



Pilot Car Club and Hire Travel Policy and Procedure

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1 Statement of Aims and Objectives

- 1.1. The Trust is revising how employees travel from A - B to fulfil their job functions. Examples include, but are not limited to, training courses, meeting travel and visits to Trust locations that are not an employee's designated place of work. The following policy has been developed for all Trust employees who have previously used their own personal vehicle for business travel. Trust arranged lease cars are outside of this policy. This scheme was initially agreed to be piloted for 6 months, and has now been extended for a further year authorised by the EMB
- 1.2. The Trust intention with this policy is to provide staff with modern vehicles to use on Trust business whilst ensuring appropriate governance and minimising the overall travel bill.
- 1.3. This policy applies to all Trust employees currently based at HQ Crawley, staff on courses facilitated by Clinical Education and staff employed at other Trust locations who do not have access to a Trust lease car and would otherwise use their own private vehicle, Enterprise Rent-A-Car or Enterprise car club. The company engaged with this scheme, Enterprise Rent-A-Car or Enterprise car club is registered within the USA. Therefore the following information must be imparted to ensure that the Trust is open and transparent with its employees.
- 1.4. Information collated by Enterprise Rent-A-Car or Enterprise car is held within the USA, outside of the EEA. The company operates under the USA 'Privacy Shield' which is deemed compliant with Data Protection legislation.
- 1.5. However, in accordance with the Enterprise Privacy Notice personal information may be used for / shared with :
 - Marketing purposes:
 - Rental transactions:
 - Customer service related queries:
 - Disputes & law enforcement:
 - Subsidiaries:
 - Franchises:
 - Service Providers And Business Partners:

Full details of Enterprise Privacy Notice can be found at:
<https://privacy.ehi.com>

Enterprise offers the provision for Employees to 'opt-out' of having their personal information shared for direct marketing purposes should they wish to do so. This is achieved via the above link.

- 1.6. The Trust Employee Privacy Notice has been updated to reflect this change.

- 1.7. All drivers and managers within the above groups are required to read this policy and comply with the requirements herein.

2 Principles

- 2.1. The Trust seeks to eliminate unlawful discrimination against colleagues, potential employees, patients or providers on the grounds of sex, marital status, disability, sexual orientation, gender identity, age, race, ethnic or national origin, religion, pregnancy/maternity, political opinion, or trade union membership and to promote equality of opportunity and good relations between employees and providers.
- 2.2. This document sets out how employees travel on Trust business, to meetings, training courses and visits to other locations in order to:
- 2.3. Provide good quality vehicles to relevant staff.
- 2.4. Provide the option for a hire car and asking staff to declare vehicle serviceability, licence details and insurance compliance for business use will maximise the assurance that vehicles used on Trust business are fit for purpose, appropriately serviced and roadworthy.
- 2.5. Ensure maximum value for money.
- 2.6. Provide statistics and accurate feedback to the Executive Management Board after the pilot. All journeys undertaken by the pilot cohort are to be recorded on the provider's portal, irrespective of the end mode of transport used and predicted mileage .

3 Definitions

- 3.1. **Trust** – South East Coast Ambulance Service NHS Foundation Trust
- 3.2. **ERAC** – Enterprise Rent-A-Car
- 3.3. **ECC** – Enterprise Car Club
- 3.4. **ETD** – Enterprise Travel Direct (booking tool)
- 3.5. **Enterprise** – Covers ERAC and ECC
- 3.6. **Drivers involved in the trial**– persons named on rental agreement with ERAC or person who has booked a trip using ECC
- 3.7. **Driver log** – driver form found in pool car for employees staying in accommodation during a training course.
- 3.8. **Pool car** – ERAC vehicle left with a training course group to provide transport between the training class location and accommodation.

- 3.9. **Trip** – this the time period an ECC vehicle is booked & used by a non-student trust employee.

4 Responsibilities

- 4.1. The Head of Fleet and Logistics will be responsible for the overseeing of the pilot
- 4.2. The **ERAC and Fleet** to monitor the pilot.

5 Compliance

- 5.1. All staff included in the pilot will receive training on how to book onto the provider's portal.

6 Policy Review

- 6.1. All policies and procedures have their effectiveness audited by the responsible Management Group at regular intervals, and initially six months after a new policy and procedure is approved and disseminated.
- 6.2. Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).
- 6.3. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.
- 6.4. All changes made to this policy and procedure will go through the governance route for development and approval as set out in the Policy on Policies.
- 6.5. This policy will be reviewed following the pilot and will be amended to allow for a permanent roll out if accepted.

Procedure for the SECamb Pilot Car Club and Hire Car Booking

7 Scope

- 7.1. The car club/car hire is to enable staff to have an alternative for travel within the Trust to meetings, for business use or courses. This will provide a substantial cost saving for the Trust because of fewer mileage claims, and reduced wear and tear on staff members' personal vehicles.

8 Procedure

8.1. HQ Crawley Staff

- 8.1.1. All HQ staff including EOC to register their journey onto the portal regardless if they use a hire/pool car ultimately. Claims should be made in the normal manner for all business journeys.

- 8.1.2. To enable the collation of data during the trial and ensure all HQ, Clinical Education staff, students and selected other locations use the portal for journeys, all mileage claims will need to be supported by a reference number from the portal before authorisation by a line manager. Without this reference, the claim will not be processed and will be returned for retrospective processing through the web site.

8.2. Clinical Education Students

- 8.2.1. Students attending courses will be registered onto the portal on their first day with the Trust, and thereafter, a vehicle will be delivered to their home address for the duration of the course and is limited to business use only.

- 8.2.2. Students who are provided accommodation will have the use of a vehicle from their second week of the course, mileage claims for the first week will need to quote a reference in order to process the claim, and therefore the first week's journey will need to be recorded onto the portal.

- 8.2.3. Although the hire car is primarily provided for travel to and from the accommodation the trust realises that there may be occasions when a short journey to local facilities may be needed. These must be logged as separate journeys as they may be audited. These Journeys are exempt from HMRC benefit in kind tax if they are classed "incidental" private use only.

- 8.2.4. The Trust accepts that there may be short notice emergency type journeys that those accommodated away from home may need to take. These journeys must be logged and reported retrospectively to Clinical Education at the earliest opportunity.

8.3. Other Trust Locations/Departments

8.3.1. Other Trust locations will be included in phase two of the trial with high usage areas being selected in the first instance. Other areas/departments will be considered for inclusion as the trial evolves. Staff at these locations will be fully briefed on the roll out and will be expected to comply with paragraph 8.1 in a similar manner to HQ staff.

8.4. **Fuel cards**

8.4.1. For short term hire (less than 28 days) staff should claim actuals and provide receipts in the normal manner.

8.3.2. For long term hire (28 days or more) staff should apply to fleet admin for the issue of a fuel card. Receipts and a usage log must be completed to support transactions undertaken and returned with the fuel card monthly or on completion of the hire. Claims can be made for the duration of hire, no reissue will be necessary

8.3.3. Pool cars will have fuel cards and vehicle inspection log supplied in the vehicle. Inspection log should be completed after each journey and all receipts left in the pool car for collection monthly.

8.3.4. Student hire facilitators will hold and manage fuel cards for staff undertaking courses within the Clinical Education Department.

9. **Responsibilities**

9.1. **The fleet administration team will be responsible for:** - Ensuring all new course employees are registered on the ETD. Providing approximate hire care requirements ahead of each course to ERAC. Holding and distributing fuel cards to each course leader for use by students for the duration of the course.

9.2. **Clinical Education Staff** are responsible for - Issuing fuel cards, briefing students, and acting as first point of contact.

9.3. **Staff are responsible for:** - Ensuring ALL journeys are registered on the ETD regardless of whether they are hiring a car from ERAC, booking a Trip through ECC or using their own private vehicle.

9.3.1. Placing accurate bookings on ETD for ERAC including but not limited to their full name, address, contact mobile number and special instructions for delivery or collection of the ERAC vehicle.

9.3.2. Completing the driver log when using pool cars on a training course, Contacting ERAC directly if there are any issues with the vehicles.

9.3.3. ERAC and ECC vehicles are insured by the Trust and therefore are only permitted to be used for business travel.

9.3.4. Carrying out standard pre-travel checks on the vehicles

- 9.3.4.1. If using an ECC vehicle this must be done before the Trip begins. If an ERAC vehicle has been delivered to an address when you are present, you should do this check with the ERAC employee.
- 9.3.4.2. If you were not present at delivery, then the check must be done before you start your journey, taking pictures and contacting Enterprise noting any damage.
- 9.3.4.3. Ensuring they are compliant with UK driving law and report any changes to their Manager. Reporting any restrictions or revocations of their licence, or penalty points that happen in between line manager checks every twelve months. The condition of the vehicle from the commencement of the rental period or from when the vehicle is first driven
- 9.3.5. The Trust remains responsible for the condition of the vehicle for 4 business hours after rental termination or up until the vehicle is collected whichever is earlier.
- 9.3.6. Reporting any damage or accident to Enterprise and the Trust fleet admin as soon as possible. In the event of hospitalisation or similar this must be completed by the line manager or senior.
- 9.3.7. If the vehicle is un-drivable Enterprise will provide a replacement within 4 business hours.
- 9.3.8. Covering the full cost of any traffic fines or penalties issued to the Trust (including admin fees). There is a no smoking policy in all Enterprise vehicles.
- 9.4. To ensure the safety and security of the vehicle when left unattended the following should be adhered to.
 - 9.4.1 The vehicle must be parked legally and not cause any obstructions.
 - 9.4.2 The parking brake must be engaged.
 - 9.4.3 The ignition key must be removed from the vehicle.
 - 9.4.4 All doors and window must be closed and locked.
 - 9.4.5 Any loose equipment is to be stored out of sight and removed when leaving the vehicle
 - 9.4.6 Vehicle keys must always be kept secured.

- 9.5 **Enterprise Car Club (ECC) are responsible for:** - Ensuring the cars provided are cleaned and maintained fortnightly. Ensuring they are serviced on or before the manufacture stated intervals.

10 Competence

- 10.1 Advice on the application of this policy to line managers and staff will be provided by the Fleet admin team.

11 Monitoring

- 11.1 Fleet admin will monitor the application of the policy and procedure. Statistics and feedback will be recorded and provided to the board in partnership with Fleet and Enterprise.

12 Audit and Review

- 12.1 All policies and procedures have their effectiveness audited by the responsible Management Group at regular intervals, and initially six months after a new policy and procedure is approved and disseminated.
- 12.2 Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).
- 12.3 This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.
- 12.4 All changes made to this policy and procedure will go through the governance route for development and approval as set out in the Policy on Policies.
- 12.5 Compliance with this procedure will be looked after by the fleet admin team.
- 12.6 Information, feedback and statistics will be provided by Fleet and Enterprise.

13 Equality Analysis

- 13.1 The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and

exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.

- 13.2 Compliance with the Public Sector Equality Duty: If a contractor carries out functions of a public nature then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when carrying out those functions.

14 Associated Documentation

- 14.1 There is no associated documentation, however, handouts on how to use the portal and in car instructions will be made available by the provider.

15 References

- 15.1 NHS Terms and Conditions of Service Handbook