

MMU Vehicle Hire Policy: Information for Staff booking vehicles

The University will only allow vehicles to be hired where the purpose is exclusively for business use. Private use of such vehicles is strictly prohibited, this includes home to work commuting unless, the hire car needs to be at home the previous night in readiness for an early morning start¹. This Policy sets out the rules for hiring vehicles and ensures the University, and individuals, comply with HMRC guidance and that no Benefit in Kind liability accrues.

1. Driving licence information

In order to hire and drive a vehicle as a member of MMU staff, basic driving licence criteria must be met. These are -

- ❖ For cars or vans, the driver must have held a UK/EEC driving licence for more than 12 months for the class of vehicle to be driven
- ❖ For Minibuses with 9 - 16 passenger seats, the driver must hold a UK/EEC driving licence, be over 25 yrs old AND have undertaken a MIDAS driver training course. (Available via Health & Safety Dept).

2. Insurance

To comply with the terms of MMU vehicle Insurance arrangements, the following steps are necessary to ensure individual employees are covered by the University: -

- ❖ The staff member's driving licence must be checked on an annual basis. Due to the changes that came in to force 8th June 2015 the counterpart of a photocard licence is no longer valid. In order for MMU to validate staff driving licences for the purpose of this document please visit;

<https://www.gov.uk/view-driving-licence>

Follow the five steps to sharing your licence information (**Appendix C**). You will then be provide with a link, which should be shared with the Travel Team (Stafftravel@mmu.ac.uk) to verify your licence details.

- ❖ All hires must be booked via the following procedure, so that if claims are made against the MMU insurance policy, the driver and vehicle details are readily available.
- ❖ Please note: The University's insurance covers hire vehicle when used for business purposes. Consequently there is no need to purchase additional premiums offered by the respective Hire companies (excluding travelling abroad, please see Section 10)

¹ More information can be obtained on HMRC rules via the following link:
<https://www.gov.uk/government/publications/480-expenses-and-benefits-a-tax-guide>

3. Booking a hire vehicle

The process for MMU staff wishing to hire a vehicle for work-based business is as follows: - Staff should make a booking for the days the car hire is needed up to a **maximum of 5** consecutive working days (A working day is a day where a business journey occurs).

- a. Staff must present their Insurance Information Form and ensure that their driving licence has been checked by a member of The Travel Team on an annual basis. For Colleagues at Brooks and Crewe please follow the aforementioned guidance and share with the Travel Team. Once the driving licence has been checked, for any subsequent hire requests within that 12-month period, only the driving licence number needs to be provided on the Insurance Information Form. This is subject to notification of change within the twelve month period
- b. Staff should complete the Vehicle Mileage Record Form (**Appendix B**) to record mileage for the duration of the hire. Each individual return trip should be stated as a separate entry. Please return to the same address as the Insurance Information Form.
- c. Once the hire vehicle has been booked and the hire vehicle details are known, staff must complete an Insurance Information Form (**Appendix A**) alongside the Vehicle Mileage Record Form (**Appendix B**) for each and every hire period.

Information is available on the MMU website:

[How do I? Transport](#)

Staff should retain this form until they take receipt of the hire vehicle. The vehicle registration number should then be entered onto the form. Please note: The Insurance Information Form requires to be sent via the internal mail to:

The Travel Team, Room 133, Cavendish North Building.

Alternatively via email to: Stafftravel@mmu.ac.uk

Ensure the Insurance Information Form (**Appendix A**) is sent within 5 working days of the hire taking place. (All vehicle hires require to be added to the MMU Insurance database). The Vehicle Mileage Record Form (**Appendix B**) should also be completed and returned with the Insurance Information Form.

4. Hire Charges and Invoicing.

- a. Please check with your Management Services Administrator that a call off order has been raised on the MMU finance P2P system. The hire car company may request an MMU order number when the hire is being arranged.
- b. Email the Authorisation of Insurance Information Form to your line manager for approval.

- c. To make the request for vehicle hire please contact your Management Services Administrator, within your Faculty, who will be able to raise an order directly through the P2P purchasing system for Enterprise to obtain preferential rates.

Alternatively: access the MMU Finance page <http://www.finance.mmu.ac.uk/>. Log into Staff Pages using your normal MMU ID and Password. Select Departments from the list of options then Procurement from the List of Finance Sections. Click on Purchasing Guide (on right of web page). Within the Purchasing Guide, choose Search the Database. Then select List by Supplier Group followed by Vehicles to review the list of approved Car Hire suppliers list. The preferred supplier is Enterprise Rent-A-car. If you have requested home delivery, please check the cheapest supplier – some provide a home delivery service free of charge. You will be required to provide the hire company with the MMU order number and specify to them where the invoice should be sent.

Manchester staff may wish to use Robins and Day or Enterprise.

Cheshire staff will need to use Enterprise, as Robins and Day has no local depot. There are however, other national providers on the preferred suppliers list, which may be used.

When making a booking please provide the hire car company with your MMU order number. Ensure you provide confirmation of the hire to your Management Services Administrator.

Please see section 7 for details of the arrangements for the return of the hire vehicle.

- d. Forward the Insurance Information Form (**Appendix A**) to the Travel team by mail, email within 5 days of the hire taking place. The Vehicle Mileage Record Form (**Appendix B**) should also be completed and returned with the Insurance Information Form.

5. Class of vehicle

Economy Group 1 vehicles only should be booked for placement visits. Staff may select manual or automatic transmission.

6. Collection & Delivery of vehicle: information for academic staff

Staff must ensure that when arranging collection or delivery of any vehicles they are available to receive and inspect them so that any instances of damage no matter how minor are noted and agreed by the company representative. This prevents the company alleging the damage was done whilst in the hirer's possession and trying to claim from the University. You will need to show your driving licence when taking delivery of the hire vehicle.

There are 4 Hire Car parking bays within the Birley MSCP. Vehicles parked in these bays are required to display a Hire car permit which can be requested from the Brooks Reception.

If parking in a bay that is not a designated Hire Car parking space, staff are required to Pay & Display and ensure they have a pre-booked visitor car parking space (subject to availability) and display a valid Pay & Display ticket (30 pence per hour).

You may also request that the car is delivered to and collected from your home address. In respect of any business hire undertaken as a member of MMU staff, the University will not be liable for any fixed penalty notices issued in relation to any road traffic or parking infringements on or off Campus.

Vehicles are often delivered with a full tank of fuel. The member of staff hiring the vehicle should return the vehicle with a full tank of fuel, or consistent with the terms of the agreement. If the vehicle is not returned with a full tank the vehicle supplier will charge for the balance of fuel required to fill the tank. Staff need to provide a receipt for fuel costs when claiming expenses. Please note that companies charge for fuel at higher rates than the standard pump charges and so these charges should be avoided.

7. Return of Hire Vehicle

When you make the booking, you must make arrangements for the return of the vehicle and keys to the Car Hire representative of the Car Hire company and ensure that the latter signs for the condition of the returned vehicle.

8. Alternatives to Car Hire

Staff making placement visits entailing a return journey of 20 miles or less may use a taxi as an alternative to car hire, public transport or their own car. Staff should book the taxi, pay the fare, retain a receipt and claim the fare back on my E-expenses, attaching a hardcopy of the receipt to the printed Summary statement and forwarding to payroll.

Staff using their own vehicle should refer to the Travel, Subsistence and Other Expenses Policy on the Financial and Legal Services website for the current mileage rates and guidance on the mileage that can be claimed.

9. Expenses

Please note colleagues cannot claim mileage expenses for hire cars.

10. Traveling Abroad

If an employee is planning to drive a vehicle abroad, they should notify the Insurance Officer to check if insurance cover can be provided.

The University's motor insurance does not cover vehicles hired abroad. When hiring a vehicle abroad the member of staff must purchase fully comprehensive insurance cover from the hire company. The cover offered by the hire company should be checked carefully as it may be third party only, with the option to upgrade to fully comprehensive cover.

Appendix A

Placement Visit: Authorisation of Vehicle Hire and Insurance Information Form

Driver's name	
Driving Licence No	
Department	

Date & time of hire (to be completed by staff requesting hire)	Vehicle Make , Model & Registration Number	Campus (C) or Home (H) delivery

Please note: the provision of staff information on this sheet is a condition of validating the use of vehicles under the MMU group insurance policy.

Original Driving Licence seen & checked by member of Facilities

Name	Tel extn	Date

Line Manager's approval:		Date of approval:	
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EMAIL THIS FORM TO YOUR LINE MANAGER FOR APPROVAL.

ONCE APPROVED RETURN TO THE TRAVEL TEAM, WITHIN 48 HOURS OF VEHICLE HIRE. <Stafftravel@mmu.ac.uk>

Appendix C



Driver & Vehicle
Licensing
Agency

How to share your driving licence details

Use this guide to provide information on your driving entitlements and any endorsements. For example, when hiring a vehicle or applying for a job.

1 Go to:
www.gov.uk/view-driving-licence

2 Enter your driver number, National Insurance number and the postcode shown on your current driving licence:

Your driving licence number
Example: MORGA753116SM9IJ

MORGA753116SM9IJ

Your National Insurance number
Example: MQQ123456C

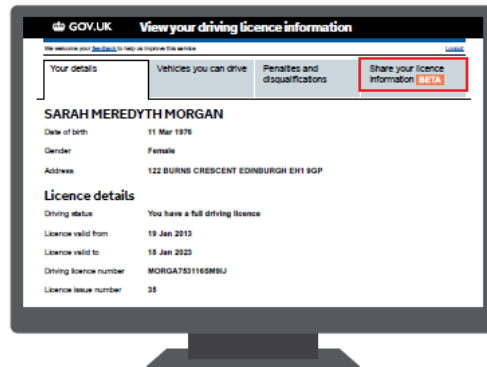
MQQ123456C

Postcode
Example: EH1 9GP

EH1 9GP



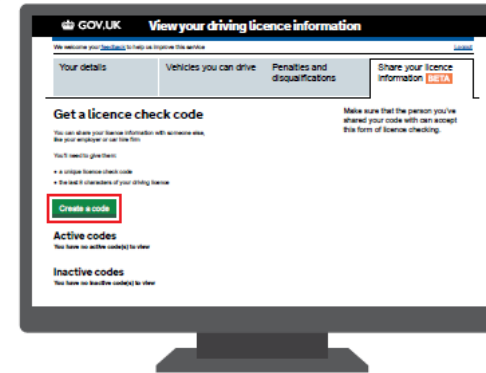
3 You will now be able to view your driving licence information. To share your driving licence with another person, select the "Share your licence information" tab (highlighted in red below).



Further steps
are shown over
the page >

OOJ/15/22/5 (share)
5/15

4 Click on the 'Create a code' button.



5 You will now be shown a check code which is case sensitive. Pass this check code onto whoever needs to view your driving licence. You will also need to provide them with the last 8 characters of your driving licence number.

The check code is valid for 72 hours and can only be used once.

You can also download a summary of your driving licence by selecting 'View, print or save your licence information'.



For further information, please visit www.gov.uk/dvla/nomorecounterpart

Your paper counterpart remains valid until 8 June 2015,
after this date it should be destroyed.

Simpler | Better | Safer