

**1. Background**

In order to achieve financial and operational efficiencies, the Council requires waste collection staff based at Radstock Road Depot to relocate to Midland Road Depot with effect from an agreed date of 31 January 2011.

After extensive consultation with staff and unions, a number of measures have been put in place to facilitate this relocation.

Exceptionally, and without precedent, Waste Services will provide a seventeen seat minibus (driver + 16) from the 31 January 2011 for a 4 year period, providing that the bus remains in good working order and is used to full capacity by staff for the vast majority of each week.

This minibus is to be used for the sole purpose of transporting waste collection staff currently based at Radstock Road to and from Midland Road Depot at the start and end of each working day.

**2. Protocols for the use of the mini-bus**

The responsibility for getting to and from work remains with the staff not the council

The staff using the scheme will take responsibility for manning the scheme. Management are not responsible for ensuring driver cover.

No other mileage payments will be made to staff who use the minibus.

Abuse of the facility or arrangements will result in withdrawal of the vehicle altogether or exclude access to it for individuals.

If the minibus is unavailable for any reason, staff are responsible for making their way to work and arriving on time.

The bus will leave Radstock at 6.30 am and follow a proscribed route to arrive at MRD in time for a 7.00am start.

The bus will leave MRD at 3.00pm

Volunteer staff will drive the minibus on a rota.

Records must be kept as with any other corporate vehicle. The driver is responsible for carrying out / recording a vehicle check and completing a vehicle log book on a daily basis.

In accordance with insurance requirements all staff driving the minibus must hold a Certificate of Competence for driving minibuses issued by Transport Services (renewed every 3 years) and undertake additional driving assessments as required.

The use of the minibus will be reviewed 3 months after the inception of the scheme. If the management team form the view that the scheme is being abused or causing protracted difficulties then either

- The bus will be withdrawn
- The management team will impose conditions for the use of the minibus

Signed: Matthew Smith.....

Chris Price.....

Joy Davis.....

Dated: 18th January 2011.....