



Policy for LEASE CAR SCHEME

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1. Introduction

The lease car scheme is designed to build on the best features of the previous schemes, while addressing concerns raised about some details of their impact and administration. This policy has been prepared in partnership by management and staff representatives working together to establish a framework for the new scheme.

Managers and staff are reminded that, unless specific provisions are sought, they must not deviate from the guidance within this Policy.

It should also be remembered that other options are available for consideration, in terms of Regular and Standard User allowances for an employee, with agreement to use their own vehicle for business purposes. However, employees who prefer to use their own car rather than accept the employer's offer of a lease car shall be reimbursed at Public Transport Rate. Managers and staff should refer for further guidance to Section 17 (Mileage allowances) of the Agenda for Change Terms and Conditions Handbook, or other relevant equivalents for staff not covered by the Agenda for Change agreement.

2. Outline of the Scheme

The scheme is based on the business mileage requirements of each post. The Employer makes an allocation towards the cost of the lease, based on an evaluation of total business mileage, journeys and occupational road risk. Having considered the issues of appropriateness for business purposes and safety, the employee may choose a vehicle per paragraph 4.6 of this policy. The employee will pay the difference between the employer's allocation and the total lease cost, this being a function of the vehicle chosen and the number of personal miles driven.

In line with NHS Highland's commitment to the environment, the emissions of all vehicles chosen will be no more than 140g of Carbon Dioxide per kilometre. This figure will be reviewed annually.

The scheme will be managed on behalf of NHS Highland by Derwent Shared Services which is an NHS shared services organisation. **All enquiries with regard to the scheme, as well as any queries which arise, should be made to the Fleet Administrator, Derwent Shared Services, 01332 622424. Any complaints about this service should be addressed to the Transport Manager, NHS Highland, 01463 706335.**

3. Eligibility

Lease Car Holders must be employees of NHS Highland, for whom a Management of Occupational Road Risk Assessment has been completed. This includes disabled employees who may require an assistant to drive them.

4. Lease Car Scheme General Conditions

4.1 Duration of Contract

The scheme is based on a 3 year contract hire agreement, between NHS Highland and a Contract Hire Company.

4.2 Employee Contribution

The employee makes a weekly or monthly payment (as appropriate) in respect of his or her vehicle choice and their private use of the vehicle. The employee's payments are deducted weekly or monthly (as appropriate) from salary. This payment is effectively the difference between the total cost of the lease package and the employer's contribution. The lease package includes vehicle maintenance, insurance, road fund licence and motoring association membership payment. It should be noted that the annual insurance charge and Road Fund Licence charge may vary from year to year.

Certain additional payments may arise under the terms of the contract, for which the driver will be responsible and are outlined later in these conditions. They include charges made in the event of premature termination of the hire, excess personal mileage charges and repair of damage found when the vehicle is returned.

4.3 Used Leased Vehicles

In exceptional circumstances, a driver may be asked to accept a used vehicle previously allocated to another driver. In these circumstances there will be no financial detriment to the driver.

4.4 Duration of Lease

The vehicle will be leased for a three year period, on the basis of agreed business and private mileages. Extensions of the lease period will not normally be permitted, except where a Business Case shows this to be beneficial both to the employee and to NHS Highland e.g. an employee definitely retiring within a few months.

The accuracy of the total business and private mileage within the lease period is important as it determines the rate at which the Contract Hire Company will supply the vehicle. Any approved business mileage undertaken in the lease vehicle will be reimbursed at the appropriate rate, per paragraph 4.11 of this document.

4.5 Evaluation of Application

At the point of entry to the scheme and at each subsequent lease renewal, the application will be evaluated by the employee's manager, authorised for these purposes, in order to determine the employer's contribution. This will be based on previous and anticipated mileage patterns. Each application will be evaluated on the same basis per Paragraph 5 of this policy.

4.6 Choice of Vehicle

Applicants and authorising managers must ensure that the vehicle selected and authorised is appropriate for the business purpose for which it is intended and fits with the driver's Management of Occupational Road Risk Assessment. Applicants and managers are also reminded that they are responsible for minimising NHS Highland's exposure to risk wherever possible.

In line with NHS Highland's commitment to the environment, the emissions of all vehicles chosen will be no more than 140g of Carbon Dioxide per kilometre. This figure will be reviewed annually.

4.7 Additional Costs to Employees

Excepting any adjustments, which may be required because of disability, the additional cost of optional extras such as automatic transmission will normally be met by the driver.

Adjustments which are required due to disability should be requested via the "Leased Car Application Form (Stage 2)", Per Appendix 2, Page 21 of this document. The NHS Highland Transport Manager or the Facilities Support Manager will consult with the employee and arrange for the appropriate adjustments to be fitted at no cost to the employee.

If adjustments become required during the course of a lease, due to disability, the cost of these will also be met by NHS Highland.

4.8 Cost of Leasing

Information as to the cost to an employee of leasing a particular vehicle can be obtained from Derwent Shared Services using the Informal Quotation Request forms attached as Appendix 1, Page 18 of this document. Costs may vary between the date of quotation and the date of ordering of the vehicle. Employees in this position will have the option to cancel the order or change their vehicle choice.

4.9 Review of Mileage

Private and Business Mileage will be reviewed annually by Derwent Shared Services and adjustments to contributions notified to the driver for the forthcoming year.

Where it is identified that a lease car has not been used for the anticipated Business or Private Mileage, the ongoing contribution towards the lease cost by NHS Highland or the employee (as appropriate) will be reassessed.

4.10 Vehicle Insurance

Lease cars used for both business and private mileage are covered by a fully comprehensive insurance policy, the premium for which is allocated 40% NHS Highland and 60% to the employee. These charges are subject to VAT at the appropriate rate. It should be noted that the annual insurance charge may vary from year to year.

4.11 Fuel Cards

Employees will be supplied with a fuel card (see Appendix 4, Page 25 of this document), with which fuel can be purchased. There are benefits to the user in convenience and in paying their fuel bill monthly through a deduction from salary.

The employee's fuel costs incurred on official business will be reimbursed in accordance with rates linked to the current national fuel cost and the group of car allocated to the user. The reimbursement rate will fluctuate according to the national average fuel pump price.

4.12 Refusal of Applications

The employer reserves the right to refuse an application and to consider other relevant factors in making a decision. The users of vehicles leased under this scheme are required to inform the Fleet Administrator, Derwent Shared Services, 01332 622424 immediately of any event which affects or might affect their eligibility to participate in the scheme e.g. loss of driving licence, physical or mental incapacity.

If the employer decides not to offer, or continue to offer, a lease car, the employee shall be entitled to either Regular User or Standard User rate of reimbursement for use of their own

vehicle for business purposes (see Para 17.5 of the Agenda for Change Terms and Conditions handbook – or equivalent for staff not covered by the Agenda for Change Agreement).

5. Matching Contributions to Travel Requirements

The amount of money which the employer will contribute to each lease is a function of total business mileage and the nature of the business demands on the vehicle.

Each post will be evaluated by the employee's manager, authorised for this purpose, as to whether the post qualifies for the Group 1, 2 or 3 allowance.

In reaching this decision the Evaluation Form shown in Appendix 1 will be used.

Employees' managers will review all car leases, for which they have responsibility, as they approach their expiry date. This information will be logged in order that an expected mileage for a particular post, or within a certain geographical area, can be factored into expected mileage calculations.

When an employee is applying for a lease car, the previous business mileage pertaining to the post held will be formally reviewed by the employee's manager and used in the calculation of expected business mileage, shown in Appendix 1, Pages 15 – 19 of this document.

6. Employer's Contributions

The amount of the employer's contribution to each lease can be found from the table below. The employer's contributions are designed to reflect the total cost of leasing an appropriate vehicle for business miles only. In other words, if NHS Highland was to lease a vehicle for its' business requirements only, this is the amount it would expect to pay.

Group 1

Contributions reflect the lease cost of a competitively priced 1.2L petrol car, (1.4-1.5L diesel)

Group 2

Contributions reflect the lease cost of a competitively priced 1.4L petrol saloon or 1.6L estate car (1.7 - 1.9 diesel)

Group 3

Contributions reflect the lease cost of a competitively priced 1.8L petrol car (2L diesel upwards).

Employees who are authorised to enter into a lease must choose a vehicle within, or higher than, the group authorised. To do otherwise may be seen by auditors as fraudulent.

NHS HIGHLAND CONTRIBUTIONS

Business Mileage	Group 1 £	Group 2 £	Group 2 (Estate) £	Group 3 £
1000	206	258	300	342
2000	412	516	600	685
3000	617	774	900	1027
4000	823	1031	1200	1369

Business Mileage	Group 1 £	Group 2 £	Group 2 (Estate) £	Group 3 £
5000	1366	1537	1839	2246
6000	1378	1555	1883	2266
7000	1390	1573	1927	2286
8000	1425	1613	1948	2306
9000	1441	1633	2010	2326
10000	1457	1689	2031	2346
11000	1482	1711	2064	2374
12000	1507	1768	2095	2402
13000	1532	1831	2125	2430
14000	1557	1850	2155	2458
15000	1583	1874	2186	2485
16000	1605	1891	2226	2523
17000	1634	1989	2266	2561
18000	1662	2009	2306	2599
19000	1691	2050	2345	2637
20000	1720	2081	2385	2674
21000	1741	2113	2425	2704
22000	1761	2146	2464	2734
23000	1782	2178	2499	2763
24000	1803	2211	2528	2793
25000	1823	2244	2557	2823
25000+	Calculated individually by Derwent and ratified by NHSH			

(It should be noted that the use of 1000 miles in the above table is for ease of calculation only – it is very unlikely that a lease car will be a viable option financially for the employer or the employee at this level of business mileage.)

7. Method of Application

The application is a two-stage process: -

Stage 1

The four forms “Application Stage 1” (see Appendix 1(a) to Appendix 1(d), Pages 15 – 19 of this document) should be completed by the employee; approved by the manager authorised for this purpose; and also by the appropriate Management Accountant, and submitted to the Fleet Administrator, Derwent Shared Services.

The Fleet Administrator will confirm the employer's contribution, inform the applicant accordingly and provide the employee with informal quotes. Employees are encouraged not to request an excessive quantity of quotations.

Application forms will not be signed off until all relevant documentation pertaining to the application, including the Occupational Road Risk Assessment have been reviewed for appropriateness and accuracy. The Occupational Road Risk Assessment Record Form can be found at Appendix 1, Application Stage 1 on Page 15 of this document.

Stage 2

The second stage involves formal approval of the lease arrangements and ordering of the vehicle. The form “Application Stage 2” (Appendix 2, Pages 20 – 23 of this document) will be forwarded to the employee and should be completed and signed by the employee, the authorised manager and the Management Accountant and submitted to the Fleet Administrator, Derwent Shared Services.

The employee will be advised by Derwent Shared Services of the actual cost to the employee and of the date and place where the vehicle will be delivered/collected. At this stage the employee has the option of cancelling the order or changing their choice of vehicle.

Managers must retain records of all stages of lease car applications from employees for whom they are responsible, including the Occupational Road Risk Assessment and the decisions made, and keep them available for audit at any time.

8. Use of Vehicle

The vehicle must be available at all times, subject to servicing and repairs, for use by the employee in the performance of the employee's official duties as required by NHS Highland.

The vehicle must not be used for: -

- Driving tuition for commercial gain, racing rallies, speed or time trials, hill-climbs or any form of competition.
- Any purpose for which the vehicle is not designed.
- Any unlawful purpose or in any contravention of any statute or regulation.
- Any personal/private business undertaking conducted by those authorised to drive the vehicle
- non-NHS Highland commercial activity

Although the vehicle remains the property of the Contract Hire Company, the employee is liable for its roadworthiness and is required to indemnify the Employer against parking fines, or other liabilities arising from the way the vehicle is used, particularly breaches of Road Traffic Acts.

The vehicle should, where possible, be kept overnight at the driver's home address either garaged or parked off road. In the event of an employee with a lease car moving home and/or work location the Fleet Administrator must be informed, in writing, of the change.

The employee must not lend, let or hire, sell, assign, transfer charge, dispose or part with control of the vehicle or attempt to do so.

Applications in writing must be made through the Fleet Administrator, Derwent Shared Services, 01332 622424 for permission to take the vehicle out of the British Isles. Foreign travel and travel to Northern Ireland and Eire will be permitted subject to the arrangement of satisfactory insurance and adequate breakdown and recovery protection. Responsibility for the vehicle will rest with the employee until it is returned to the British Isles. Repairs and maintenance which are carried out abroad are not covered by the Maintenance Agreement with the Contract Hire Company and are the sole responsibility of the employee, who must take out appropriate cover (e.g. AA 5 Star Cover). On each occasion, applications for permission to take vehicles outside the British Isles should be submitted at least four weeks before the proposed commencement of the journey.

The employee is required to maintain a record of business mileage undertaken in the vehicle. In addition, a certified mileage claim must be submitted monthly and total mileage must be clearly stated on the expense mileage claim form which will be provided specifically for lease car users. This should be forwarded monthly to the

Pay Unit in the normal manner. Claims submitted which are more than three months late will not normally be processed. They will be sent to the Director of Human Resources for validating. Employees will also be contacted to explain the reason for the late submission; if satisfactory evidence is provided, the claim will be processed. Otherwise it will be refused. In parallel, the non-receipt of a business mileage claim form should trigger management action to verify that it is still appropriate for NHS Highland to continue to contribute to the lease cost for the vehicle.

Tampering with the vehicle's odometer will be regarded as a serious disciplinary offence.

Where the employee is absent from duty for a prolonged period (because of, for example, sickness, maternity leave, training courses, extended annual leave etc.), he/she must apply in writing to his/her manager and receive written confirmation, which will not be unreasonably withheld, that the continued private use of the vehicle is authorised.

9. Maintenance

In accordance with the agreement with NHS Highland, the Contract Hire Company will provide or pay for:

- (a) Regular and routine maintenance and servicing
- (b) All remedial or repair work arising without negligence or misuse or accident on the part of the employee and needed to maintain the vehicle in a satisfactory condition.
- (c) Replacement tyres at or under 2mm.
- (d) All replacement batteries.
- (e) All replacement exhaust systems.

On taking possession of the vehicle, the employee will receive a set of instructions from the Contract Hire Company regarding routine servicing and arrangements for repairs and breakdowns and replacement tyres, batteries and exhaust systems. **The employee should make himself/herself aware of the requirements contained in the instructions issued by the Contract Hire Company on receipt of the vehicle, or otherwise notified to him/her, and comply with these requirements at all times.**

When the vehicle is both delivered and collected, the driver will be responsible for ensuring that there are no defects of any kind which are apparent on reasonable inspection and that all standard and optional equipment is present, where this can be ascertained by reasonable inspection. When accepting delivery, drivers should bear in mind their responsibility to return the vehicle in good order, repair and condition at the end of the contract.

The employee will be required to advise the Fleet Administrator, Derwent Shared Services, of the garage where the employee wishes maintenance work to be carried out. If approved, the Fleet Administrator, Derwent Shared Services will then make arrangements with the selected garage

Warranty work must always be carried out by the manufacturer's approved dealership.

The employee will be responsible for the car's roadworthiness and for periodic routine maintenance, checking and supply of oil, water, tyre pressures, tyre treads and other items which a responsible owner would be expected to check. Any damage to the vehicle or any cost arising from failure to carry out such routine checks and maintenance, or from

negligent use or deliberate abuse of the vehicle by the employee, will be the responsibility of the employee, who will be required to reimburse any resultant cost to the employer. It is the driver's responsibility to keep the car clean inside and outside during the period of hire.

In the event of emergency repairs or towing to a local garage, only the appropriate motoring organisation should be contacted. If settlement has to be made to them, by the employee, for any part, Derwent Shared Services will reimburse the employee, by return, on production of receipts. Parts must be retained in the event of any claim under warranty. If the part is not available, settlement may be withheld pending investigation. Full details of emergency procedures are contained in the car lease documentation.

Failure to comply with any of the above conditions may result in additional cost penalties.

10. Insurance

Comprehensive insurance for the vehicle is arranged annually by NHS Highland or Derwent Shared Services. This charge is split between the employee and the Employer, 60/40 to reflect the overall mileage split in the scheme.

The Policy allows private use by employees and by certain other named persons authorised by the employee and notified to the employer, provided that the person notified holds a current and valid licence for that class of vehicle or has held and is not disqualified from holding or obtaining such a licence. This insurance cover for private use is mandatory. Private use of the vehicle without insurance cover is an offence under the Road Traffic Acts. Allowing unauthorised use in these circumstances will be regarded as a serious disciplinary offence which may result in dismissal.

Where the official user and/or other authorised drivers are under the age of 25, insurance excesses will apply as detailed in the policy.

The cost of the insurance cover is subject to change on an annual basis. The employer will seek the most competitive deal available at that time via the Scottish Healthcare Supplies Contract.

The cover excludes use for hire or reward or for racing, pace-making, reliability trial or speed testing or commercial travelling.

Should an employee leave the scheme, a certificate will be available from the insurers via the Fleet Administrator, Derwent Shared Services, 01332 622424. The certificate will confirm the number of claim free years of participation by the employee. This can be submitted to Insurers for No Claims Bonus purposes.

A Green Card for overseas travel can be obtained, as and when required, on application in writing to the Fleet Administrator, Derwent Shared Services, 01332 622424 (4 weeks notice should be given). See Paragraph 8.

The employee is required to report to his/her manager and the Fleet Administrator, Derwent Shared Services, 01332 622424, any incident which may lead to prosecution and/or conviction in connection with any motor vehicle (other than parking offences), for insurance purposes. The employer reserves the right to charge the employee an additional excess attributable to the employee's driving record. In the event of the employee becoming disqualified from driving, the vehicle will be withdrawn. Except where the disqualification is through no fault of the employee (e.g. due to medical reasons), the employee will be responsible for meeting any excess or penalty charges which result.

Accident and windscreen damage will be covered by insurance claims, subject to excess if appropriate.

The vehicle will be covered by breakdown and recovery services.

Any communication received from third parties should not be acknowledged, but should be forwarded to the Fleet Administrator, Derwent Shared Services.

In the event of an accident, the employee will immediately report the circumstances to the Fleet Administrator, Derwent Shared Services, 01332 622424. The employee must complete an NHS Highland Incident Report (either via the electronic DATIX system or if this unavailable to via the Form IR1) and send a copy of it to the Fleet Administrator, Derwent Shared Services. If required by the Fleet Administrator, an insurance accident report should also be completed. All communication with insurance companies, etc, will be dealt with through the Fleet Administrator.

Additional excess charges may also apply to employees in the event of any of the following events:

- An employee permitting unauthorised use of a vehicle.
- An employee and/or other authorised user of the car being under the age of 25 years
- An employee and/or other authorised user of the car having any conviction in connection with any motor vehicle or an adverse driving record.
- A charge being incurred because the employee has become disqualified from driving or has, for any reason, become uninsurable for driving on the NHS Highland and/or Derwent Shared Services corporate insurance policy

The insurance excess is payable for the first £200 of any accident/incident. Where this is due to an incident occurring during business use, the excess will be paid in full by NHS Highland. For all other incidents, this will be paid by the employee. The employee's £200 will be recovered by way of two equal deductions from salary in succeeding months. However, should the insurance company be successful in a claim against a third party, this £200 will be refunded to the employee, via salary, when the payment is received by NHS Highland.

The employee will be responsible for meeting the cost of any fixed penalty fines incurred by her/him whether on business or private use.

11. Termination

The vehicle will be leased for a three year period and arrangements must be made for the replacement of existing vehicles **AT LEAST FOUR MONTHS BEFORE** the end of an expiring contract.

If any contract is terminated prematurely, the Contract Hire Company may impose certain penalty charges, details of which will be provided on application to the Fleet Administrator, Derwent Shared Services.

The NHS Highland will waive all penalties in the event of: -

- (a) Death in service
- (b) Retirement due to ill-health
- (c) Redundancy

- (d) Retirement in the interest of the efficiency of the service
- (e) Internal movement, due to organisational change, to a post without a car user status

In any circumstances other than those referred to in the last paragraph, NHS Highland will pass on to the driver all penalties incurred. This charge will be made by way of a deduction from salary. Where this is not possible, the employee will be invoiced.

In cases where the lease of a vehicle is terminated prematurely, the employee may forfeit the right to claim any rebate of any description.

In the event of the premature termination of the contract, the following courses of action may be available to employees following consultation with the Fleet Administrator:

- (a) The employee may wish to purchase the car, in which case he/she should request a quotation of the purchase price from the Fleet Administrator, Derwent Shared Services.
- (b) If the employee is moving to a new NHS Employer with a contract hire scheme, then the contract may be transferred if agreeable to both employers.

In all cases the employee's manager must ensure that the employee has made the necessary arrangements with Derwent Fleet Management Services for transferring, purchasing or returning the car at the end of the lease period, or prior to leaving the post for which the car was authorised.

The leased vehicle must be returned, **personally** by the leaseholder to the Lease Car Provider's representative in a satisfactory condition, according to the British Vehicle Rental and Leasing Association (BVRLA) Fair Wear and Tear Guide. The vehicle will be inspected in the presence of the leaseholder who will be asked to sign an agreed condition report. A copy of the report will be provided to the leaseholder. **In the event of any dispute, the leaseholder should not sign the report and should immediately inform the Fleet Administrator, Derwent Shared Services, 01332 622424.**

Should any penalty be incurred due to the condition of the vehicle on return, this will be recharged in full to the employee via a salary deduction.

12. Vehicle Excise Duty

The employee will be required to reimburse the employer for the whole of any increase in the Road Fund Licence plus VAT which occurs during the currency of the agreement. This will be deducted from Salary on a weekly or monthly basis, as appropriate.

13. Excess Charge/Mileage

If, at the annual review or at the end of the contract period, the actual private miles differs from the estimated mileage there may be an excess charge to the employee, or an adjustment to the charge for the remaining period of the lease. In the event of it being the end of the contract period, any excess charge will be deducted direct from salary.

Any rebates received by NHS Highland due to less than expected Private Mileage being covered, will be passed on in full to the lease car holder.

14. Accessories, Factory Options, etc

At the request of the user, certain optional equipment may be fitted prior to delivery. Except necessary equipment provided because of disability, this will increase the monthly payments to be made by the employee and the equipment will remain the property of the Contract Hire Company at the end of the contract. Alternatively, the full additional cost of any optional accessory may be paid by the employee as a lump sum to Derwent Shared Services before the delivery of the vehicle.

No accessories may be fitted privately by the employee without the prior consent of the Fleet Administrator, Derwent Shared Services, 01332 622424. If any accessory, under these arrangements, cannot be removed from the vehicle without substantial or irreparable damage being caused, then such accessories must be surrendered with the vehicle at the end of the period of lease.

15. Fair Wear and Tear

The employee will be responsible for keeping the vehicle in good condition, internally and externally, subject only to fair wear and tear, according to the British Vehicle Rental and Leasing Association (BVRLA) Fair Wear and Tear Guide. Copies of this guide are available from Derwent Fleet Management and will be sent to the employee at the start of the lease. Fair wear and tear is determined by reference to mileage covered by a particular vehicle. Normal use will incur no charges. Ordinary wear and tear is generally taken as superficial scratches and scuffs to bumpers, stone chippings on front and lower sides of vehicle, minor scratches to paintwork if surface of paint is not broken and undercoat or metal not visible. Excess to fair wear and tear includes scrapes and scratches where the paint surface is broken, i.e. where superficial remedial work will not restore the finish and repainting is necessary; dents or other impact damage to bodywork or bumpers; broken or cracked lenses, roof and gutter damage due to the fitting of a roof rack. Any cigarette burns, tears, rips, etc, to seats, interior trim, carpets and headlining will be judged in excess of fair wear and tear as will stains from oil, glue, chemicals or other soiling which cannot be removed using proprietary upholstery cleaners.

Both during the period of contract and at the date of expiry, any disputes regarding the condition of the vehicle will, if possible, be referred to an independent engineer whose decision will be final and binding on all parties.

The Contract Hire Company reserve the right, upon giving reasonable notice, to inspect, during working hours, the state and condition of any vehicle.

Any failure to comply with these conditions may cause the immediate termination of the Contract Hire agreement. Any penalty charges arising will require to be met by the employee and will be deducted directly from salary. Where this is not possible, the employee will be invoiced. In addition, disciplinary action may be taken by the employer in accordance with agreed procedures.

16. Mobile Phones

The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 which came into force on 1st December 2003 prohibits the use of hand held mobile phones whilst the vehicle is being driven. **This is applicable to both company and privately owned phones when used in a vehicle which is being driven for company business.**

While they may be required to carry a mobile phone for work purposes and to be able to summon help in emergencies while traveling, no NHS Highland employee

shall make or receive a call on a mobile phone in a vehicle unless it is parked in a safe place. No manager shall require an NHS Highland employee to receive a call on a mobile phone while driving. Contravention of this requirement may be regarded as misconduct.

Accidents and incidents will be investigated by managers to ensure that the employees' use of a mobile phone was not a contributory factor to any reported accident or incident.

Hands free equipment will only be provided if the risk assessment determines that there is a justifiable clinical need for such an installation.

17. Smoking

Section 2 of the MANAGING HEALTH AT WORK - 3b. TOBACCO POLICY, states that "*Smoking is not permitted on any NHS Highland site, in vehicles, and areas which ventilate into buildings.*" Therefore smoking will not be allowed in Lease vehicles whilst on business.



Application Stage 1

OCCUPATIONAL ROAD RISK ASSESSMENT RECORD

(Revised January 2005)

INITIAL INFORMATION

Drivers Full Name:			Date:
Contact Phone Number:		Pay Number:	
Department:			
Sub Unit*	North Highland / Mid Highland / South East Highland / Argyll & Bute / Raigmore / Corporate Services / Facilities		
Job Title:			
Vehicle Driven:*	Lease Car / Pool Car / Hire Car / Other Board Vehicle / Own Car*		
Work Base Address:			
Manager:			

**Please delete those not applicable*

Please circle an answer to every question in each section

SECTION 1

Driver Risk	Very Low Score = 0.5	Low Score = 1	Medium Score = 1.5	High Score = 2	Very High Score = 2.5
Age		51-60	31-50 or > 60	22-30	17-21
No of years driving licence held	> 15	11-15 years	6 -10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1 - 2	> 2	
Minor crashes in last 3 years	0	1 - 2	> 2		
Driving convictions in last 5 years	0		1 - 2	> 2	
Medication used	No	Yes			
Training	Advanced driving	Defensive Driving	Basic Driving Licence		
(A) Driver Risk Score					<u>Section Score</u>

SECTION 2

Journey Risk	Very Low Score = 0.3	Low Score = 0.6	Medium Score = 0.9	High Score = 1.2	Very High Score = 1.5
Total Miles driven per year	< 5000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Average time driving per day (Including Commuting)	< 1Hour	1 - 3 Hours	3 - 6 Hours	>6Hours	
Average length of working day	< 8 Hours	8 - 10 Hours	11-12 Hours	> 12 Hours	
Time spent driving 12am – 6am	Nil		Up to 1 hour	1 - 2 Hours	> 2 Hours
On Call Commitment	No		Yes		
(B) Journey Risk Score					<u>Section Score</u>

SECTION 3

Vehicle Risk	Very Low Score = 0.2	Low Score = 0.4	Medium Score = 0.6	High Score = 0.8	Very High Score = 1
Engine capacity – cars & vans	< 1,400cc	1,401 - 2,000 cc	> 2,000cc		
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light fitted	Yes		No		
Vehicle EuroNCAP Score	5	3 - 4	0 - 2		
(C) Vehicle Risk Score					<u>Section Score</u>

SECTION 4

TOTAL RISK SCORE (A + B + C)	
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RISK BANDING where TOTAL RISK SCORE =
 1.5 - 2.5 Low
 2.6 - 3.5 Medium
 3.6 - 4.0 High
 4.1 - 5.0 Very High

SECTION 5

RISK PRIORITISATION		
Risk Band		Wherever possible action should be taken to reduce risk
Does any one Section score highly on most/all aspects?	Yes / No	Consistently high scoring indicates action should be taken to reduce this risk

SECTION 6

Proposed Risk Reduction Measures

Signatures: _____ Employee

_____ Manager

Date: _____

AUTHORITY TO OBTAIN INFORMAL QUOTES**Applicant::****Pay Number::****Post:****Current Vehicle:** Crown / Lease / Private *(please delete as appropriate)*.

I hereby authorise the above employee to approach the Fleet Administrator, Derwent Shared Services for quotations

Signature of Manager

Date:**Manager's Name****Manager's Title****Manager's Base Address****Postcode** **Tel No:****Annual Business Mileage*** **Annual Private Miles**

* Your annual business mileage should be entered by your line manager, authorised for this purpose. This estimate should be based on actual previous mileage for the above post or best estimate if this is a new post.

Signature of authorised Management accountant (including name)

Date:

APPLICATION STAGE 1**INFORMAL QUOTATION REQUEST FORM****APPLICANTS PLEASE COMPLETE ALL DETAILS**

Surname	(Mr/Mrs/Ms/Miss/Dr)	Forename(s)		Tax Rate 20% or 40%
Home Address				Post Code:
Telephone Numbers	Home:	Work:		
Position Held / Base			Email Address:	
Annual Mileage	Business [□] :	Private [□] :		

[□] NB State mileage to nearest 500 miles. Total of business and private mileage must be to nearest 1000 miles. **Co2 no Greater than 140g**

VEHICLE DETAILS:	1 st Choice	2 nd Choice	3 rd Choice	4 th Choice	5 th Choice
Make					
Model					
Specification (e.g. "Estate", "LX" etc)					
CC					
Number of Doors					
Colour (State if metallic)					
Optional Extras					
“ “					
“ “					
“ “					

APPLICATION STAGE 1

LEASE CAR ALLOWANCE EVALUATION FORM (Please circle the appropriate tick in each section and enter the corresponding score in the right hand box)

Post Evaluated:					Please score the eight sections (once only) using the ticks as guidance
Post Holder:					
Manager Evaluating:					
		Scores 1	Scores 2	Scores 3	
Driver Height #	1	Below Average Height	✓		
		Average Height		✓	
		Above Average Height			✓
Drivers Road Risk Assessment Score	2	1 or 2	✓		
		3		✓	
		4 or 5			✓
Types of Road	3	City and Town Driving	✓		
		Predominantly A Roads, Dual Carriageways & Motorways		✓	
		Predominantly B Roads & Unclassified Roads			✓
Business Considerations	4	Business Passengers:	Never	✓	
			Occasionally		✓
			Regularly		✓
	5	No of Days Used/Week	1 – 2	✓	
			3 – 4		✓
			5 +		✓
	6	Average Journey Length Between Stops:	< 10 Miles	✓	
			11 – 30		✓
			31 +		✓
	7	Heavy / Bulky / Awkward Loads	Never	✓	
			Occasionally		✓
			Regularly*		✓
	8	Total Business Mileage:	< 5000 miles	✓	
			5001 – 10,000		✓
			10,001 +		✓
Total					

Average height defined as 5' 2" to 6' 0" inclusive

* Must score 3 for criteria 7 and must choose an estate car

Total Score		Please tick
8 -11	Group 1	
12 -19	Group 2	
12 -19	Group 2 Est *	
20+	Group 3	

PLEASE RETURN THE COMPLETED APPENDICES 1 (a) TO 1(d) TO:

**THE FLEET ADMINISTRATOR, DERWENT FLEET MANAGEMENT & LOGISTICS, UNIT 7
OUTRAM'S WHARF, ALFRETON ROAD, LITTLE EATON, DERBY, DE21 5EL**

DERWENT OFFICE USE ONLY

COPY SENT TO: THE SENIOR RECEPTIONIST, JOHN DEWAR BUILDING, INVERNESS RETAIL & BUSINESS PARK, HIGHLANDER WAY, INVERNESS, IV2 7GE	
BY:
SIGNATURE:
DATE

PLEASE RETURN THIS COMPLETED FORM TO:

***THE FLEET ADMINISTRATOR, DERWENT FLEET MANAGEMENT & LOGISTICS,
UNIT 7 OUTRAM'S WHARF, ALFRETON ROAD, LITTLE EATON, DERBY, DE21 5EL***

LEASED CAR APPLICATION FORM**NOTES FOR COMPLETION OF APPLICATION FORM (Stage 2)****GENERAL**

Please complete fully the attached application forms, Appendices 2(a) to 2(c). Pass to your manager, authorised for these purposes, and management accountant for recommendation and approval. The form must then be sent to **THE FLEET ADMINISTRATOR, DERWENT FLEET MANAGEMENT & LOGISTICS, UNIT 7 OUTRAM'S WHARF, ALFRETON ROAD, LITTLE EATON, DERBY, DE21 5EL**

VEHICLES

Please give full details of the make, model, specification, engine capacity, colour preferences etc. Please note that optional extras can be specified. The cost of any fitted optional extras will be charged to you in equal monthly instalments.

MILEAGE

Please assess your annual private mileage carefully, because exceeding your stated estimate will mean that you will incur additional charges under the scheme. Your total stated mileage must be to the nearest 1000 miles.

Your annual business mileage estimate should be entered by your line manager, authorised for this purpose. This estimate should be based on actual previous mileage for the above post or best estimate if this is a new post.

INSURANCE REQUIREMENTS

Since insurance for private use is included in the lease car scheme, you should provide full details of all additional drivers who you wish to use the vehicle for private mileage. Business use of the vehicle is restricted to you and any other NHS Highland employee authorised to drive on NHS business.

Damage excess charges will apply in the event of any insurance claim that is not recoverable from a third party. Additional excesses may also apply per Clause 10, 'Insurance' of this policy.

QUOTATIONS

Once these forms have been approved, they will be returned to the Fleet Administrator. You will then receive a written quotation. If you wish to take up the offer of a vehicle, an acceptance form will be forwarded for your signature.

If at any stage in completing the application form you require further clarification or guidance, please do not hesitate to contact the Fleet Administrator, Derwent Shared Services on 01332 622424.

**LEASED CAR APPLICATION FORM (STAGE 2)**

Surname	Mr/Mrs/Ms/Miss/Dr <input type="checkbox"/>	
Forename(S)		
Home Address		
Post Code		Tel No.:
E-Mail Address to be used for ALL Correspondence		
Base Address		
Post Code		Tel No.:
Job Title		
Managers Name		
Estimated Annual Mileage	Business: *	Private:
	* Your annual business mileage estimate should be entered by your line manager, authorised for this purpose. This estimate should be based on actual previous mileage for the above post or best estimate if this is a new post.	
Payroll Number		
National Insurance Number		Tax Rate <input type="checkbox"/> Lower Rate Higher Rate
Application	New <input type="checkbox"/>	Replacement <input type="checkbox"/>

☐ please delete as appropriate

VEHICLE DETAILS	
Make	
Model	
Specification (e.g. 'Estate', 'L', 'LX' etc)	
Engine Cc	Co2 no Greater than 140g
Number Of Doors	
Colour (State If Metallic)	
Optional Extras	
“ “	
“ “	

Applicant's Declaration in respect of Motor Insurance

Please complete the form overleaf for any additional driver's required

1. Full Name
2. Occupation and Place of Work of Applicant.....
3. Contact Telephone Number:
4. Date of Birth

5.	a.	How long have you held a Driving Licence?.....	Year(s)
	b.	Type of licence held – European Community and European Economic Area (EC/EEA)* International * National * i.e. Australian, Canadian, New Zealand, South African etc. <i>* Please Delete as Appropriate</i>	
6.	a.	Have you been convicted, during the past 5 years or disqualified from driving during the past 10 years, with any offence in connection with a motor vehicle or is any prosecution pending?	YES/NO
	b.	Have you been involved in an Accident or Loss in the last 3 years other than those resulting in a claim under this Policy?	YES/NO
	c.	Have you ever been refused Insurance or had special conditions or terms imposed?	YES/NO
7.	a.	To the best of your knowledge and belief, do you suffer from any defect of vision or hearing that may affect your ability to drive?	YES/NO
	b.	Have you ever suffered from any heart complaint, diabetes, fits or any other mental or physical infirmity that may affect your ability to drive?	YES/NO
	NB	Certain disabilities and medical conditions require to be notified to the Drivers Medical Group at the Driver and Vehicle Licensing Agency (DVLA). See Ministry of Transport Leaflet D100, available from Post Offices. If you have been required to notify DVLA, please provide a copy of their response.	

Note: If you have answered YES to any of the questions please give FULL details below or on a separate sheet if necessary.

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I hereby declare that to the best of my knowledge and belief the answers given are true and correct. I agree that in the event of any incident when the vehicle is in my charge or that of an Additional Authorised Driver and not in business use, the appropriate insurance excess will be recovered by NHS Highland by way of a salary deduction. This sum will be returned to me if recovered by NHS Highland from a third party.

Applicant's Signature:..... Date:.....

Name in Block Capitals

Authorised/Reviewed by:	Signature	Name in block capitals	Date
Manager			
Management Accountant			

PLEASE NOTE

Failure to complete all sections correctly will delay this application.
PLEASE SUPPLY A PHOTOCOPY OF YOUR DRIVING LICENCE ALONG WITH THIS
DECLARATION FORM AND RETURN THEM TO: Derwent Fleet Management & Logistics,
Unit 7 Outram's Wharf, Alfreton Road, Little Eaton, DERBY, DE21 5EL

FOR OFFICE USE ONLY

Authorised by Fleet Administrator

Date:

Declaration in respect of Motor Insurance for Additional Drivers*Please copy and complete this form for each additional driver required*

1. Full Name

3. Contact Telephone Number:

4. Date of Birth

5.	a.	How long have you held a Driving Licence?.....	Year(s)
	b.	Type of licence held – European Community and European Economic Area (EC/EEA)* International * National * i.e. Australian, Canadian, New Zealand, South African etc. <i>* Please Delete as Appropriate</i>	
6.	a.	Have you been convicted, during the past 5 years or disqualified from driving during the past 10 years, with any offence in connection with a motor vehicle or is any prosecution pending?	YES/NO
	b.	Have you been involved in an Accident or Loss in the last 3 years other than those resulting in a claim under this Policy?	YES/NO
	c.	Have you ever been refused Insurance or had special conditions or terms imposed?	YES/NO
7.	a.	To the best of your knowledge and belief, do you suffer from any defect of vision or hearing that may affect your ability to drive?	YES/NO
	b.	Have you ever suffered from any heart complaint, diabetes, fits or any other mental or physical infirmity that may affect your ability to drive?	YES/NO
	NB	Certain disabilities and medical conditions require to be notified to the Drivers Medical Group at the Driver and Vehicle Licensing Agency (DVLA). See Ministry of Transport Leaflet D100, available from Post Offices. If you have been required to notify DVLA, please provide a copy of their response.	

Note: If you have answered **YES** to any of the questions please give **FULL** details below or on a separate sheet if necessary.

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I hereby declare that to the best of my knowledge and belief the answers given are true and correct.

Additional Driver's Signature:.....Date:.....

Name in Block Capitals

Additional Drivers

Additional drivers who represent a higher insurance risk may incur an additional premium which will be notified to staff and deducted from salary.

**PLEASE SUPPLY A PHOTOCOPY OF THE ADDITIONAL DRIVER'S DRIVING LICENCE
ALONG WITH THIS DECLARATION FORM AND RETURN THEM TO: Derwent Fleet
Management & Logistics, Unit 7 Outram's Wharf, Alfreton Road, Little Eaton, DERBY,
DE21 5EL**

Failure to do so will delay this application.



Base Car Specification for NHS Highland Leased Car Policy

	Group 1	Group 2	Group 2 Estate	Group 3
Engine size (Minimum)	1.2 litre (1.4 – 1.5 L Diesel)	1.4 litre (1.7 – 1.9 L Diesel)	1.6 litre (1.7 – 1.9 L Diesel)	1.8 litre (2.0 L Diesel Upwards)
Specification	Power steering	Power steering	Power steering	Power steering
	Drivers airbag	Drivers airbag	Drivers airbag	Drivers airbag
	Passenger airbag	Passenger airbag	Passenger airbag	Passenger airbag
	Height adjustable drivers seat	Height adjustable drivers seat	Height adjustable drivers seat	Height adjustable drivers seat
	Height adjustable steering wheel	Height adjustable steering wheel	Height adjustable steering wheel	Height adjustable steering wheel
	High-level 3 rd brake light	High-level 3 rd brake light	High-level 3 rd brake light	High-level 3 rd brake light
	ABS	ABS	ABS	ABS
		Front side airbags	Front side airbags	Front side airbags
		Reach adjustable steering wheel	Reach adjustable steering wheel	Reach adjustable steering wheel



FUEL CARD SCHEME CONDITIONS

1. The fuel card will be issued for a specific vehicle and is not to be used to re-fuel any other vehicle.
2. The fuel card is to be used solely to obtain petrol, diesel and oil; no other items are to be obtained using the fuel card.
3. The fuel card supplied can be used at any participating service station; it is advisable to consult the service station payment desk before obtaining fuel.
4. When presenting the fuel card, you **must** quote your registration number and odometer reading. It is important that you check that you are signing for the correct quantity of fuel.
5. The employee's fuel costs incurred on official business will be reimbursed in accordance with rates linked to the current national fuel cost and the group of car allocated to the user.
6. A Leased Car expenses claim form **must** be submitted monthly to the Pay Unit, in accordance with Clause 8 of the Lease Car Scheme Policy.
7. In the event of losing your fuel card you should inform the Fleet Administrator, Derwent Shared Services, 01332 622424, so that the fuel card can be cancelled and a replacement fuel card can be obtained.
8. If the fuel card becomes defaced then the procedure in "7" above should be followed. Upon receipt of the replacement fuel card, the old one should be returned to the Fleet Administrator, Derwent Fleet Management & Logistics, Unit 7 Outram's Wharf, Alfreton Road, Little Eaton, DERBY, DE21 5EL
9. If you are leaving NHS Highland, not renewing your Lease agreement or you are replacing your vehicle, your fuel card should be returned to the Fleet Administrator (address above) for cancellation.