



Derby City Council

Business Travel Policy- Schools

Policy Purpose

Derby City Council is committed to taking all practical and reasonable steps towards reducing CO2 emissions to improve air quality in the city to net zero by 2035, as stated in the Council Plan 2022-25. We recognise the importance of flexibility and the need to reduce our carbon footprint and positively impact climate change in delivering services.

This policy encourages colleagues to choose more sustainable and active travel options, including co-ordinating and planning journeys, whilst considering the cheapest form of transport that is practical for business journeys. This includes public transport, bicycle travel, car sharing, short-term hire and walking if you can. The Council is also committed to managing occupational road risk as part of our overall duty of care to colleagues and will take all practical and reasonable steps towards managing the risks inherent in colleagues travelling for work, whether alone, with passengers or transporting equipment for work.

Document Control

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Derby City Council

1. Overview

- 1.0 The Council, in consultation with recognised trade unions, has agreed this policy for adoption by those employed under the delegated powers of Governing Bodies of schools. Governing Bodies of Community and Voluntary Controlled Schools are required to adopt this policy for all employees within their delegated powers.
- 1.1 Governing Bodies of non-Derby City Council schools, for example Academies, may wish to adopt this policy within their delegated powers.
- 1.2 This policy applies to all school colleagues.
- 1.3 This policy applies to all business travel and does not apply to commuting journeys except where a colleague's home is their designated work base.
- 1.4 All colleagues have a responsibility to take the most appropriate, cost effective and sustainable method of transport, coordinating, planning and grouping journeys by geographical location, where possible, to minimise the number of separate journeys and distance travelled.
- 1.5 Please also refer to the requirements outlined in the Driving at Work Policy and Procedure.
- 1.6 Please refer to Appendix 1 for definitions of roles and Appendix 2 for a Glossary of terminology used in this Business Travel Policy.

2. Roles and Responsibilities

- 2.1 You must travel by the most cost-effective route also considering the sustainability of the mode of travel chosen and should only undertake work journeys that are necessary. We recognise that some disabled colleagues may need to use the type of transport most accessible to them, which may not always be the cheapest. All travel arrangements should be agreed in advance with your line manager.
- 2.2 The roles and responsibilities of key stakeholders are summarised in Appendix 3.

2 Policy aspects

Preconditions for Grey Fleet use

- 3.1 There are three preconditions for you to use your own vehicle for business journeys and these are:
- where no alternative is appropriate, accessible or available for the business journey
 - where your manager has given permission following a risk assessment
 - all the driver and vehicle document checks have been completed satisfactorily in line with the Driving at Work policy.
- 3.2 You will only be authorised to drive on behalf of the Council and be paid any claims for mileage expenses where all the appropriate driver checks, including a current and valid driving licence, insurance policy and MOT certificate, where applicable, have been completed satisfactorily.
- 3.3 If you are a disabled person which makes the most sustainable and cheapest travel option impractical, you may, after consultation with your line manager, use your own vehicle for business travel provided the necessary driver and vehicle checks have been completed satisfactorily.

Risk assessment

- 3.4 Where driver and vehicle documents are satisfactory, managers can authorise a business journey provided they have carried out an appropriate risk assessment. Information about risk assessments can be found within the Driving at Work Policy.

Recording journeys

- 3.5 You must record all details of journeys, start and finish points, showing each place visited in order including repeat visits and the purpose of the journey.
- 3.6 You should retain your own copies of claims submitted and milometer readings for HMRC inspection if required.

Reimbursement for business journeys

- 3.7 It is not expected that you will do more than 10,000 business miles in your own car. Where such high mileage is anticipated, you and your manager should consider the use of alternatives, for example or short-term hire vehicles, where available or using bus, coach or train travel as appropriate. Access to these types of travel will be taken into account if you are a disabled colleague.
- 3.8 When you are authorised by your manager to use your own vehicle for a journey, you must submit a VAT receipt for fuel that predates the journey otherwise the claim will not be paid.
- 3.9 Reimbursement rates for own/private cars reflect Revenue and Custom's - HMRC recommended non-profit rate and will be amended to reflect any future amendments to this rate. These rates are outlined in 'Business Miles – Travel Re-Imbursement Rates'.
- 3.10 An extra 5p for each passenger mile will be paid for carrying passengers who are also colleagues, when approved to do so.
- 3.11 Where short term hire vehicles are used a fuel card will be provided to purchase fuel. All journeys must still be recorded.

3 Support and guidance

- 3.1 A full description of the process including guidance, supportive information and documentation can be found at:
 - Business Travel guidance
 - Starters/leavers/changes & expenses exp & bus travel
 - Business Travel FAQs
 - Business-travel-mileage-claim-examples.pdf
- 3.2 Other related guidance, policies and websites can be found at:
 - Driving at Work policy and procedure
- 3.3 Colleagues without access to this information can ask their manager/ schools business manager for a printed copy.

Role definitions

In this policy, unless the context otherwise requires, the following expressions will have the following meanings:

‘Your Manager’ means the person that you report to.

‘Governing Body’ means the governing body of the school in accordance with the Instrument of Government.

‘Governors’ means the governors appointed or elected to the Governing Body.

‘Headteacher’ means the most senior teacher in the school who is responsible for leadership and the day to day running of the school.

Glossary

In this policy, unless the context otherwise requires, the following terms will have the following meanings:

'Sustainable travel' means - modes of travel which cause little or negative impact on the environment

'Active travel' means –modes of travel which involve a level of activity such walking, cycling, bus or train travel etc,

'Coordinating' travel means – where possible, sharing journeys/car sharing to avoid a number of separate journeys being made to the same place (includes attending off-site meetings, off-site visits, off-site training etc)

'Planning' journeys – any journeys should be planned in advance to reduce the number of journeys and distance travelled (includes attending off-site meetings, off-site visits, off-site training etc)

'Business travel or Work related' journeys – these are journeys you make as part of your role to attend off-site visits for training, meetings etc (this does not include commuting journeys)

'Commuting' means – the journey you take from your home to your place of work/work base and the return journey back home.

'HMRC' – the UK Government department which is responsible for calculating and collecting taxes

'Work base' – your work base is as stated in your contract of employment – e.g.: base school, other named school or other Council building

'Grey fleet' – this describes the personal vehicles owned and used by colleagues regularly for business travel as part of your role for business/work travel

Policy roles and responsibilities of key stakeholders – School based Council colleagues

Governing Body	Headteacher/ Chair/ Co-Chair/ Chairs' Representative	Managers/ Headteachers	Colleagues	External Human Resources Provider	Derby City Council Human Resources
Fairness and equality					
To ensure this policy is implemented in a fair, consistent, and non-discriminatory manner.	To provide reasonable adjustments as required.	To provide reasonable adjustments as required.	To notify managers of reasonable adjustments required.	Provide advice and guidance to Governors, Headteachers, Managers and Colleagues.	Provide policy and procedure documentation and guidance via the Schools' Information portal.
General Operation of the Scheme					
Ensure managers carry out their responsibilities	Ensure managers carry out their responsibilities	Ensure colleagues are aware of where to access information.	Comply with statutory and operational requirements.	Provide advice and guidance to Governors, Headteachers, Managers and colleagues.	Provide policy and procedure documentation and guidance via the Schools' Information portal.
			Research and consider the most sustainable and cheapest practical transport type.		

Governing Body	Headteacher/ Chair/ Co-Chair/ Chairs' Representative	Managers/ Head teachers	Colleagues	External Human Resources Provider	Derby City Council Human Resources
General Operation of the Scheme					
			Coordinate and plan work related journeys to minimise distance and number of separate journeys made.		
	Carry out driver and vehicle checks annually.	Carry out driver and vehicle checks annually.	Obtain a receipt for fuel that pre-dates the journey		
	Review/approve mileage claims as appropriate.	Review/approve mileage claims as appropriate.	Record details of all journeys on the appropriate claim form.		Process claims in line with the business travel policy, where applicable.
	Carry out risk assessments.	Carry out risk assessments.	Comply with the risk assessment.		
			Maintain copies of claims and milometer readings for inspection by HMRC if required.		

Governing Body	Headteacher/ Chair/ Co-Chair/ Chairs' Representative	Managers/ Head teachers	Colleagues	External Human Resources Provider	Derby City Council Human Resources
Document Retention					
Ensure documents are treated and stored in line with the schools' data protection and IT policies.	Ensure documents are treated and stored in confidence and in line with the schools' data protection and IT policies.	Ensure documents are treated and stored in confidence and in line with the schools' data protection and IT policies.	Keep a copy of documents and receipts.	Ensure documents are treated and stored in line with data protection and IT requirements.	Ensure documents are treated and stored in line with the Council's data protection and IT policies. Ensure information is processed through the HR Information system as required.