

Transport Policy – Practice Guidance Note		
Business Use Vehicles – V03		
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1 Introduction

- 1.1 This document is intended to provide a guide to when it is most appropriate to consider a business use only vehicle for employees to use whilst on business for Cumbria Northumberland, Tyne and Wear NHS Foundation Trust (the Trust/CNTW) as an alternative to the use of a private car. This will help to ensure the most appropriate and cost effective mode of transport is used for staff that are required to be mobile.

2 Responsibilities

- 2.1 Overall responsibility for the management of this practice guidance note (PGN) rests with the Head of Estates and Facilities, with day to day responsibility delegated to the Service Manager (General Services).
- 2.2 Line Managers are responsible for ensuring employees are aware of this Practice Guidance Note and follow the guidelines.

3 Scope

3.1 This PGN applies to all employees and volunteers who may be asked to drive a vehicle supplied by the Trust.

3.2 Business use only vehicles can be used for a number of scenarios and whilst the following are some options, others are available and the Service Manager (General Services)/Head of Facilities should be contacted to investigate these.

3.2.1 Pooled Usage

3.2.1.1 One vehicle or a number of vehicles can be allocated to a team or teams to be used by more than one member of staff.

3.2.2 Individual Allocation

3.2.2.1 One vehicle may be allocated to one member of staff.

3.2.3 Occasional Use

3.2.3.1 This usage can be for a short period of time, e.g. one day to attend a conference, a patient outing, or patient assessment etc. Quite often this option can offer staff a more appropriate vehicle for their needs, particularly when transporting patients. Any single business journey of 200 miles + must not be taken in an individual's private vehicle before consulting with Facilities staff, telephone 0191 246 7284, (Ext. 57284) to ensure the most cost effective option is taken.

3.2.3.2 Line Managers have the responsibility to ensure all options are considered for their staff who undertake business travel to ensure the most cost effective option is selected, taking into account individual circumstances.

4 Application / Booking

4.1 To obtain vehicles in 3.2.1 and 3.2.2 above the Service Manager (General Services) should be contacted to investigate options, vehicle type, size, mileage etc. and to discuss the local operational procedures of these usages.

4.2 To book a vehicle in 3.2.3 above contact should be made with the Facilities Office at St Nicholas Hospital on telephone 0191 246 7284 (Ext. 57284), where details of the requirements will be taken, together with a cost centre, and a vehicle will be arranged to match the requirements. There is a requirement that mileage and drivers are recorded on a mileage log throughout the journey.

4.3 Vehicles should be returned in a clean and tidy state.

4.4 The Trust have a responsibility to ensure that all staff whom they ask to carry out driving in the performance of their duties have the appropriate driving licence, insurance and MOT (if applicable). These checks will be carried out regularly by the Facilities Department.