

Guaranteed Lift Home Scheme policy

1. Introduction

The Guaranteed Lift Home Scheme is provided in order to ensure that members of the University of Nottingham Car Share Scheme are able to get home in the event of an unforeseen problem e.g. picking up a sick child from school. Applicants must be the passenger as the Guaranteed Lift Home Scheme assumes that the driver will drive or make his/her own arrangements in such an emergency.

2. How to apply

The Guaranteed Lift Home Scheme works by retrospectively reimbursing the costs incurred by an employee's return journey home via an alternative mode of travel. Employees are held responsible for arranging their own return journey, and returning a completed claim form (page 3) and receipt(s) to the Environment Team for authorisation.

3. Arranging the lift home

When arranging the emergency lift home, employees are encouraged to support the University's commitment to sustainable travel by using, where possible, modes of travel in the following order of preference:

Preference	Mode of travel for emergency journey home	Reimbursement value to passenger
1	Public transport (see Traveline journey planner for timetable information)	Value of single standard ticket, with receipt
2	Private hire taxi	Limited to £40, with receipt

Employees must obtain and retain a receipt for public transport and/or taxi fares in order to reclaim the cost on expenses.

4. Eligibility

To be eligible for the Guaranteed Lift Home Scheme, an employee must be:

- a registered member of the University of Nottingham Car Share Scheme and be actively car sharing¹ with at least one other employee of the University or Nottingham University Hospitals NHS Trust
- a passenger on the day of the claim

Employees must have a valid reason for needing the Guaranteed Lift Home Scheme, which includes the following:

- a home emergency (reported burglary, fire, flood etc) requiring their immediate attendance
- personal illness or illness/injury of an immediate family member requiring their attendance
- an unforeseen work reason (certified by their manager/supervisor) why they cannot leave work at the normal time, so missing their lift

¹ 'Actively car sharing' is defined as having registered with The University of Nottingham Car Share Scheme and recorded a BUDI team.

- the unavailability of their car share driver for any of the above reasons at or within an hour of the normal return home time

Circumstances in which passenger sharers may **not** use the Guaranteed Lift Home Scheme include, but are not limited to, the following:

- previously scheduled medical appointments
- personal errands
- working late other than at a manager or supervisor's direct request
- business journeys
- early office closure, e.g. during or in anticipation of extreme weather conditions, or a building evacuation (in these circumstances it is expected that the driver and any other sharers will all leave at the same time and, therefore, can still share)

5. General terms and conditions

Employees are responsible for making their own arrangements for their return journey home.

Employees may use the Scheme only for journeys directly from University premises to their home. In extreme situations the employee may be taken directly to an ill/injured family member.

Tips to taxi drivers are optional and are the responsibility of the employee.

Reimbursement will be in the form of electronic transfer to the employee's bank account, as with other expense claims.

Applications will be assessed and monitored to ensure no misuse of the Guaranteed Lift Home Scheme.

The University reserves the right to refuse an application to the Guaranteed Lift Home Scheme.

The University reserves the right to alter/withdraw the Guaranteed Lift Home Scheme at any time.

6. Contacts

If you wish to check your eligibility before incurring any costs, please contact the Environment Team.

Tel: 0115 951 3098

Email: sustainability@nottingham.ac.uk



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Guaranteed Lift Home Scheme Claim Form

Personal details

Full name:

Home address (including postcode):

School / Department:

Work address:

Telephone number:

Email address:

Payroll number:

Guaranteed Lift Home journey

Please complete the section below to explain the circumstances for the claim.

Date and time of journey:

From:

To:

Mode of travel used:

If claiming for taxi fare, was the use of public transport considered?

Cost of fare (please attach receipts):

Reason for claim:

Name of car share partner (driver on the day of the claim):

How often do you car share?

Employee declaration

I certify that the above journey was necessitated due to my agreed car share journey not taking place. I have read and understand the above terms and conditions.

Employee's signature:

Date:

Line manager's declaration (if claiming due to a work-related reason)

I certify that the above journey was necessitated due to an unforeseen business need that resulted in the agreed car share journey not taking place.

Line manager's signature:

Date:

**Please ensure that you attach the relevant receipts to this form and return to:
Environment Team, Estate Office, University Park.**

For Estate Office use only:

Date received:	Authorised by:	Project code:	Activity code:
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