



## Cranbury College Staff Travel Plan

January 2017

The purpose of Cranbury College Staff Travel Plan is to record how staff travel to and from work and the number of journey's made within the working day and to prepare a Green travel plan and cost effective plan.

### Cranbury College sites:

Cranbury College is based across Reading at various sites:

Cranbury Road	Secondary site
College Road	Primary site and Behaviour Support Team
NTA	Post 16 provision- ILP
Hospital	Children's Ward

Many staff work split sites and therefore travel during the working day is essential. Staff would need to work across sites for meetings and teaching.

### Methods of transport available:

Mode	
Car	The majority of staff use their own vehicles to and from their main workplace. Staff use their vehicles to travel during the working day due to Cranbury College operation across split sites. Staff can claim their mileage for trips taken within the working day, but not to and from work. All vehicles and staff using their car need an annual Grey Fleet check before their mileage expenses are reimbursed.
Cycle	Some staff cycle to and from work and during the working day. Staff are able to claim their cycle mileage for use during the working day
Walk	A few staff lives within walking distance to their main site and walk to and from work. They would either share a car or use Reading buses if working on another site during the working day. Expenses for bus travel may be claimed.
Shared car	There currently is not a shared to and from work scheme but this could be set up and encouraged. However, during the working day staff often share a car if going to another site or venue. The staff member using their vehicle would then claim mileage for the trip.
Public transport train/bus	Some staff use public transport to and from work. They are unable to claim expenses.

<b>Reading buses</b>	<p>Staff who use public transport during the working day can claim their expenses.</p> <p>Link for Reading Buses:</p> <p><a href="http://www.reading-buses.co.uk/maps/">http://www.reading-buses.co.uk/maps/</a></p> <p><b>simplyReading - covering most of urban Reading</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 15%;">single</th> <th style="width: 15%;">return</th> <th style="width: 10%;">all day</th> <th style="width: 10%;">7 day</th> <th style="width: 10%;">60-minute transfer</th> </tr> </thead> <tbody> <tr> <td>adult</td> <td>£2</td> <td>N/A - use day</td> <td>£4†</td> <td>£17</td> <td>£2.50</td> </tr> <tr> <td>Boost (18 &amp; under)</td> <td>£1.50</td> <td>N/A - use day</td> <td>£2.50</td> <td></td> <td>£2</td> </tr> </tbody> </table> <p>†£3 after 6pm.</p> <p><b><i>4 goTogether group</i></b></p> <p>The group ticket in the simplyReading area is £9 during Monday to Fridays before 6pm and £6 at all other times (after 6pm Monday to Friday, all day at weekends, public and school holidays). This ticket is valid for up to four people travelling together - any combination of adults and children.</p>		single	return	all day	7 day	60-minute transfer	adult	£2	N/A - use day	£4†	£17	£2.50	Boost (18 & under)	£1.50	N/A - use day	£2.50		£2
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**Claiming mileage**

Example shown below for mileage claims form - claim dates are issued for the academic year and the forms plus VAT fuel receipts are required. Staff are reimbursed in the following salary run.

It is important to note that staff can only reclaim mileage expenses after they have completed the annual grey fleet checks

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CLAIM FOR MOTOR CAR ALLOWANCES



(Arising from the use of an employee's motor car on council business)

Name ..... (BLOCK LETTERS) Payroll Ref. .... Job Title ..... Car Registration Number                      cc <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> Make    Model <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> ALL THE ABOVE DETAILS MUST BE ENTERED													PLEASE SEE OVER THE PAGE FOR INSTRUCTIONS ON HOW TO COMPLETE THE FORM.  All claim forms should be submitted monthly and should not exceed a period of <b><u>one calendar month</u></b> .  This claim should be sent to the Payroll Section by the 10 <sup>th</sup> day of the month for payment in the same month.

Date of Journey dd/mm 20..	Description of Journeys - include start and finish points (please clearly indicate if a journey is for training / study purposes)	Speedometer Readings		Business Mileage Claimed (to nearest mile)
		From	To	

I certify that this claim is to reimburse expenditure actually and necessarily incurred by me on behalf of Reading Borough Council  ..... Officer's Signature <b><u>To ensure that this claim is paid please attach a valid VAT receipt. In addition, ensure you have valid business use insurance cover.</u></b>	TOTAL MILEAGE CLAIMED
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**Travel expenses claim form**

Staff claiming travel expenses, for example bus fares and car parking expenses complete this form - staff will be reimbursed in the following months' salary. Receipts are needed.

**CLAIMS FOR SUBSISTENCE AND TRAVEL EXPENSES**

Name ..... Payroll Ref .....

Job Title .....

Purpose of claim .....

Period of journey: From ..... 20 To ..... 20..  
 (Time: ..... ) (Time ..... :)

**1. Travelling Expenses**

Railway Fares .....  
 (Travel Vouchers to be used wherever practicable)

Other fares (specify) .....  
 (Bus fares to be detailed on reverse)

**2. Disturbance**

Reimbursement of **Additional travel costs** due to redeployment. (see Agreement for the Reimbursement of Expenses). **Where a private car is used please provide.**

Engine cc ..... Additional miles .....

**3. Subsistence Allowances**

Breakfast ..... as per National Conditions revised locally

Lunch ..... ( " ) .....

Tea ..... ( " ) .....

Dinner ..... ( " ) .....

**4. Other Items**

(specify).....

£	P

**ALL ITEMS WILL BE TAXABLE UNLESS RECEIPTS ARE ATTACHED**

I declare that I have actually and necessarily incurred expenditure on travelling and subsistence on the business of the council, and that I have actually paid the fares and that the amounts claimed are strictly in accordance with the scheme of conditions of service of the National Joint Council for Local Authorities, Administrative, Professional, Technical and Clerical Services.

I declare that the statements above are correct. I have not made and will not make any other claims for travelling or subsistence allowances in connection with the duties indicated above.

<b>FOR PAYMENTS USE ONLY</b>
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### Grey Fleet Vehicle Checks

These checks have been introduced this financial year, and are essential for those who wish to reimburse their mileage.

The checks consist of 4 elements

- Staff need to generate an 8 digit code for a driving licence check
- Staff take this code to their manager and they do a further on line driving licence check
- The manager does an online MOT and road tax check
- The manager would then scan the staff members current vehicle insurance certificate to show they have business cover, with a form send to H R Driving at the Civic

These are annual checks.

These checks have not been popular and many staff are refusing to do them. As a consequence staff are not claiming their mileage. This may account for the reduction in overall reimbursed travel costs to date (31/12/16) this financial year.

### Breakdown of travel costs:

These annual costs are the bulk travel costs reimbursed to staff and include: mileage, cycle mileage, bus fares and car parking.

Financial Year	Overall travel costs
Current to 31/12/16	£5,412.21
2015 - 2016	£10,173.72
2014 - 2015	£8,994.81
2013 - 2014	£11,662.07
2012 - 2013	£10,575.62

### Reading Buses

Reading Borough Council operates a staff benefit scheme for those using Reading buses. Staff are able to purchase a smart travel card and the cost is taken from their salary each month. Staff are offered a discount. As the costs are taken directly from their gross salary so they are not paying tax or national insurance for 12 months.

simplyReading - covering most of urban Reading

	single	return	all day	7 day	60-minute transfer
adult	£2	N/A - use day	£4†	£17	£2.50
Boost (18 & under)	£1.50	N/A - use day	£2.50		£2

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### *4 goTogether group*

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<http://www.reading-buses.co.uk/maps/>

### **Parking permits - Secondary and Primary sites**

Both secondary and primary sites are situated in parking zone areas and would need a parking permit if parking for more than 2 hours.

It is believed that the parking permit department have relaxed their strict rules and regulations and are now issuing permits without restricting us to a limit.

Staff need to provide their vehicle registration document and if this document is not in their name to provide a current car insurance certificate. Parking permits application forms are obtained from the Reading Borough Council website.

Permits last for one calendar year and currently not subject to cost but this may change to £30 each permit.

### **Moving forward**

In order to reduce the cost of travel during the working day and help with working smarter:

- Wherever possible meetings to be arranged where the majority staff are based - reduces staff movement
- Wherever possible - meeting to be grouped together - back to back - avoids unnecessary trips
- Whenever possible staff to share a car
- Bus travel may not be the cheapest option - time element to be taken into consideration - mileage comparable against bus fare
- Use the bus for meetings at the Civic - avoids cost of car parking - use of bus lanes may be quicker than car
- Timetables arranged for teaching staff to be in a unit for a whole day
- Cars used for transporting students - whenever possible use the mini bus
- Try and reduce the number of meetings
- Smart travel card for buses - all staff to be aware of this - cheaper to use card than claim travel costs - smart card to be available at each site - first come first serve basis - monitor usage with view to increase number of cards

Prepared by Catherine Cassidy  
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