



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **TRAVEL POLICY**

#### **Rationale**

We, as an organisation, do not provide, nor do we take responsibility for our students' travel arrangements. Tutors shall provide their own means of transportation to and from the student's home or in certain circumstances, a designated location.

#### **Aim**

- To be as sustainable as is practicably possible.
- To ensure that all legal and health and safety requirements are adhered to in relation to tutor transportation.

#### **Practice**

Where appropriate, we must be provided with proof of a valid UK driving licence, car insurance for business use and a valid MOT certificate. We will not accept liability for any accidents, damage or loss occurred to vehicles when being used for tutoring purposes. Please ensure that your vehicle is locked with all windows securely closed and any vehicle alarm, steering lock or similar device fitted is engaged. We suggest that no valuable items are left on display.

On the very rare occasion where a tutor has a student as a passenger in their car, written consent from the parents and carers must be received in advance. We suggest that students sit in the rear of the vehicle to avoid allegations against a tutor.

Claiming for allowable travel expenses e.g., fuel, parking, vehicle insurance, repairs and servicing, breakdown cover, licencing fees, hire charges, train, bus, and taxi fares will be the responsibility of the individual. The tutor may alternatively calculate any travel expenses using the following mileage flat rate.

<b>Type of vehicle</b>	<b>First 10,000 miles</b>	<b>Above 10,000 miles</b>
Cars and vans	45p	25p
Motorcycles	24p	24p
Bikes	20p	20p

It is recommended that all tutors keep adequate records of their business income and expenses in order to prepare an accurate self-assessment tax return. We do not take any responsibility for the preparation or submission of self-assessment tax returns.

Where necessary, our Snow Procedure Policy will be sent to all tutors via email.



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **References:**

DFE Home to School Travel and Transport Statutory Guidance (July 2014)

GOV.UK Expenses and Benefits: Business Travel Mileage for Employees' own Vehicles.

*N K Jones*  
*Review Date*

*September 2023*  
*September 2024*