



Car travel status

1. Who does the procedure cover?

All employees with the exception of:

- Chief Executive
- Corporate Directors
- Teachers
- Fire Fighters
- Former Manual Workers.

2. Who is eligible to receive car travel status?

An employee is eligible for car travel status if:

- they have to use their car to carry out their work for the county council;
- they have been authorised to do so; and
- the majority of their work is within the county boundary.

Those who meet the criteria will be designated in one of two categories:

- Essential user
- Casual user

Essential user

An essential user is an employee whose duties require them to have a car at their disposal at all times and will travel 3,601 miles or more a year on county council business. They will have an automatic right to loan facilities.

Employees who travel less than 3,601 but more than 2,401 miles a year, may also be given essential user status. This would be at the discretion of their Assistant Chief Executive/Corporate Director, based on:

- the regularity of use;
- the need to travel to different locations; and
- the nature of use, e.g. on-call.

Casual user

A casual user is an employee for whom it is merely desirable that a car should be available when required.

Such employees will regularly travel between 1,801 and 2,400 miles a year on county council business. They will have access to loan facilities.

Part-time employees

Part-time employees are eligible for essential car user status:

- if they meet the standard criteria; and
- their miles, on a pro-rata basis, equate to that of a full-time employee.

If so they will receive the same allowances as a full-time employee (i.e. not pro-rated).

3. Is an employee's travel status ever reviewed?

Yes. Travel status is subject to annual review. This includes looking at the mileage pattern over the previous 3 years, where possible. If the employee has only been in post for part of the year, their first review will start at the end of the first full travelling year. The travelling year is based on the period 1 April to 31 March.

4. What happens if an employee loses their essential user status?

If the employee has an outstanding car loan, they can retain their essential user status until the loan is paid, providing:

- it runs for no more than 4 years; and
- the lump sum element of the essential travelling allowance isn't more than the monthly car loan repayment.

Employees must produce evidence of the loan if it is from an external provider and not the county council.

If the employee does not have a loan, they will lose their essential status three months from the 1st of the month after the date they were notified of their reviewed status.

5. What happens if the car is not used for a period of time?

If the car is not in use either:

- because of a mechanical fault; or
- because the employee is ill,

the lump sum will continue to be paid for 4 months, including the month in which the car went out of use. For the following 3 months, payments are made at the rate of 50%.

If the car is being repaired, the employee will be reimbursed for the cost of using other forms of transport. This does not extend to the cost of hiring another vehicle. If a pool car is available it may be used on a no cost basis for short periods.

6. What are the travelling rates?

Different rates apply dependent upon user status and engine size. These can be found under "Travel allowances" In exceptional circumstances higher rates might apply if employees have to transport heavy equipment on a regular and consistent basis.

7. How does an employee apply for car travel status?

Employees need to contact Human Resources who will be responsible for putting together proposals for travel status. These are sent to the appropriate

Assistant Chief Executive/Corporate Director for approval. Individuals are told about the outcome in writing.

New posts may be given essential or casual status dependent on the nature of the duties. They will then be subject to annual review.

If you have any queries about car user status and related benefits, please speak to Human Resources.