

Managers' guidance for staff required to travel to and from campus during national lockdown

The College's highest priority is safe working for all staff and students on campus. At this time of national lockdown, managers are required to carefully consider which of their staff are required to be physically present on campus to undertake essential work. Managers should discuss these requirements with their staff and, as part of this discussion, staff may have ongoing concerns about being able to safely travel to and from work.

Staff should be encouraged to walk or cycle where possible and plan ahead to avoid busy times and routes on public transport. Staff should be advised to familiarise themselves with the government's [COVID-19 travel guidance](#).

Managers should also consider flexible hours for their staff where possible to limit travel at busy times. Managers should always ensure that this guidance is applied in a fair and consistent manner.

Depending on individual circumstances or a requirement to be on campus at a specific time, some staff may request permission to drive into work. The College does not normally encourage individuals to travel by car but is aware that it is a COVID-safe way to travel, and so managers will give consideration to staff requesting this. In such cases, line managers should consider what additional support can be offered by the department such as car parking on campus or reimbursement for local parking, should spaces on campus not be available. Additionally, consideration may also be given to reimbursing Congestion Charge costs and Ultra Low Emission Zone (ULEZ) charges, if applicable.

Line managers are required to discuss all requests for additional support, regardless of whether they are supportive of them or not, with their Head of Department, who will have final decision on how to apply this guidance. This should then be communicated to the member of staff in advance of their first journey.

In some cases, staff may suggest the use of a taxi for all or part of their journey. Any decision to reimburse taxi fares should be agreed by the Head of Department in advance of the first journey taken and the following should be considered:

- Where a person lives a long distance from work (more than 1 hour's drive) or where there is a journey with more than one mode of transport used, consideration should be given to value for money and whether some of the journey can be done on public transport and then completed by taxi, e.g. train to London then taxi from a London terminus.
- Where a member of staff normally walks or cycles to work it would not normally be considered necessary to use a taxi unless there was a reason that prevented them from using their normal mode of travel.

The College has a number of [taxi service agreements](#) in place where staff can pre-book their journey if approved. Their claim will need to include the start and end point of their journey and be accompanied by a receipt.

Eligible staff are able to claim these expenses with effect from 13 January 2021 until 19 February 2021 when this policy will be reviewed. Additional information in relation to claiming transport expenses can be found on the [finance website](#).