



PEASEDOWN ST. JOHN PARISH COUNCIL TRAVEL POLICY

Written: November 2018 – January 2019

Adopted: Full Council on 19th February 2019 (minute C295 – 19/02/2019 refers).

Peasedown St. John Parish Council recognises that both councillors and employees may be required to use their own personal vehicle to undertake Parish Council business.

Councillors and Employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as monetary cost.

Public transport will be preferred where practical and cost effective. All rail travel shall be by the cheapest standard class fare available. Taxis shall only be used when essential.

Car sharing, whenever possible, is encouraged.

EMPLOYEES

This document is to be used alongside the Contract of Employment to detail the regulations and guidelines surrounding the use of personal vehicles for business purposes.

Allowances - Employees

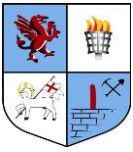
- 1.1 The Council will pay an Essential User's allowance to employees that have this specified in their Contract of Employment in respect of the use of personal vehicles for Council purposes in accordance with current Local Government rates.
- 1.2 Use of private vehicles for Council business will be reimbursed based on the NJC mileage rates for essential and non-essential user allowances. Employees will be required to complete a claim form for mileage expenses.
- 1.3 Any parking expenses or tolls an employee incurs will be reimbursed by the Council (employees must attach the original parking receipt to the claim form). The Council will not reimburse any parking tickets, speeding tickets or other fines/costs incurred while driving a personal vehicle for business purposes.
- 1.4 Employees may only claim mileage driven for business purposes, they cannot claim for their daily commute to/from work and any mileage claim must commence/return from their usual place of work.
- 1.5 Employees must honestly report their mileage usage; employees caught making false claims will be subject to disciplinary action.

COUNCILLORS

Parish Councillors (including the Chair) may be reimbursed for expenses for travel and subsistence on Parish Council business outside the parish.

Allowances – Councillors

- 1.6 Travelling and associated travel expenses on journeys on council business to include mileage at current HMRC rates and parking.
- 1.7 For the purpose of making mileage claims, councillors are permitted to claim for "allowable journeys" only – made with the prior approval of the Parish Council.
- 1.8 All claims are to be made promptly to the Parish Clerk (within 2 months of expenditure) and where relevant MUST be accompanied by a receipt.



PEASEDOWN ST JOHN PARISH COUNCIL

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

Requirements

2.1 Councillors/Employees shall only be authorised to use personal vehicles for carrying out Parish Council business upon meeting the following conditions:

- They possess a valid driver's licence;
- The vehicle is legally registered;
- The vehicle is taxed;
- The vehicle has a valid MOT certificate and has been deemed safe to operate and maintained as such;
- The Councillor/Employee holds current insurance on the vehicle which includes commercial/business use cover.

2.2 These documents/evidence of the above will be provided by the Councillor/Employee upon request of the Council.

2.3 Any Councillor/Employee who has his/her driver's license revoked or suspended shall notify the Clerk/Chair of Personnel Committee immediately. In this event, the operator shall immediately cease any usage of personal vehicles for Council business use.

2.4 All Councillors/Employees driving a personal vehicle to carry out business on behalf of the Council must follow all the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting council business and are to abide by all traffic laws while operating a vehicle.