



POSITIVE FUTURES

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Name of Guidance:	Guidance on the use of service cars in supported living services		
Policy this guidance is governed by:	Vehicles Policy		
Lead Person:	Finance Director		
Next Review Date:	07.09.22		
Change Record			
Issue Date	Nature of Change	Ratified by	Date ratified
14.08.14	First issue	MD	23.06.14
07.09.17	Minor wording changes; clarification that service cars can be removed	MD	03.08.17

Signed: Emma Hogg, Personal Assistant

Date: 07.09.17

Guidance on the use of service cars in supported living services

Aim

To provide guidance to staff on using service cars to transport the people we support.

Context

Service cars are available in some services where there is an identified transport need associated with statutory support which the HSC Trust provides or with the location of the service. Service cars are only provided where funded by a HSC Trust.

Guidance

Use of the car for its primary purpose

The primary purpose of the car is to enable the people we support to get to and from activities linked to health and social care. This will include:

- Day opportunities provided by the HSC Trust and other organisations
- Schools and colleges
- Meetings with Social Workers and other HSC professionals
- Appointments with medical and healthcare professionals
- As a planned way to support individuals to manage their stress. This should be documented within people's Stress and Coping Plans and/or within their "How best to support me" plans
- Where appropriate, to help maintain family relationships.

Journeys that meet the primary purpose of the service car always take priority.

Each service will have an agreed local arrangement which allows the car to be allocated for use by the people we support which ensures that there is equality of access. This local agreement should be developed with input from the person supported, their representatives (if appropriate) the HSC Trust staff and Positive Futures' Finance Director. The agreement will be put in writing, shared with the people we support and signed by them (or their representative). Agreements should be reviewed periodically (minimum every 3 years).

If a person we support wants to make a journey but the car is unavailable due to it already being allocated, then he / she will need to make alternative arrangements at his / her own expense.

Services should encourage the people we support to be as flexible as possible in sharing the car to help minimise the number of times it is unavailable.

There is no obligation for the people we support to use the service car. If a person supported wishes to make alternative arrangements, they may do so at their own expense.

Service cars may be removed at any time (subject to agreement between the commissioning HSC Trust and Positive Futures).

Other uses of the car

There will be times the service car is not being used for its primary purpose. At these times, the service car may be used by the people we support for other activities, such as:

- Shopping
- Going to the bank
- Social activities.

If the cost of these journeys exceeds the allocated fuel budget (allocated within the overall Service Annual Budget), the people we support will be expected to reimburse Positive Futures for fuel costs.

Positive Futures staff will advise the person we support in advance of the journey if a reimbursement will be required.

No reimbursement is required for primary purpose journeys whatever distance they may be.

The cost of fuel for journeys shall be reimbursed by the people we support at a rate per mile travelled. An invoice will be given to the person we support within 30 days of the journey detailing the miles travelled and rate.

This rate will be set by the Finance Manager based on the fuel consumption figures for the vehicle and the price of fuel taken from the Northern Ireland average contained in the monthly AA fuel price report.