

Report of:		Title:	
Managing Director		Vehicle Work to Home Policy	
Name of Meeting:	Date of Meeting:	Agenda item:	Status:
HTS (P&E) Ltd Board Meeting	11 December 2018	9	Information

Proudly serving Harlow

Introduction

A request for information on our policy in respect of vehicle use was requested by our shareholder at its last meeting in July. Our response to this request is set out below:

The “Driving at Work Policy Handbook” contains information on the HTS policy for managing Home to Work journeys. This was previously approved by Board.

One of the purposes of the document is to ensure that the statutory requirements applicable to the use of the vehicles are met.

As a result, the HTS policy aligns with HMRC guidance. This means no personal use of vehicles is permitted. Any unauthorised use would mean the individuals concerned would become liable for personal taxation. The company would also be required to inform HMRC should this be the case.

Vehicles are supplied by the company for use in connection with Company business only, or for travel from home to the place of work in line with company policies.

A business journey is a trip:

- made as part of work (such as a service engineer travelling from home to their first appointment of the day and between appointments)
- to a temporary workplace

HTS does not have to pay anything to HM Revenue and Customs (HMRC) because our vans are used for business journeys only.

Vans used for ‘insignificant’ private journeys are exempt, for example making a slight detour to pick up a newspaper on the way to work.

HTS Vehicles

HTS operates several different types of vehicles to deliver the various services to HDC as follows:

- No. of vehicles, leased and owned
 - Leased: 76 (69 Alphabet vans 7 Essential sweepers)
 - Owned: 101
 - Hired: 3 (1 due to VOR poor condition & 2 additional requirement for parks – all 3 on hire since July 2018).

- No. vans allocated to repairs activity:
 - 100 with Repairs of which 95 are required to fulfil home to work requirements. (Gas, Plumbing, Electrical, Voids, Repairs (Carpentry, Plastering, Wet works), Highways, Planned Works)
- 5 with Capital Works (not required to fulfil home to work requirements)
- 75 with Environmental Parks, Cleansing, Transport, 7 of which are required to fulfil home to work requirements.
- No. ride on mowers and tractors (not required to fulfil home to work requirements)
 - Mowers 22
 - Tractors 12

Several controls are in place to ensure our drivers comply with our policies:

- 1) Driving at Work Policy Handbook (signed by each driver)
- 2) All vans have trackers fitted that are monitored on a regular basis
- 3) A weekly mileage log is completed by all drivers
- 4) All drivers sign a declaration at the end of each tax year stating they have not used their vehicles for private journeys

All vehicles operated by HTS are kept at Mead Park Depot overnight except the vehicles operated by our Repairs Service (95 vehicles) and a small number of environment vehicles (7 No) who are required to meet home to work requirements.

There are several reasons for this operational requirement:

- 1) The vans are required for use out of hours to carry out emergency repairs on behalf of HDC. Operatives will be on standby on a rotation basis so need access to their vans in the evenings and weekends to be able to carry out this service. About 370 jobs every month are emergencies which accounts for approximately 10% of the total jobs carried out by the repairs team.
- 2) Improved productivity through providing more flexibility with customer appointments at the beginning and end of the day, which will assist with tenant satisfaction.
- 3) There is limited parking space available at Mead Park to accommodate the full fleet of HTS vehicles.

The number of vans that travel more than 10 miles from Mead Park to get to work is currently 25. Most of these cases were existing when HTS took over the contract, and we are currently in the process of transitioning these arrangements such that no vehicles will travel more than a 10-mile radius from the workplace.

Our Driving at Work Policy Handbook requires drivers to always drive or park in a courteous manner.