023 the HMRC approved business mileage rates are as follows:

Vehicle	First 10,000 miles	Above 10,000 miles
Car or van	45p	25p
Motorcycle	24p	24p
Bicycle	20p	20p

Business mileage rates are for the shortest reasonable route. Claims for excessive mileage will not be authorised without sufficient explanation.

3 Passengers

The Council encourages you to share transport where possible. The driver of the vehicle can claim an additional passenger rate of 5p per mile.

4 Eligibility to claim

Business mileage can be claimed in the following circumstances:

- Travel to a different site in the course of your duties
- Travel to a work-related course or conference
- Other business travel such as visiting customers

Business mileage cannot be claimed for travel between home and the workplace.

5 Making a claim

Claims for mileage should be submitted and authorised via iTrent by the 10th of each month for them to be paid with your monthly salary.

6 Insurance

All staff travelling on Council business must have suitable car insurance cover for business use.

7 Compliance checks

Prior to requesting an employee to undertake business travel a line manager should satisfy themselves they have suitable:

- Car insurance cover for business use
- Diving licence

These checks should be repeated by the line manager on an annual basis; however, it is the employee's responsibility to raise without delay any changes in circumstances that might affect their eligibility to drive on Council business.

8 Using a bicycle

If an employee chooses to cycle to Council meetings or on Council business the bicycle must be roadworthy. In addition to this it is expected that the employee will wear appropriate high visibility clothing and a helmet. Distances travelled should be reasonable in terms of time and cost.

9 Public transport

Where it is more cost effective it may be beneficial to use public transport.

Rail travel should always be 2nd class.

Taxis will be reimbursed where there is a genuine reason for their use e.g., where an employee is potentially put at risk due to early morning or late-night travel following attendance at a course; where no public transport is available; or where there are accessibility issues and reasonable adjustments have been agreed.

All public transport receipts will be reimbursed through iTrent.