



# BEYOND LIMITS

Beyond the limits of conventional support

## Use of Personal Vehicle Policy

March 2025

Review: March 2026

## INTRODUCTION

This policy is in place to safeguard the people we support and all colleagues who use their own personal vehicle whilst providing support.

For guidance on the use of vehicles for people who are registered with Motability, colleagues should refer to the specific policy regarding the use of Motability vehicles.

At Beyond Limits, we aim to increase people's independence and enable people to be part of their communities. We are also mindful of the environmental impact of using vehicles which are fuelled by Petrol and/or Diesel and as such we aim to take every opportunity to develop a person's skills to use a range of transport (including walking). If on occasion however, a car is agreed to be the best form of travel then the route and activity should be planned carefully, and fuel used wisely as travel is expensive.

## TRAVEL AND EXPENSES

The person you support will usually have a support monies account (No. 2 account) into which travel expenses and support expenses are paid. The money in this account is there to help the person you support to get out and about, this might be to social events or to work. For the specific arrangements relating to the person you support, you must check the Working Policy and comply with the guidance detailed in this document. Every person is different, and we encourage teams to talk to their Service Leader about being creative and about how the support expenses are best utilised.

## CLAIMING MILEAGE

You can claim for fuel only if it is business related and only if you have been authorised to do so. You can claim £0.40 per mile and take this directly from the No.2 support funds or No.3 personal funds depending on what has been agreed in the Working Policy. You must also complete and sign a mileage claim form, attaching this to the petty cash voucher and ensure

you complete any other relevant paperwork. This must then be countersigned.

As part of financial audits there will be a reconciliation of the funds claimed for mileage expenses. This is to check for any discrepancies and will also act as a check on whether the person being supported is accessing activities and having a full a life as possible.

## GUIDANCE ON THE USE OF YOUR VEHICLE

The Working Policy must clearly state any specific instructions around the use of personal vehicles and must consider the following:

- Budgeting for the cost of fuel
- Accurately recording mileage for claims
- Safety assessments in place for person traveling in vehicle

You can only use your own vehicle if the admin department has an up-to-date copy of your driving licence, proof of insurance (business use) and you have a valid MOT. You must also sign a car/vehicle disclaimer. If you are unsure about any of this, please speak to your line manager.

If any of your details or circumstances change, for example:

- Change of address
- You incur any penalty points for speeding or any other driving offence
- Change of licence
- Change of vehicle

You must let your line manager and the admin department know. This is your individual responsibility. Any failure to do this in a timely manner will be considered a breach of this policy and may be dealt with under disciplinary procedures.

## VEHICLE SAFETY CHECKS

It is your personal responsibility to keep your car legally roadworthy. Any issues or problems must be acted upon immediately to ensure the safety of the person being supported. As a minimum, you should check the tyre pressure and depth of tread, make sure all lights are working and seatbelts are fully operational. Your car is your responsibility, if you are found to be lacking in this regard and your inaction places the person being supported at risk, it will be considered seriously and could have significant implications for you and your continued employment with Beyond Limits.

You should also ensure you are physically fit to drive a car. If you are taking any medication or you have been prescribed any new medication, you should ensure this does not have an impact on your ability to drive a car. You must wear glasses or contact lenses as prescribed, and you should report any new notifiable medical conditions to DVLA.

For a list of notifiable medical conditions please [Click Here](#)

It is also your personal responsibility to comply with the rules of the road and we expect all staff who are using their vehicles to drive in accordance with the highway code, road safety and vehicle rules which can be found [Here](#)

Beyond Limits will not be held responsible for any violations incurred by you, using your own vehicle whilst in the course of your work. Speeding fines, parking tickets or any other such penalties remain your sole responsibility.

Always remember to plan and use safe routes of travel, if in any doubt use a recognised route planner, such as Google Maps.

