

Use of Private Hire Vehicles to Transport Staff Policy

In light of the geographical location of our partner schools, the use of private hire vehicles is considered an unavoidable element of partnership working. They are used to aid efficiency in the use of time, support effective communication and share best practice without incurring supply teacher costs for extended cover. However, the environmental impact of the use of cars needs to be taken into consideration along with the cost to the school and best value of school funding.

Private hire vehicles must be booked through the Orchard or Hoxton Garden Office as these staff keep records of journeys made and check them against invoices sent. If a member of office staff is not available, an email informing them of the booking time and location must be sent for their records. Cab journeys can only be booked with the express permission of a member of the Senior Leadership team in line with the following protocol.

- Staff would always attempt to car share or make arrangements to travel in groups where possible including the organisation of 6 seater cabs where needed.
- Names of staff who require transport to attend weekly staff meetings on another site will be collected by a named member of the senior team who will book taxis accordingly. It is expected that as many staff as possible will share taxis.
- It is expected that staff who anticipate spending the day on another site (including training events) or who leave another site to travel home without returning to their base site would use their own means of transport
- Emergency medical or personal appointments in exceptional circumstances. Pre-booked medical appointments are not expected to necessitate the use of a taxi
- Where a taxi is no longer needed office staff are informed as soon as practically possible so that it can be cancelled avoiding a charge.

Taxis can be used for:

- Journeys between meetings between sites during the school day including staff meetings (8am to 5:30pm)
- Journeys to training events within Hackney (e.g. The Tomlinson Centre) which start mid-way through, or immediately after the school day at which attendance on time is not possible without the use of a taxi.
- Where travel is expected between sites, for instance as part of an INSET day additional time will be added to lunch breaks where possible to allow for the use of public transport.

September 2023
To be reviewed 2025 or as required