

# Essential Car Users Policy



## 1. Purpose

This policy provides information and guidance for team members who need to use their own vehicle for Leonardo Trust essential business use such as travelling to meetings etc.

## 2. Applicability

This policy applies to all team members such as: employees, volunteers and students of The Leonardo Trust.

## 3. Roles & Responsibilities

The Charity Manager is responsible for ensuring that all team members are aware of this policy.

The Charity Administrator or nominated person is responsible for ensuring that all relevant documentation is valid and up to date. This includes checking that team members using their own car for Leonardo Trust essential business use have:

- A valid licence to drive in the UK
- Appropriate insurance cover in place
- A valid MOT certificate if required by law
- Valid road fund license

Copies of all documentation including a team member's driving license will be kept on the team member's personnel file.

Individual team members are responsible for:

- Ensuring they have a valid licence for driving in the UK
- Ensuring they have appropriate insurance cover in place
- Ensuring they have a valid MOT certificate if required by law
- Ensuring that they notify the Centre of any motoring convictions including points for speeding etc.
- Accurate and timely submission of mileage claims
- Ensuring that seat belts are always used
- Ensuring that a risk assessment is carried out before each journey

The Board of Trustees is responsible for periodically reviewing this policy.

## 4. Remuneration of travel claims

The Charity Administrator will check mileage travel claims from team members. All claims need to be authorised by the Charity Manager. The current rate of remuneration is 45p per mile and claims should be submitted monthly. This rate of remuneration will be reviewed annually.

## 5. Other policies

Other related policies which should be read in conjunction with this policy are:

- Mobile Phones whilst Driving Policy
- No Smoking Policy