

CANTERBURY CHRIST CHURCH UNIVERSITY

HUMAN RESOURCES DEPARTMENT

CAR SHARE POLICY/PROCEDURE ON EMERGENCY GET YOU HOME

BACKGROUND AND SUMMARY

This relates to the SMT approval for a staff member to reclaim the expense of a travel journey from place of work to home where there has been a failure in a car sharing arrangement.

Car sharing will be an arrangement entered into between individuals normally using the CCCU organised web site. Staff will need to register with the car share scheme (this can be done at www.5HARE.co.uk) and will be solely responsible for any arrangement made with staff internal or external to the University with regard to car sharing.

By definition, any reimbursement or organisation of alternative travel arrangements for the failure of the car sharing arrangement only applies to passengers. The failure can occur as a result of:

- the driver leaving the campus earlier or later than was agreed
- a passenger has to leave the campus early or later than was agreed
- a passenger or driver has to travel elsewhere during the day and is not able to return home at the arranged time

Before claiming extra expenses:

1. Drivers and passengers are asked to explore whether they can vary their travel times (say up to 1 hour) to try and maintain the original arrangements.
2. Passengers are asked to see if any alternative driver in the car share system can give them a lift home on the occasion.
3. Passengers should try and identify the cheapest reasonable way of returning home e.g. bus, train and bus, then train and taxi.

PAYMENT FOR FAILED RETURN (WORK TO HOME) CAR SHARING AGREEMENTS

Requirements

1. The failure must be outside of the individual's sphere of control, where an individual chooses to not fulfil an arrangement (.e.g. a passenger decides to stay late for a social engagement) no payments will be authorised.
2. Failure of the arrangement occurs after the start of the journey to work. Where a staff member has prior knowledge that an arrangement for the return journey is not possible they should make alternative arrangements for the return journey and no payments will be authorised.
3. Where the passenger can show that they have been unsuccessful in seeking alternative car sharing arrangements.

PROCEDURE FOR CLAIMING WHEN A CAR SHARE ARRANGEMENT IS CANCELLED DURING THE DAY OF TRAVEL

Cancelled as a result of one or other of the two parties to the car sharing agreement

Where a return car share journey fails as a result of a the car driver (for example they are required to leave earlier or later than was arranged), and where it is not possible for the staff member to meet the terms of the change of journey time, they will be entitled to claim reasonable work to home travel expenses.

Where a staff member themselves is required to leave work at a time not previously agreed with the car driver (for example an emergency domestic reason) and where the car driver is unable to meet the needs to the staff member in travelling at the revised time then the staff member will be entitled to claim reasonable work to home travel expenses.

Claiming – claims should be made on the existing staff claims form and charged to the passenger's department's travel and subsistence codes. The claim should be authorised by the Head of Department, or other authorised signatory, and forwarded to accounts payable.

Cancelled as a result of a requirement by a third party that means that the passenger in the car sharing agreement has to find alternative methods of travelling from work to home.

This arises where the passenger has to make alternative arrangement for the travel from work to home journey as a result of:-

- a) a requirement, placed upon them by a third party, to change the terms of the departure time and the car driver cannot make the revised timing;
- b) a requirement is placed upon the car driver, by a third party, that requires them to change the terms of the departure time and the passenger cannot make the revised timing.

It is anticipated that this will only occur when one or other party is required to change the departure time for reasons of emergency work demands.

Where this applies as a result of:-

- a) above - the claim should be made against the passenger's department cost codes.
- b) above - the passenger can make the claim against the cost code of car driver – (where the car driver is external to CCCU this will not apply and charges will be borne by the passengers department).

NOTE – where there is a requirement on either a car driver or a passenger in a car sharing agreement to vary their working hours, such that they cannot fulfil the agreement, and where costs are therefore likely to be incurred, the parties are required to make the line manager aware of the potential costs so that the manager can decide whether the requirement remains valid.

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