



## Travel Policy

The health and safety of staff as they travel to and from work is an important consideration for the company. Box Clever policy is to promote safe and environmentally friendly travel for all core and project staff wherever possible.

Consideration should be given to whether travel is necessary and whether a meeting can be conducted via skype or via a conference call.

When going to meetings, conferences or any official gathering on business matters, staff are encouraged to go on foot, by bike or to use public transport, rather than by car or van. The company will re-imburse or pay for staff travel to meetings designated as work meetings on presentation of receipts or invoices. The company is not responsible for travel payments from staff home to work. This is the responsibility of individual staff members.

### **Company Vans/ Hire or Loan Vehicles provided by the Company**

Where the vehicle to be used is a company provided vehicle all drivers must:

- Hold a full UK or EU driving license for the class of vehicle.
- Be insured on the vehicle either by falling within the 'Any Driver' conditions, or by being added as a named driver.
- Have been inducted to the vehicle under the supervision of an experienced driver of the vehicle. This should include handling the vehicle under normal driving conditions, maneuvering the vehicle at slow speed, being talked through the vehicle controls and systems, and being made aware of any specific legal differences that apply to the vehicle (e.g. reduced speed limits and weight restrictions)
- Ensure that the vehicle is kept in a road worthy condition, and report any defects to the Production Manager or Artistic Director. The vehicle must not be driven with any dangerous faults.
- Perform weekly checks of oil level, tyre pressure and condition, bulbs and screen wash level.
- Keep the 'Van Diary' up to date with journey and maintenance details as specified by the Production Manager.
- Ensure that the vehicle is safely loaded for each journey, and is within the weight limits for the vehicle.
- Not drive the vehicle with more than the legal maximum passengers on board.
- Not drive the vehicle with any passengers in the load bay of the vehicle.



- Drive in compliance with the law at all times, including speed limits.
- Drive with due consideration to other road users, and to the passengers in the vehicle.
- Pay all toll and parking charges necessary and keep receipts for reimbursement. Box Clever Theatre is not responsible for fines arising from failure to pay tolls, parking charges or illegal driving.

### **Own Vehicle Used on Company Business**

Where a company employee uses their own vehicle on company business (excluding individual commuting to or from a place of work):

- The vehicle must be road legal and in good, roadworthy condition.
- The vehicle must be correctly insured for business use. Box Clever Theatre accepts no responsibility or liability for any consequences arising out of improper insurance cover.
- The vehicle should be driven in compliance with the law, and with consideration for other road users and the passengers in the vehicle.
- The owner/ driver is responsible for all maintenance and costs associated with the vehicle, other than fuel which will be reimbursed at the Company specified rate per mile. A log of miles covered on Company business should be kept.
- The driver should pay all tolls and parking charges where required, and keep receipts for reimbursement. Box Clever Theatre is not responsible for fines arising from failure to pay charges, or as a result of illegal driving.

### **Safe Journeys**

Box Clever Theatre is committed to the safety and wellbeing of its employees when travelling on company business. The following points should be noted.

- The Company never requires its drivers to break any law in the pursuit of timeliness. While employees should always aim to be punctual, safety is paramount, and speed limits and other traffic laws should still be adhered to at all times.
- Drivers should always be fit to drive. Where a driver is unfit to drive through fatigue or illness, the Company should be contacted and other arrangements be put in place.
- Long journeys should always incorporate sufficient breaks, and these should be built into journey times during scheduling. Breaks should be taken at least every two hours, or more frequently if necessary, based on the fatigue of the driver and comfort of passengers.