



Car Allowance Scheme Policy

Policy

Employees required to use their car on school business shall, after authorisation, be paid allowances in accordance with the arrangements set out below. School employees are casual users.

Nationally recommended rates will be adopted automatically upon notification of changed rates being received. This policy applies to all employees of South Tyneside Council, including school based employees where the governing bodies of individual schools have adopted the policy.

Procedure

Casual User

A casual user is a post for which it is desirable that a car should be available when required. The current mileage rates paid for casual users are shown on the HR Services intranet page. Payment arrangements are shown below in section 5.

Engine Size

The allowance for both essential and casual users will be paid in accordance with the engine size of the driver's car, as specified on the intranet. The Council pays two rates depending upon the size of the engine:

- 451 – 999 cc
- 1000 cc plus

Passengers

Employees may be required to carry official passengers for which no extra allowance is payable.

Payment Arrangements

The employee is reimbursed following a claim by the employee through the Employee Self Service section of the Oracle payroll system.

Claims must be authorised by the Head Teacher. Claims need to be authorised by the 8th working day of the month (unless otherwise advised by Payroll) to be included in the employees' pay for that month.

Recording of Mileage for Claims

Mileage must be recorded on the Car Mileage Claim Form and journeys must be detailed as and when they occur, not retrospectively from diaries or other records. Entries must be legible with destinations clearly identified and submitted on a monthly basis and not accumulated. Multiple claims for more than one month should only be made in exceptional circumstances. Mileage is reimbursed on the basis of whole miles only. VAT receipts are no longer required.

Insurance / annual checks

All employees who use their own vehicles to carry out school business must provide a copy of their motor insurance showing that their vehicle is insured for business use. They must also provide a valid driving licence and MOT Certificate (where the car is greater than 3 years old). Managers must check the validity of their employees' documentation annually.

Equality and Diversity Statement

South Tyneside is committed to promoting equality and valuing diversity. An equality check for this policy was carried out in 2021. No equality implications were identified in this policy.

Policy approved by Governors:	Nov 2022
Date of next review by Governors:	Nov 2023