



Policy Title Travel and Vehicle Use

CCMT Sponsor Director of Resources

Department/Area Corporate Finance

Section/Sector Transport

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1.0 Rationale

To provide guidance to all officers and police staff on business travel including travel in all TVP vehicles (marked, unmarked and pool vehicles); non-TVP vehicles including hire vehicles, private vehicles and sponsorship vehicles; air travel; rail travel and travel on public transport.

2.0 Intention

The intention of this policy document is to provide all officers and police staff with clear guidance in relation to business travel. The intention is to ensure the most economic use of travel resources whilst ensuring the following are fully met:

- Minimise the VAT and income tax liability on the force and the individual.
- Maximum availability of TVP vehicles for operational deployment and to avoid any additional charges to TVP or the individual by HMRC.
- Minimal impact on the environment wherever possible.

3.0 General Principles

3.1 Use of Police Authority owned, leased, loaned or hired vehicles

Any unauthorised use of the above vehicles is strictly prohibited and will be treated as a disciplinary offence. Private use of the above vehicles including taking vehicles home and leaving vehicles at home overnight is prohibited unless a hard copy exemption is held. (see 3.2)

Unauthorised or private use includes the regular commute to and from the normal place of work. Therefore, the above vehicles should not be taken home unless approved by a member of the Chief Constable's Management Team and for which a corporate record must be kept.

Vehicles should not be left at private premises during periods of annual leave or during rest days for any reasons.

3.2 Exemptions

The following exemptions to the above represent those that are corporately approved and do not need CCMTs approval, but to qualify for the exemption the vehicle and post must be registered with Force Transport Officer

3.2.1 On-Call

Where an officer or member of police staff is on-call, i.e. is part of an on-call register and/or, is in receipt of a paid stand-by allowance; or on the agreed list held by the Force Transport Officer.

3.2.2 Surveillance/Covert Vehicles/Security

Where a vehicle is registered by the Force Transport Officer as being a surveillance or covert vehicle and is specially equipped for that purpose (e.g. additional covert lights, siren etc.) then that vehicle may be taken home if it is essential for security reasons (*form to be designed to record details of each vehicle for future HMRC inspections*)

3.2.3 Driving School Vehicles

Driving school vehicles may be taken home where the instructor is training away from the driving school the next day.

3.2.4 Dog Vans

Vans modified for the carriage of police dogs may be kept at home but only whilst the dog is in the care of the officer.

3.2.5 Part of an Operational/Business Journey

(Register to be kept locally)

Where a vehicle is being used for an operational or a business journey and the length of the working day and/or direction of travel dictates the return journey to the place of work may be delayed until the next day, providing the next day is a duty day. Alternatively, the vehicle may be taken home for an onward journey the next morning.

3.2.6 Staff Drivers

Staff drivers may, with the approval of the Chief Constable's Management Team, take staff cars home over night. There is an HMRC VAT and Revenue exemption which allows the driver of such vehicles to park at a home address overnight.

3.2.7 General

Every force is required by National Counter Terrorist Security Office (NaCTSO) to ensure that the security of police fleet vehicles is risk assessed and suitable control measures are in place to ensure the security of such vehicles at all times. If approval is given to take a fleet vehicle home, the relevant BCU/OCU/Department management team must carry out a risk assessment of the location and security of the vehicle and keys to ensure suitable control measures are in place to ensure the security of the vehicle and any contents at all times. (*a hard copy of the risk assessment must be forwarded to transport HQ for retention on the vehicle file*)

Where it is more convenient to do so, a vehicle can and should, be left at the closest police station to the home address of the driver.

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The vehicle log book must be adequately completed for all journeys to record the reason for the journey.

All users of vehicles being driven on the Force insurance must ensure they are aware of, and comply with, the following corporate policies:

- TVP Driver Policy
- TVP Police Vehicle Collisions (POLACCS)

In the event that an officer or member of police staff has a TVP owned, leased, loaned or hired vehicle at their home and is taken ill, arrangements should be made without delay to have the vehicle collected and returned to the nearest station.

3.3 Use of own vehicles

Officers and members of police staff who are designated essential or casual users must ensure they comply with the appropriate rules and regulations set out on the TVP Corporate Finance Intranet site.

In order for a Police Officer to qualify and maintain essential user status the post must have an established annual mileage requirement of a minimum of 5,000 miles and the post holder must not have regular access to any Force vehicles.

Any officers that fail to meet the above criteria in full will be treated as casual users unless they, or their post, have been individually approved as designated special circumstances as essential users. A list of such posts will be maintained by the Head of Corporate Finance.

No police staff posts attract an essential user car allowance. Police staff using their privately owned car for business will be treated as casual users.

Anyone using a privately owned car for business purposes must ensure the following conditions are met:

- In relation to police support staff, essential user criteria is only applicable to those on the PSC pay arrangements whose post, not the person, must be deemed as an essential car user post
- The post must have an established annual mileage requirement of a minimum of 5,000 miles and the post holder must not have regular access to any Force vehicles.

Any officers or members of staff that fail to meet the above criteria in full will be treated as casual users unless their post, has been individually approved because of special circumstances, as an essential users post. A list of such posts will be maintained by the Head of Corporate Finance.

In addition to the above, anyone using a privately owned car for business purposes must ensure the following conditions are met:

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- The vehicle must have fully comprehensive insurance with business use cover. The insurance must fully indemnify the Police Authority from any third party claims that may arise from its use for business purposes
- The vehicle must have a valid MOT test certificate and excise licence and be in a road worthy condition at all times
- The vehicle must be serviced and maintained, in line with the manufacturer's recommendations, by a professionally recognised competent person or organisation.
- It is the responsibility of essential status users to make their car available for business use during working hours. When the vehicle is off the road for whatever reason it is the responsibility of the officer/member of police staff, not TVP, to source a replacement vehicle.

3.4 Public Transportation

The following section sets out the high level principles for the use of public transport by all officers and police staff:

3.4.1 Air Travel

All air travel will be economy class unless prior written approval is obtained by a member of the Chief Constable's Management Team. A journey by air should be essential, and demonstrate value for money in terms of substantial savings in time and overtime which would counter balance any additional costs incurred.

Due to current concern over Deep Vein Thrombosis (DVT) the exceptions to using economy class for air travel would be for employees with a medical condition, supported by confirmation from the Force Medical Officer.

All long haul air travel and complex itineraries should be booked through the Force's approved contractor EXPOTEL, details of which are available on the TVP Intranet site.

However, to ensure value for money is achieved the use of TVP purchase cards for low cost airline internet booking for simple flights is allowable to avoid the Expotel booking charge. This needs to be arranged through your BCU/OCU/Departmental budget holder/Business Manager.

3.4.2 Rail Travel

In some areas of Thames Valley arrangements are in place for concessionary travel by rail. If there is any uncertainty then check with your BCU/OCU/ Departmental Business Manager prior to booking.

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All rail travel will be economy class unless prior written approval is obtained by a member of the Chief Constable's Management Team for up-graded travel. In line with Police Regulations the ranks of Superintendent and Chief Superintendent can approve their own first class rail travel but only if it is deemed to be necessary.

When travelling to London officers and police staff will be reimbursed for travel in and around London on the London Underground.

All rail travel must be arranged through the Force's approved contractor EXPOTEL details of which are available on the TVP Intranet site, or from in Force ticket machines.

3.4.3 Taxis

The use of taxis is normally not the most economic or environmentally friendly option for business travel.

Taxis should only be used in exceptional circumstances e.g. when public transport has been used to complete the bulk of the journey and the distance to travel to the final destination is too far to walk and there are no other suitable means of public transport.

Where the business journey may be late at night and/or in or around an unsafe area, taxi expenses with an original receipt will be refunded.

For business journeys outside the capital or where use of the London Underground is not viable to reach a destination and a taxi has to be taken, all reasonable expenses will be reimbursed on production of the original receipt, and a VAT receipt if possible. However, an original hand written receipt with the taxi company name, date, total amount paid and journey would meet the minimum requirements.

3.4.4 Hire Cars

Users of hire cars need to ensure they comply with the requirements of the Force, devolved budget holder, and transport policy and procedures for the use of hire cars, before submitting a request via the CTC internal Car Hire desk using the authorised Force contractors.

All users of hire vehicles being driven on the Force insurance must ensure they are aware of, and comply with, the following corporate policies:

- TVP Driver Policy
- TVP Police Vehicle Collisions (POLACCS)

NOT PROTECTIVELY MARKED**4.0 Guidance, Procedures & Tactics****4.1**

Drivers of all vehicles are reminded of their responsibilities under road traffic legislation, including an individual responsibility to ensure that the vehicle they are driving is in a legal and safe condition before using it on a public road.

4.2

Drivers must, before using any vehicle for business purposes on a public road, carry out road-worthiness and serviceability checks in accordance with the Driver Policy to include the following **POWDER** check: -

(The only exception to the above being to attend an immediate commitment in a suitable force vehicle before the checks can be carried out – in this case the checks must be done at the first available opportunity)

P - petrol/diesel sufficient for purpose

O - oil level is correct

W - water levels, coolant (level to be adjusted when engine is cold) and screen wash

D - damage, inspect for damage and if any is found (which is not subject of a log book entry) note details in log book and report to supervisor, defects – arrange for repair

E - electrical, all equipment is serviceable

R - rubber, tyres – correct pressures, tread depth, damage to side walls and wheel rim (do not forget the spare) and wiper blades

Any defects or damage found must be reported immediately to a supervisor if the vehicle is a fleet, hired, loaned or sponsored vehicle.

If the vehicle is privately owned it should not be used for business purposes until necessary action has been taken to ensure the vehicle is fit for use by the officer or member of staff.

4.3 Management Responsibility**4.3.1**

All vehicles and associated equipment provided by TVP are classified as 'work equipment' under the Provision and Use of Work Equipment Reg.s 1998 (PUWER) this applies to private vehicles whilst being used by officers or employees on essential or casual user allowances. Employers are required to ensure:

- Work equipment is maintained in efficient working order and in a good state of repair at all times.
- If the vehicle or equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be subject to periodic inspection to enable detection and remedy of any defect or deterioration

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4.3.2

Business Managers are to ensure that effective procedures are in place for monthly inspection and condition checks of all vehicles and emergency equipment.

4.3.3

They should also ensure the establishment of a BCU/OCU process for the recording and reporting of any defects, damage and missing equipment found during inspection of all fleet, hired, loaned and sponsored vehicles.

4.3.4

Business Managers are responsible to ensure all force policies with reference to travel are complied with at all times with an end of month process in place for the dip auditing all travel provision.

5.0 Challenges & Representations

5.1

Any person directly affected by this policy may make presentations in relation to its contents and/or any decision in consequence of it to: -

Head of Corporate Finance
Headquarters North
Meadow House
Kidlington
Oxfordshire
OX5 2YS

5.2

Any person directly affected by this policy may make presentations directly to the policy owners or through the appropriate staff associations representatives.

6.0 Communication

6.1 Links to Police National Legal Database Other

This policy should be read in conjunction with the following documents:

- TVP Driver Policy
- TVP Police Vehicle Collision (POLACCS) Policy
- Corporate Finance (Payroll, Expenses, Travel & Subsistence) Policies
- Procurement Air, Rail & Hotel Contract Policy
- Transport Hire Vehicle Policy & Booking Form
- Health & Safety Management of Vehicles & Emergency Equipment Policy

6.2 Implementation Strategy

A communication strategy will be managed by Corporate Finance. Target audience will include all TVP Officers, Employees and Drivers, and interested partner agencies.

This policy will be published on the Policy Management Unit intranet and internet site and will be advertised in Manager's Briefing and Weekly Orders.

7.0 Compliance and Certification

7.1 Human Rights Certification

(i) Legal Basis

This legal basis for this policy is derived from:

- HMRC Regulations
- Management of Health & safety at Work Act & Regulations
- Road Traffic Legislation
- Chief Constable & Police Authority Financial Rules & Regulations

The Chief Officers have corporate responsibilities and obligations for all users of business travel, in respect of the provision of travel generally use of all vehicles and those engaged in driving them. Individuals as drivers have duties and responsibilities under the general road traffic law.

(ii) Human Rights Articles Engaged

This Policy has been drafted and audited in accordance with the Human Rights Act 1998. It is acknowledged that this Policy has the potential to engage the following Articles of the Act:

Article 2 Right to Life

Article 2 (Right to life) states that "*..... Everyone's right to life shall be protected by law*"

The Article imposes two duties on the state, the second of which is to take reasonable measures to protect life. The duty to take reasonable measures to protect life includes a duty to put in place effective criminal law provisions to deter the commission of offences against the person backed up by law-enforcement machinery for the prevention, suppression and sanctioning of breaches of such provisions. It may also include a positive obligation on the authorities to take preventative operational measures to protect an individual whose life is at risk from the criminal acts of another individual.

This policy acknowledges the risks associated with all business travel to our officers and staff and introduces measures to ensure high standards are

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maintained and allows the organisation to ensure that it provides the most appropriate method of travel.

(iii) Prohibition of Discrimination

By engaging any of the aforementioned Articles, there is the potential to engage Article 14 of the European Convention. Article 14 states that the enjoyment of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status. Actions taken as a consequence of this policy will be applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Diversity Impact Assessment

The policy has been subject to a diversity impact assessment and no significant issues have been identified. It has been assessed against all the strands of Diversity and rated as 'LOW' relevance.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI) Compliance

Information deemed 'for a policing purpose', or any data about an individual that is circulated or received by e-mail; or published/downloaded via the intranet or internet or circulated in any other format must comply with MoPI guidelines.

7.5 Community Engagement Strategy and Standards

This policy does not have the potential to engage any of the Force Community Engagement Standards.

7.6 Data Protection

The policy is open and does not contain any personal data or information.

However, any personal data processed as a result of this policy will be managed in accordance with the provisions of the Data Protection Act 1998. It is acknowledged that 'sensitive personal data' may be processed and this data will be protected in accordance with the requirements of the Act. Additional care should be taken when disclosing or sharing information to ensure the data is safe in transit.

7.7 Freedom of Information Act

This policy is considered to be available to the public and without risk of a breach of security or impedance to the course of a criminal investigation, and will be published under the Freedom of Information internet site.

7.8 Protective Markings

The policy has been assessed for its correct level of protective marking and is **NOT PROTECTIVELY MARKED.**

7.9 Health & Safety at Work

The main aim of this policy is to ensure TVP compliance with all applicable HMRC, Financial, Road Traffic and Health and Safety legislation.

This policy is to be read in conjunction with the Force Health and Safety Policy and Force Health and Safety Manual, which set out the requirement for documented risk assessment by a competent person, when exposure to a particular hazard arising from workplace or pre-planned Policing work activity can be said to be 'reasonably foreseeable'. Force documented Generic Risk Assessments (GRAs), governing health and safety considerations for General Patrol and Custody already exist.

8.0 Monitoring and Review

A full review will be carried out annually by Head Corporate Finance and will examine:

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

Director of Resources:

Date: