

CONTRACTUAL CAR USER CRITERIA:

For some jobs it is a preferred requirement that the employee has a car available for use at work at all times. This requirement must be identified as part of the job description and person specification when approval to establish the post is sought*. 'Front Line' operational work is more likely to justify contractual user than strategic or administrative based roles. (Note: * for 2014/15 a reassessment of posts will need to be made using the new criteria and approval for payment of agreed allowance in place)

To have Contractual User status the post must be independently assessed (normally through the job evaluation process) against the following criteria:

1. Where there are multiple journeys in a day (more than 1 mile from the administrative base) and in excess of 3 days per week. (For part-time workers on less than 3 days per week the requirement to use a car for work purposes must be for 60% of the role to be eligible for allowance)
2. Where a risk assessment identifies that a car could be used as a safe place of refuge. This will generally apply to those who visit clients in their own home.
3. Where employees are part of a formal out of hours rota or need to respond frequently and urgently during the working day. Occasional call out does not apply.
4. Where employees need to carry tools, equipment or cash as a regular** feature of their job. Volume or weight will be considered. For example a ladder is significant, a lap top is not.
5. Where employees are expected to carry clients/others. This is likely to apply mainly in Health and Social Care and must be a regular** feature of the job.

NOTE: * *Regular in this instance means at least 3 days a week and multiple journeys (for part-time workers who are employed less than 3 days per week the requirement would be 60% of the post)*

The criteria above will be applied when a job is first evaluated and will be approved as part of the job description. Contractual Car User status use goes with the job. Where an employee moves into a different job that does not require the contractual use of a car, the employee's terms and conditions will change accordingly. Where duties within a job change to the extent that the job is re-evaluated, the need for contractual car use must also be reviewed.