



Trust Vehicle Hire Policy

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1

Statement of Aims and Objectives

- 1.1. The Trust is providing an alternative option of 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 alternate 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.
- 1.2. The Trust intention with this policy is to provide staff with an alternative option to using their own private vehicle. This option will provide a safe and legally compliant vehicle to use on Trust business whilst ensuring appropriate governance and reducing the overall travel cost.
- 1.3. This policy applies to all Trust employees and staff on courses facilitated by Clinical Education who do not have access to a Trust lease car and would otherwise use their own private vehicle.
- 1.4. In accordance with the External Provider (EP) a 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:

EP offers the provision for Employees to 'opt-out' of having their personal information shared for direct marketing purposes, should they wish to do so.

- 1.5. The Trust Employee Privacy Notice has been updated to reflect this change.
- 1.6. All staff making a request for a vehicle 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 can use this additional option to travel on Trust business, to meetings, training courses and to visit other locations in order to carry out Trust business.
- 2.3. Providing this option of a hire car to staff rather than 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.
- 2.4. This option ensures maximum value for money for the Trust whilst reducing the running costs of staff using their own private vehicle.

3 Definitions

- 3.1. **Trust** – South East Coast Ambulance Service NHS Foundation Trust
- 3.2. **EP** – External Provider
- 3.3. **OSD** – Operational support desk
- 3.4. **PCN** – Penalty Charge Notice

4 Responsibilities

- 4.1. Associate Director of Operational Support will be responsible for: - Overseeing the policy and procedures are adhere to its requirements.
- 4.2. Head of Fleet Services will be responsible for: - Ensuring the policy and procedures are disseminated effectively to the appropriate team.
- 4.3. Fleet Admin Manager will be responsible for: - For the implementation and day to day management of the Travel Desk.
- 4.4. **The Fleet Admin Team will be responsible for:** - Ensuring all vehicles requested via Marvel are dealt with in time for the vehicle to be available for travel when required. Any issues raised are promptly resolved or escalated to the fleet admin manager.
- 4.5. **Line managers will be responsible for:** - Approving the request raised by their staff before the vehicle can be arranged.
- 4.6. **Staff will be responsible for:** - Ensuring they have completed the Marvel request and providing accurate information about the booking. Reading and agreeing to the T&Cs listed on the Travel Desk form.



- 4.7. Having the correct and current driving licence and signing up to the Trust's approved driving licence checking system.
- 4.8. Completing a standard pre-travel check on the vehicle and informing the Travel Desk of any concerns.
- 4.9. If you are not present when the vehicle is delivered, then the check must be done before you start your journey. Note and take pictures of any damage to the vehicle. Contact Fleet Admin and the hire company branch; all details can be found on your booking reference.
- 4.10. 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.
- 4.11. Reporting any accident damage to the Fleet Admin Team and EP as soon as possible. In the event of hospitalisation or similar this must be completed by the line manager or colleague.
- 4.12. If the vehicle is un-drivable the EP should provide a replacement within 4 business hours.
- 4.13. Covering the full cost of any Penalty Charge Notice (PCN) issued to the Trust (including admin fees). There is a no smoking policy all hire and Trust vehicles.
- 4.14. To ensure the safety and security of the vehicle when left unattended the following should be adhered to.
 - The vehicle must be parked legally and not cause any obstructions.
 - The parking brake must be engaged.
 - The ignition key must be removed from the vehicle.
 - All doors and window must be closed and locked.
 - Any loose equipment is to be stored out of sight and removed when leaving the vehicle.
 - Vehicle keys must always be kept secured.
- 4.15. **The hire company is responsible for:** - Ensuring the cars provided are cleaned and maintained appropriately, ensuring they are serviced on or before the manufacture stated intervals.



5 Compliance

- 5.1. All staff are required to request a vehicle for use via the Marvel platform through the Travel Desk and this is to be approved by their line manager.
- 5.2. No SECamb spare vehicle or hire vehicle is to be used without prior authorisation and this process being followed.

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.

All changes made to this policy and procedure will go through the governance route for development and approval as set out in the Policy.

7 Scope

- 7.1. The travel desk's prime functionality is to help facilitate and enable Trust staff to have an alternative option for business travel purposes other than mileage claims on personal vehicles. This will provide staff with a safe and legally compliant alternative transport method to personal mileage expense claims and reduce travel costs providing the Trust with an efficiency saving benefit. There is also reduced wear and tear on staff members' personal vehicles utilising this option thus providing them a benefit also.

8 Procedure

- 8.1.1. Staff should request a Vehicle for use via the Marvel platform (this can be found on the SECamb ZONE staff website). (Appendix A)
 - From the SECamb Zone Staff Website
 - Click on Marvel Icon or from the favourite's menu select "Service Desk Portal".
 - Click on "My Services"
 - Click on "Fleet"



- Click on “Travel Desk”
- Click on “Create Request”
- Complete the request ensuring all information is entered into the required fields and is accurate.
- The authorising manager email address will auto fill requesters details. This should be changed to authorising managers email address for the approval.
- Click Next Step.
- Read and agree the T&C’s declaration.
- Submit the request.

- 8.1.2. All requests will need to be approved by an applicant’s line manager before the vehicle can be arranged via the travel desk. If the vehicle is hired through EP the staff member will receive a booking reference from the hire company. If the vehicle is a trust car the staff member will receive a confirmation email via the Fleet admin team.
- 8.2. The Travel Desk will prioritise the supply of a Trust car before booking a hire car from an EP.
- 8.3. Out of hours emergency vehicle requests will be arranged by the OSD and followed up as soon as the travel desk are back in the office. Information on how to book out of hours can be found on the Travel Desk form via Marvel.

Refuelling of vehicles

- Trust issued pool cars will be supplied with a fuel card for use at accredited external fuel stations. Additionally, there will be a Fuel key that can be used to draw diesel fuel from Trust bunkered fuel sites which should be used as a preference.
- Please refer to the fuel card and key policy for use on Trust Fuel Cards and Fuel keys.
- Externally provided hire vehicles should come fully fuelled and returned with the same amount of fuel.
- All refuelling receipts need to be kept, and monies claimed back via E-expenses attaching receipts as proof of purchase.
- Pool cars will have a vehicle logbook that must be completed for every journey.

9 Competence

- 9.1 Advice and guidance on this policy for all staff including line managers will be provided by the Fleet Admin Team.



10 Monitoring

- 10.1 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 the EP.

11 Audit and Review

- 11.1 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. 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).
- 11.2 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.
- 11.3 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.
- 11.4 Compliance with this procedure will be looked after by the fleet admin team.
- 11.5 Information, feedback and statistics will be provided by Fleet and EP.

12 Equality Analysis

- 12.1 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.
- 12.2 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.



13

South East Coast Ambulance Service



NHS Foundation Trust

References

- 13.1 NHS Terms and Conditions of Service Handbook

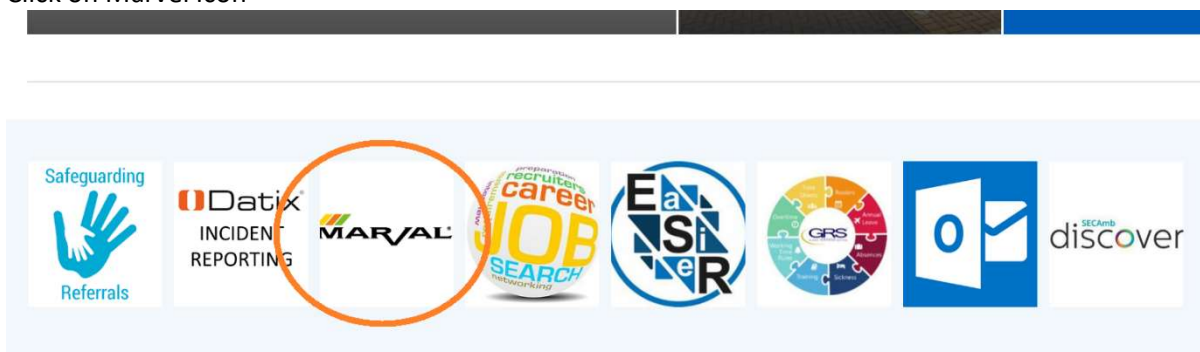


Appendix A

Marvel – Travel Desk Process

When on Secamb Zone Staff Website

1. Click on Marvel Icon



Or from the favourite's menu select "Service Desk Portal"

















2. Click on "My Services"









3. Select and click on "Fleet"



South East Coast Ambulance Service

 Audits and Records	 Business Intelligen...	 Central Scheduling...	 Clin Ed/Driving/C...
 Critical Systems	 EIA & QIA	 Finance & Procure...	 Fleet
 IT	 KMS 111 Admin	 Medical Equipment	 Medicines
 Operations Suppo...	 Private Ambulance	 Research and Dev...	 Wellbeing

4. Select and click on "Travel Desk"


 Fleet Commission	 Fleet General Serv...	 Fleet vehicle parts	 Fuel Cards/Keys
 Lease Car Adminis...	 Travel Desk		

5. Click and select "Create Request"

Please do not add any text or screens shots that contain patient, staff or personal data unless it is specifically requested or essential in reporting the issue

Home > Fleet > Travel Desk

Travel desk - Travel desk form

 Create Request

Travel desk form



6. Please complete the form and all data fields including details of start date and time and end date and time.



Travel desk form

Our working hours are Monday to Friday 9am to 5pm.

If this hire is needed out of hours DO NOT complete this form,
instead call the OSD on 0300 123 9199

Your work location:

Banstead MRC -



Department:

Fleet

Role:

Admin

Date/time vehicle required, Date/Time off hire:

01/06/2023 @ 08:00 - 07/06/2023 @ 18:00

Vehicle Delivery address:

The Horseshoe
Banstead
SM7 2AS

Vehicle Collection address (if different from delivery address):

As Above

Contact number:

03001230999

Your line manager will automatically be contacted to approve this request.
If they are not available at this time please provide an alternative name for
authorisation approval.

Authorising Manager email address:

barbara.cass@secamb.nhs.uk

Clear

Next Step

7. Please note – Authorising manager email address will auto fill requesters details – please ensure this is changed to authorising managers email address for the approval. Then click Next Step.
8. Please read and agree T&C's ensuring to check Agree box, as booking cannot be completed without it.



Travel desk form

- I Declare I have both the correct and current licence to drive said vehicle
- All fines including but not limited to bus lanes, Dart charge, ULEZ/Congestion, Speeding and parking fines are the responsibility of the user.
- Vehicles are for business use only, private use is not permitted, this includes your daily commute to your place of work.
- Any accident damage should be reported to fleet admin asap and MyCRA form must be completed
- The Trust will not be responsible for any personal items left in the vehicle.
- The vehicle should be returned with the same amount of fuel, any fuel added should be claimed via expenses with proof of receipt.
- On receipt of said vehicle the user is to check over, note and report any damage both internally and externally to fleet Admin/Enterprise

Members of staff may be allocated an unmarked Trust vehicle which may have covert emergency equipment. The following conditions will be followed:

- Speed limits will not be exceeded IN ANY CIRCUMSTANCES.
- No legislation is to be contravened IN ANY CIRCUMSTANCES.
- The Highway Code will be complied with AT ALL TIMES.
- The use of blue lights and two-tone wailers is expressly prohibited IN ANY CIRCUMSTANCES if being driven by any staff member who has not completed the appropriate emergency response course with the Trust's Driving Training Department.

Contravention of any of these conditions could invalidate our insurance and result in a personal liability for the driver in any incident resulting from such a contravention. It may also lead to court and or disciplinary procedures against the individual.

All staff, when driving, will not operate vehicle radios or use mobile 'phones, otherwise than through approved hands-free devices, in contravention of regulation 110 Road Vehicles (Construction and Use) Regulations 1986, unless the nature of the communication would be considered a genuine emergency AND that it is unsafe or impractical to stop driving.

- a) Staff must wear seat belts at all times
- b) Staff must, as far as practicable, encourage other adults riding in the vehicle to wear the seat belts provided Each driver taking over a vehicle is responsible for the vehicle, its equipment and cleanliness. Remember that the state of the vehicle reflects upon not only the driver but the Trust as a whole.

Routine Checks, all drivers should carry out the following checks before using a vehicle:-

- a) Ensure fluid levels are correct.
- b) Examine tyres for wear or damage and ensure that tyre pressures are correct.
- c) Inspect vehicle for signs of recent damage and report any found to Fleet Admin/Enterprise.

I have read and agree to the terms and conditions

☐ Agree

Clear

Raise Request

9. Once all complete click "Raise Request"