



INFORMATION SHEET

Car clubs and councils

The role of council policies in setting up a car club

Introduction

This document highlights the typical council documents that car clubs will need to be written into to ensure the effective business use of the car club, and provides template text that can be inserted into these documents.

If a council is going to use a car club for business use, it is important that this is written into key policies, to ensure that staff use the car club for appropriate work trips (e.g. for journeys of a certain distance and duration).

This will typically be for journeys up to 60 miles in length. For journeys over this distance or where the car is being used for a whole day, it is usually more cost effective for councils to use daily hire.

Using a car club vehicle to travel a short distance for a long appointment (where the car is sitting unused for most of the booking) is also an inefficient use of a car club car, so staff should be encouraged to consider alternatives in these circumstances.

Set out below is a selection of typical council documents that reference travel on council business. These policies will require appropriate wording relating to the car club to provide employees with appropriate guidance and direction.

Business Travel Policy

This is the key document in relation to a council car club. This document should clearly set out the council's guidance on using the car club and all information relating to the use of the car club when driving on council business.

The guidance should be set within a 'business travel hierarchy' which provides advice and direction to staff members on how to travel depending on the nature of their journey (distance, journey time, time spent out of the office, etc.). The approach should encourage staff to avoid the need for travel in the first instance through use of ICT solutions or seeking to arrange meetings in accessible locations that reduce the need for travel.

If travel is required then the hierarchy should set out the council's direction on use of sustainable modes (including public transport, walking and cycling) with information on the support provided for each mode (such as mileage rate, pre-purchased public transport tickets). Where car travel is the most appropriate, the type of vehicle to be used should be set out. Car sharing for all car travel should be promoted.

An example business travel hierarchy is provided below.



Example Wording

The business travel hierarchy should be used when deciding which mode of travel is appropriate for all business-related travel.

Journeys that need to be made by car - that are less than 60 miles and under 8 hours in duration - should be undertaken using a car club vehicle.

Short journeys for long appointments should be made by walking, cycling, public transport or taxi where cost/time effective.

Flexible / Home or Agile Working Policy

Depending on the nature of the flexible working arrangement permitted by the council. These policies may make reference to the need to travel for work purposes. Where staff are required to travel on council business from home, guidance needs to be provided on the use of the car club depending on certain factors (such as any permissions to take vehicles home, thresholds for use age, etc.).

Example text

Staff are required to undertake all business-related journeys using sustainable modes of transport, wherever practical. The business travel hierarchy should be used to determine the appropriate mode of travel to use.

Journeys that require car travel which are less than 60 miles and eight hours in duration should be made using the car club.

Staff are encouraged to plan their business-related journeys that require a car club vehicle on days they are working from the council offices rather than from home, to enable the car club vehicles to be utilised.

Staff Travel Plan

The Staff Travel Plan provides information on staff usage (mode share) of sustainable travel modes on the journey to, from and during the working day.

The Travel Plan will set out mode share targets for staff travel and should include a target relating to the use of the car club for business travel. It will include necessary measures needed in the short, medium and long term to ensure that any targets set are met. The Travel Plan, which is typically driven by a steering group from across council departments, should be monitored on an annual basis to review its progress in meeting targets. A specific section should be assigned to travel on council business. It should include the travel hierarchy and brief details of the business travel policy to set the council's policy direction on the use and promotion of sustainable travel.

Example Wording

Use of the car club will account for x% of all journeys undertaken on council business.

Details on the car club will be included in all induction packs to inform all new starters on the scheme availability and information on how to sign up to, book and use the scheme.

The business hierarchy must be used by all staff members in the decision process on how to undertake travel on council business.

Use of the car club will be promoted to all staff required to travel on council business.

Drivers' Policy / Driving at Work Guidance

This policy should set out the requirements for using the car club (such as valid driving license) and any conditions of use, such as forms needing signing, authorisation from managers, etc. to use the club.

The council needs to clearly state circumstances where using the car club is and where it may not be appropriate (if the council decides there are any) within the business Travel Policy.

Example Wording

No private use of the car club is permitted by staff members during office hours. Car club vehicles are for use for business journeys only during this time.

Staff are liable for any parking fines, tickets or any road traffic offences incurred whilst using the vehicle.

Any damage to the vehicle, accidents or any other incident relating to the vehicle whilst in your use must be reported to XXX.

The Drivers' Policy / Driving at Work Guidance should provide further advice and direction on the actual use of vehicles (such as booking process, user guide, protocol, etc.) when travelling on behalf of the council.



CoMoUK is a charity working to improve transport choices to help create inclusive communities, healthy people and a greener environment. CoMoUK supports all modes of shared transport including car clubs, bike share and micro-transit. Shared transport is continually evolving and innovating; we want to support and ensure that new modes of transport work positively for the public. CoMoUK believes that now is the time that we can start making positive changes to transport. Politicians, local authorities and other decision makers have acknowledged the need for change, and we want to be there to support these positive and innovative transport changes.

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