

## **TRANSPORTATION POLICY**

### **Mileage Allowance for Using Own Vehicle:**

Company will pay 20p per mile to all employees using their own vehicle to commute to shifts. This is towards employees' car maintenance and petrol allowance. Please note that the mileage allowance calculation will start only after the first 10 miles either way from the employee's home post code or the client. (For instance: If the client is 20 miles away from an employee's home, then mileage allowance will only be paid for  $10 \times 2 = 20$  miles for the round trip).

### **Using Company Transportation:**

Employees could request for company transportation\* for commuting to shifts. Employee will be charged a minimum of £5 or maximum of £10 (for round trip). Please contact office on 01883338444 for more details. This transportation charge would be automatically deducted from the employee's salary.

\*Company provides a 'Pool Transportation' facility and so your journey could be delayed up to 1 hour, or you may arrive up to 1 hour prior to your shift commencement.

### **Private Transportation:**

Employees could request private transportation from the company for only £1 per mile. However the request should be made in advance. Even if it is one of your personal matter (you need help for shopping) or a matter of urgency (for instance, you feel sick at work or want to go home on an unavoidable emergency), you could request for this personal transportation service\*\*.

\*\* Subject to availability: The request should be made as early as possible and cannot be 100% guaranteed always.

### **Free Company Car for Fulltime Staffs:**

If an employee is above 25 years with a valid and clean full UK driving license and you are one of our full time staff, you can request a company car\*\*\*. Company will bear the insurance charges of the car for free.

\*\*\* Please note company car shall be used only for fulfilling company provided assignments and not for personal purposes.

**NB:** Company will not be liable to pay extra charges to you for certain unforeseen circumstances like poor weather conditions, traffic block and/or a car breakdown. However alternate arrangement would be made by the company as a matter of urgency.

In addition, employee could also claim for any public transportation or taxi cost incurred due to emergency situations, where company has failed to provide transportation. However employee should have a verbal or written confirmation from any of our office staff, before using any such transportation.

Finally and most importantly, employees should not distract or stress the company driver or your colleagues for any reason and by any means while using the company transportation. An upset, irritated or stressed driver could lead to further delays, rash driving or even accidents. As safety comes first and all your lives are extremely important for us, please remain calm and take responsibility for your own lives. If you face any issues with the drivers, report to the office immediately rather than arguing with them. Kindly be assured that your concerns will be addressed appropriately.

If you require any further clarification, please feel free to contact the office on 01883338444 or visit the office with a prior appointment between Mondays and Fridays (from 11am to 5pm).

Kind Regards,

**Sinon George**  
**Manager**

**DECLARATION BY THE EMPLOYEE**

I, \_\_\_\_\_, understand the information provided above, and I agree with all the terms of Excellent Care Ltd.'s Transportation policy.

Employee Name : .....

Employee Signature : .....

Date : .....

