

GLOUCESTERSHIRE PARTNERSHIP NHS TRUST

TRANSPORT POLICY

Author: Corporate Services Manager
First Issued: April 2004
Review: April 2005

1. Introduction

1.1 The nature of the Trust's business throughout Gloucestershire creates an implicit requirement for significant use of transport. It is incumbent upon the Trust to ensure that this requirement has the minimum possible negative impact on:

- the health and safety of Trust staff and the general public
- the environment
- Trust finances

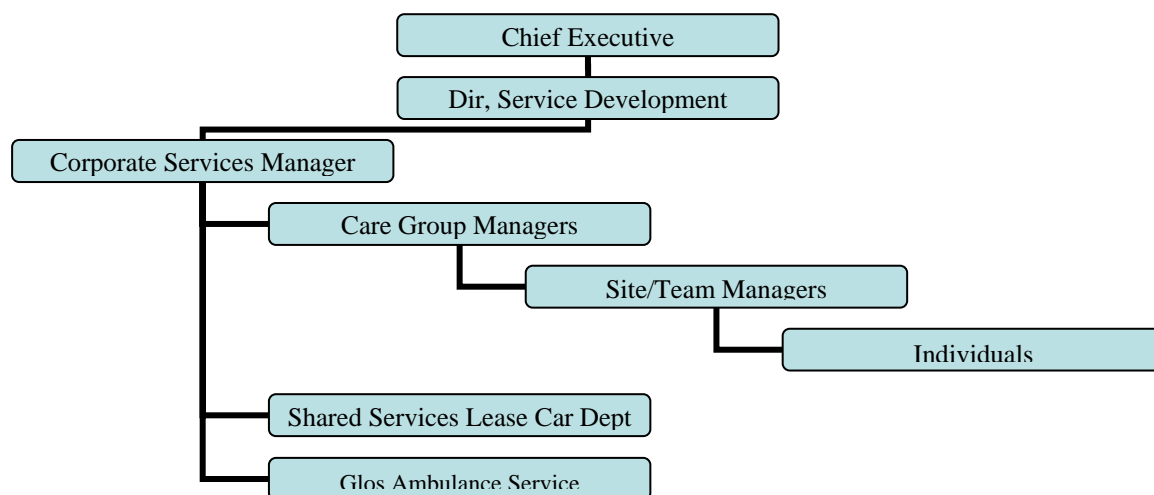
This policy document outlines the Trust's commitment to ensuring its transport operations have a minimal negative environmental impact. It is intended to provide guidance and advice to the Trust Board, managers and staff. It illustrates the Trust's transport usage, and by means of an annual review, will allow monitoring of key performance indicators.

2. Associated policies/procedures

2.1 This policy will complement, not replace, the following specific policies.

Lease car Policy
Pool car Policy
Driving at Work Policy
Health & Safety Policy
Environmental Policy

3. Accountability



4. Fleet make up/profile

- 4.1 The Trust operates a fleet of 197 vehicles, only 10 of which are owned – the remainder are sourced via contract hire (leased). Approximately 120 are 'business use only' (pool) vehicles, with the remainder being used by staff for business and personal use.

	Cars	Minibus/Van/Specialist
Types of vehicles:	176	21
Average co2	154	n/a
Average mpg	44	n/a
Annual Mileage	1,122,900	126,000

The vast majority of the 176 cars on the fleet fall into the small-medium vehicle sector. Pool vehicles are selected by the Corporate Services Manager following consultation with relevant managers on a basis of suitability for task, safety, cost effectiveness and environmental impact. Drivers who make financial contributions to leased vehicles for personal use may select a vehicle of choice, although the Income Tax (Benefit in Kind) regime, and the Trust's fuel reimbursement policy, encourages the selection of smaller environmentally friendly vehicles.

The Trust reimburses private user lease car drivers for their business mileage with differential rates between petrol and diesel fuelled cars.

Pool vehicles are provided with a fuel card company 'credit' card – the invoices for which are monitored and settled centrally.

- 4.2 Maintenance. The Trust undertakes no in-house fleet maintenance. For leased vehicles maintenance is included in the 'lease' contract, and owned vehicles are maintained by Gloucestershire Ambulance Service NHS Trust.

5. Personal Vehicle Usage

- 5.1 Approximately 50% (1,133,807) of the annual business mileage undertaken by the Trust is completed by staff driving personal vehicles for which they claim reimbursement. The reimbursement schemes are, for historical reasons, complex with users claiming:

Whitley Council rates:
Standard User)
Regular User) dependent upon engine size
Public Transport
Trust Rate (s)

6. Patient Transport

- 6.1 The Trust 'outsources' the majority of its patient transport requirement to the Gloucestershire Ambulance Service NHS Trust via a Service Level Agreement that is reviewed and updated annually. This service completes approximately 25,000 patient journeys annually via dedicated patient transport vehicles and voluntary car drivers. Additionally, patients are also transported by local arrangements on sites by Trust staff in minibuses, people carriers and cars.

7. Management

- 7.1 The Corporate Services Manager is responsible to the Director of Service Development for managerial overview of the fleet and acts as the liaison between the Trust and its transport administrators and suppliers.

Owned Vehicles are maintained and administered by Gloucestershire Ambulance Service NHS Trust

Leased Vehicles are administered by Gloucestershire Hospitals NHS Trust Shared Services Lease Car Department.

Both departments administer relevant insurance claims and arrange repairs.

8. Insurance

- 8.1 All Trust supplied vehicles are comprehensively insured via a county-wide fleet insurance policy. Insurers have confirmed they are aware of the Trust's core business of caring for people with mental health illness and learning disabilities. Employees confirm on their reimbursement claims that their privately owned vehicles are insured.

9. Costs

- 9.1 The direct annual costs (2002/2003) of the Trust's transport operations are:

Patient Transport SLA:	£378,000
Lease Fleet (net cost after staff contributions)	£339,000
Owned Vehicles	£ 20,000
Fuel	£ 72,000
Staff Reimbursement	£590,000
Total:	£1,399,000

10. Environment

- 10.1 Emissions/Fuel Consumption. European Commission targets adopted by the Government are to reduce average car Co2 emissions as follows:

170 by 2003
140 by 2008
120 by 2012

In December 2003 the Trusts car fleet had achieved average CO₂ emissions of 154 (an improvement from 160 in October 2002) and is thus ahead of European and National targets.

Government statistics advise that the average fuel consumption for vehicles in the UK is 31 mpg - the Trust average is 44 mpg (43 mpg in October 2002).

- 10.2 Alternative Fuel Vehicles. The Trust has investigated in detail the viability of introducing alternative fuel vehicles onto its business use (pool) fleet. The largely rural nature of the Trusts operational area makes the use of electric cars 45-50 miles range unviable – particularly as many pool vehicles are based at widely dispersed sites. Additionally, the requirement for battery re-charging would incur potential security issues and would place an onerous additional task onto clinical staff.

In operational terms the only viable alternative fuel vehicle is likely to be a dual-fuelled LPG/Petrol engine. Factors that have been considered are:

- a. Availability of LPG fuel. The limited (although improving) availability of LPG may make unacceptable inroads into clinical time in driving to fill-up. This inconvenience also places at risk any financial/environmental improvement because drivers may choose the convenience of running on petrol rather than LPG.
- b. Financial Viability. The Trust has investigated in detail the financial viability of dual fuelled vehicles and has demonstrated that because Trust vehicles complete relatively low mileages LPG conversions would not be financially viable. Additionally, the Road Fund Licence (RFL) benefits attached to LPG vehicles would not assist the Trust as RFL is not paid on NHS 'pool' vehicles.

- 10.3 Long Distance Travel Before planning or undertaking long distance journeys, all staff should investigate the viability of:

- a. Car rental. (eg: Vauxhall Corsa at a daily rental of £16.00, plus c.£0.09 per mile for fuel). A 200 mile journey at reimbursement of £0.40p per mile attracts reimbursement of £80.00. To complete the same journey in a small rental car would cost c.£34.00. The shared services lease car department at Victoria Warehouse can provide details of recommended rental companies.
- b. Pool Vehicles. If available, a pool car should always be considered as a first option before using private vehicles.
- c. Rail travel. Rail travel is far more environmentally friendly than vehicle use and should always be considered – assuming financial and time constraints permit. The Trust's intranet allows simple access to rail timetables to enable journey planning and financial viability.

11. Car Sharing

- 11.1 Trust managers should ensure that maximum use is made of pool cars by insisting that where viable these cars are shared – this would apply particularly when several members of staff are to attend training, seminars or conferences.
- 11.2 Members of staff driving private cars should be encouraged to car share. The Trust provides a small additional reimbursement to drivers who carry passengers on business journeys.
- 11.3 www.carsharegloucestershire.com is a free website that facilitates car sharing in Gloucestershire as part of the national 'Liftshare' network.

12. Service Developments

- 12.1 When considering service development the transport implications should always be examined as part of any business case. Invariably local authority planning departments will require confirmation of transport implications before granting planning consents.

13. Public Access

- 13.1 Information shared with the public regarding access to Trust sites (outpatient appointments etc) should include:
- advice regarding availability of public transport, with a request that public transport should be used, where relevant/possible
 - advice regarding public car parking on site
- 13.2 The Trust Corporate Services Manager will aim over the next two years to include location maps and advice regarding public transport for its larger sites on the Trust Internet Web-site (example attached at Annex A). At present the only location map provided is for the Trust Headquarters.
- 13.3 Property. When considering acquisition of new property the Trust will always consider accessibility issues (public transport/parking) both for patients and staff

14. Key Performance Indicators

- 14.1 To enable the Trust to monitor progress towards reducing the impact of its transport operations the following key performance indicators will be monitored:
- Reduction in annual mileage (qualified by the understanding that the Trust will be increasing it's community based clinical teams)
 - Reduction in, or maintenance of, current Co2 emissions from Trust provided vehicles

- Reduction in, or maintenance of, current average fuel consumption by Trust provided vehicles
- Number of location maps and public transport information available for Trust sites on its public web-site.

15. Review

15.1 This policy will be updated and presented to the Board for review annually.

GLoucestershire Partnership NHS Trust



Service 6: Gloucester - Longlevens/Elmbridge - Gloucester

MONDAYS TO FRIDAYS Except Bank Holidays

Gloucester Bus Station	0905	1005	1105	1205	1305	1405	1505
Gloucester Royal Hospital	0910	1010	1110	1210	1310	1410	1510
Elmbridge Road Sisson Road	0915	1015	1115	1215	1315	1415	1515
Longlevens Paygrove Lane	0918	1018	1118	1218	1318	1418	1518
Little Elmbridge	0922	1022	1122	1222	1322	1422	1522
Elmleaze Meadowleaze	0924	1024	1124	1224	1324	1424	-
Elmbridge Road Sisson Road	0926	1026	1126	1226	1326	1426	-
Gloucester Royal Hospital	0933	1033	1133	1233	1333	1433	-
Gloucester Bus Station	0938	1038	1138	1238	1338	1438	

Railway Station	Gloucester Railway Station	0.6 miles (0.9 km)
Motorway Junction	M5 junction 11a	2.5 miles (3.9 km)
Airport	Bristol	39.3 miles (63.2 km)

Cleeve House

Horton Road, Gloucester, GL1 3PX
 CAMHS - 01452 891304
 Severn Enterprise - 01452 891313

Wotton Lawn

Horton Road, Gloucester, GL1 3PX
 Reception - 01452 891500

Montpellier Unit (based at Wotton Lawn)

Horton Road, Gloucester, GL1 3PX
 Reception - 01452 891581

Collingwood House Training Centre

Horton Road, Gloucester