

Policy

Title: Essential Car Users

From: HR/ER

Last updated: 04/04/2012

1. Introduction

Certain employees of the University can be classified as essential car users, and as such qualify for a free parking permit.

2. Criteria for Essential Car User Status

Essential Car User status is attached to a specific job role and one of the following criteria must be met and referenced within the job description (HR5);

Regular Essential Operational Support

The University requires, due to the nature of the role or due to a statutory obligation, that the post holder can immediately respond to essential University operational requirements either off-campus or at other campuses during the normal University working day (8am – 5pm, Monday to Friday) without prior notice.

The post holder should be expected to leave their normal work location to fulfil these commitments at least 50 times per year.

Regular Multi-Site Working

The University requires the post holder to work at two or more sites, not located within the same campus, during a normal University working day (8am – 5pm, Monday to Friday, or 24 hours for those working at two or more Halls of Residence sites), where the requirement to travel would be expected to occur at least two times per working day (pro-rated for part time employees) and public transport cannot provide a service that meets the business requirements of the role.

Emergency Requirements

The University requires, due to the nature of the role or due to a statutory obligation, that the post holder can immediately respond to reactive operational requirements which are urgent and/or considered as an emergency. Failure to deal with this immediately could potentially have extremely significant detrimental consequences for the University.

Such circumstances usually occur without prior notice and therefore cannot be pre-planned, requiring the post holder to have their own car available at all times.

3. Process for Defining Essential Car User Status

The determination of whether a job confers essential car user status on the post holder is part of the job evaluation process.

In the case of new roles created, or existing roles altered to include essential car user status, the criteria must be included into the HR5 (Job Description), and signed off by the Faculty Finance Manager/Service Group Accountant and the Dean of Faculty/Registrar/Chief Operating Officer.

HR then determines whether the job description matches the criteria, and therefore whether essential car user status is assigned to the role.

When job descriptions are submitted for re-grading, HR will determine whether the new role still requires essential car user status.

A yearly review will be undertaken by HR each September to ascertain whether every essential car user job role still meets the criteria, and if not the essential car user status will be withdrawn.

Essential car users keep the essential car user status until the job role no longer meets the criteria, they change jobs, or the policy alters, at which time the free parking permit is withdrawn.

4. Obligation of Essential Car Users

Employees who have essential car user status are contractually required;

- a) to have a motor car at their disposal during working hours
- b) to show Business Use on all car insurance documentation
- c) to hold a valid driving license
- d) to inform their line manager/HR if the car is temporarily un-roadworthy
- e) to inform their line manager/HR if they are disqualified from driving