

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

Using Vehicles Belonging to People we Support and Your Own Vehicle Policy

■ This policy should be read in association with Employee Handbook and Finance Policy.

Using Vehicles Policy – what this means to Beyond Limits

To safeguard the people we support and employees who drive their vehicles or use their own vehicle to take a person out this policy details the usage of vehicles, recording of mileage, claiming expenses, and fueling.

At Beyond Limits, we aim to increase people's independence and enable people to be part of their communities. This this end, you should take every opportunity to support and grow a person's skills to use a range of public transport (including walking).

If on occasion, however a car is agreed to be the best form of travel then the route and activity should be planned carefully and fuel used wisely as travel is expensive.

Each person we support has a support budget, which includes **all** the money available for travel and expenses for their team. This is their budget and not money belonging to Beyond Limits. Travel has to come within the person's support budget so every effort must be made to keep car use and expenses to a minimum and to think of different solutions to getting around wherever possible.

To safeguard yourselves, and the person you support any money used for travel must be accounted for using Beyond Limits procedures.

What this means to Beyond Limits

Within a **person's working policy**, details must be recorded on a person's agreed:

- Use of their car or the cars belonging to the team
- Recording of mileage
- Budget for fuel for their vehicle
- Where fuelling will take place and how often e.g. a fuel account at a specific garage or agreement on the amount of fuel to fill up with each time.

You can only use your car for taking the person you support in if the Service Leader has your vehicle detail, you have the correct insurance and you have signed the car disclaimer. If you are unsure about any of this, please ask a Service Leader.

There will be specific details included in the Working Policy of the person being supported; you should refer to this document at all times.

If any of your details or circumstances change, you must let your line manager know. Any failure to do this in a timely manner will be considered a breach of this policy.

Any claims for the purchase of business insurance must be discussed with the Director, Doreen Kelly, prior to any such purchase been made.

Each vehicle (employee vehicles if used and vehicles owned by a person being supported) should have a bound car mileage-recording book kept in the car at all times.

When an **employee member** takes a person we support out in a vehicle belonging to them, they will record the:

- Date

- Initials of the person being supported (if they take more than one person out)
- Starting mileage
- Nature of trip and destination (shops, work etc. and whether fuel has been bought during the trip)
- Finishing mileage
- Signature of employee member recording the information

When the **Service Leader** carries out their financial audits, they will include a reconciliation of the car mileage book – looking for discrepancies in mileage, high mileage, fuel amounts etc. This will also act as a check on whether the person we support is doing in the community, what is recorded in their working policy.

When the **Service Leader** does their quarterly checks, they will include a reconciliation of the vehicle mileage book with the petrol receipts received and again checking for any irregularities.

Claiming for mileage

When you use your own car for taking the person you support out, you should use the correct travel and expenses form, this can be found on the organisation's shared drive. You will be able to claim 35p a mile for travel, or the cost of public transport (providing a receipt is attached)

To make a claim you should:

- Use a separate expenses form for every month you are claiming.
- Your expenses form should be handed in to your line manager for signing off before the 25th of each month.
- Expenses such as parking should be claimed by way of attaching a receipt to the expenses form. You are unlikely to be reimbursed if you do not have a receipt.
- Your expenses should never go over 3 months before claiming.
- Make sure your line manager has signed your expenses form before submitting it.
- If your expenses go over 3 months, you will need to speak to a senior service/service leader regarding back payment.

Always remember to use safe methods of transport and use safe routes, if in any doubt use a recognised route planner, such as the AA.