



ALBYN HOUSING SOCIETY LIMITED

TITLE: TRANSPORT POLICY

DATE: 18 MARCH 2016

TENANT CONSULTATION	
Consultation with tenants required	Yes / No * <i>* If no, please go direct to next stage of process</i>
Date tenant consultation started	
Date tenant consultation ended	
Date results of consultation fed back to tenants	
STAFF CONSULTATIVE FORUM (SCF) APPROVAL	
Consultation with SCF required	Yes / No * <i>* If no, please go direct to next stage of process</i>
Date considered by SCF	15 March 2016
Date approved by SCF	15 March 2016
BOARD APPROVAL	
Date considered by Board (including feedback from tenant consultation if applicable)	28 June 2016
Date approved by Board	28 June 2016
Date of Review by Board	2021
Date results fed back to tenants	N/A

TRANSPORT POLICY

1. Introduction

- 1.1 Albyn Housing Society (Albyn) is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of official business, including:
- attendance at meetings in pursuit of official Albyn business for example with customers and suppliers etc.;
 - attendance at Board and Committee meetings;
 - attendance at training courses; and
 - delivering a range of community meetings and services.
- 1.2 It is necessary for Albyn to give attention to economic efficiency in its spending on employee travel, and this means reviewing the cost of travel and promoting the most cost effective method of transport to employees in the first instance.
- 1.3 Albyn is committed to reducing the impact on the environment from its business travel. This means both looking at ways to reduce miles travelled and also identifying methods of transport with lower carbon emissions per mile.
- 1.4 As part of our overall health and safety policy, Albyn is also committed to managing the risks that our employees face and create when driving or riding for work. We ask all our employees to play their part.

2. Necessity of Travel

- 2.1 Employees will only be reimbursed for expenses which they actually and necessarily incur in the course of official travel.
- 2.2 Before contemplating any journey the following assessments need to be undertaken regarding the necessity of the journey:
- Can the need for the journey or task be carried out equally well using video conferencing facilities, telephone, email, or through correspondence?
 - Can the meeting or need for the journey be postponed until a later date, or brought forward and then be combined with an additional requirement to travel, to reduce overall travel costs?
 - Is a colleague already travelling to the same meeting or location by car, with spare capacity?
 - If the journey is necessary, has it been approved by your Line Manager after all of the above considerations have been taken into account?

3. Transport Hierarchy of Decision Making

- 3.1 It is the responsibility of Line Managers to ensure that their employees use the most efficient and economical means of travel, taking into account the cost of travel, the cost of subsistence and savings in official time. More expensive means of travel may only be authorised when justified by a management benefit, or to meet the needs of employees with disabilities, and should be explained (for HM Revenue & Customs) on the relevant part of the expenses claim form.
- 3.2 At all times the following order of priority should be adhered to when travelling on official business:
- Public Transport: it is Albyn's policy that wherever possible public transport should be used in order to reduce pollution and congestion on the roads
 - Hire Car: a hire car must be used for car journeys outwith the Highlands and should be considered for journeys in excess of 100 miles return. The normal expectation would be that the hire car would be a hybrid vehicle if one is available
 - Private vehicle: an employee may be authorised to use their own vehicle for journeys less than 100 miles return.
- 3.3 There is a particular requirement that, where a car is the right travel option, then for all return journeys expected to exceed 100 miles, employees should hire a car through our corporate contract.
- 3.4 In exceptional cases (eg. where there is a medical condition or disability) a journey in an employee-owned vehicle may exceed 100 miles. In these cases, authorisation will be required in advance of the journey from the Line manager.

4. Using a Private Vehicle

- 4.1 Payments may be made to allow employees to use their own vehicles for journeys under 100 miles, provided there is a benefit to Albyn that the mileage rate represents the most cost effective means of transport for the journey.
- 4.2 Employees driving for work in their own vehicle must ensure that it always complies with the law, is in safe and roadworthy condition and is suitable for its purpose.
- 4.3 When claiming motor mileage in a private vehicle, the employee signs the declaration on the mileage claim form to recognise their obligations as follows:
- to ensure that the vehicle meets the minimum safety specifications required.
 - to ensure the vehicle is taxed and, where appropriate, has a valid MOT certificate

- to ensure their motor insurance policy includes business use cover for the amount and type of mileage they undertake, and covers 'business' passengers.
- to ensure they possess a valid licence to drive the vehicle being used
- to ensure the vehicle is serviced according to the manufacturer's specifications
- to ensure the vehicle is not used inappropriately, (e.g. unsecured load carrying, or hazardous off-road access).

4.4 It is the responsibility of employees using their own vehicles for business to:

- present the vehicle's MOT certificate, insurance policy and service schedule for inspection in advance of first driving for work and thereafter on request by Human Resources
- present their driving licence for inspection in advance of first driving for work and thereafter on request by a Human Resources
- notify their Line Manager and Human Resources as soon as practicable of any sanctions imposed on their licence, restrictions on ability to drive, material changes to insurance provision and vehicle defects
- co-operate with monitoring, authorisation and reporting procedures.

5. Minimum Vehicle Standards

5.1 As a minimum, any employee-owned vehicle used for business purposes should meet the following standards:

- Minimum safety feature of seatbelts and head restraints fitted to all seats

5.2 Further desirable standards for an employee-owned vehicle used for business purposes include:

- Vehicle fitted with driver's airbag
- Vehicle fitted with ABS
- Vehicle fitted with a stability control system, such as ESP