



**Document Administration**

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# **Student Transport, Accommodation and Subsistence Policy**

**Transport, accommodation and subsistence for undergraduate  
and postgraduate students on placement in course related  
settings**

**Academic Year: 2018-21**



## 1. Scope

- 1.1 This policy applies to all Bishop Grosseteste University (BGU) students undertaking course-related placements in a diverse range of health and social care, arts, cultural, business, educational and other settings, as a necessary part of a validated programme of study leading to a BA/BSc or PGCE award. In this document the term **student** is taken to cover undergraduate students and postgraduate trainees. Any reference to an enrolment date is specific to the enrolment date for a student's current programme of study, and not any previous programme.

## 2. Principles

- 2.1 The policy is designed to:
- protect the health, safety and well-being of students when travelling to or from placements
  - maximise the involvement of high quality partner placement settings in the education and training of BGU students
  - ensure the capacity of partner placement settings is sufficient to accommodate the needs of students
  - be fair and transparent
  - demonstrate good stewardship of the resources available
  - discuss university contributions toward travel
  - limit the travelling time to and from any placement to 1½ hours (*each way*) – as far as practicable
  - take account of reasonable adjustments for students with protected characteristics as defined in the Equality Act 2010
  - take account of the differing requirements of different programmes and modes of study
  - ensure all students meet their obligations in terms of contribution to costs
  - ensure all students have clear and effective mechanisms for claiming expenses to which they are entitled
  - ensure all transport companies contracted by the University meet minimum requirements
  - ensure budgets are monitored and properly managed

## 3. Lincolnshire Transport

- 3.1 The geographical location of Bishop Grosseteste University results in the need to use a wide variety of placement settings. Lincolnshire itself is a large and varied county of small towns, rural villages and seaside resorts. Other areas used by the University include Nottinghamshire, South Yorkshire, Norfolk, Leicestershire and Cambridgeshire. This ensures that the range of placement settings experienced by students reflects both regional and national types of organisations and demographics.
- 3.2 As a result of our local geography, placements are widely spaced around the University and students often have to travel some distance to reach their placement. The University will aim to uphold its policy to limit travelling time, although students will appreciate that this area of the UK is sparsely populated, its road network is not well developed and there can be a lack of suitable, available public transport in some areas. This often results in longer journey times.
- 3.3 Reasonable adjustments will be made to respond to the needs of individual students and following documented information from Student Advice.
- 3.4 Where possible students are asked to consider all available alternative addresses that could be closer to available placements: e.g. home address; relations and friends, as well as being open to staying in suitable accommodation arranged by the University, such as B&B or self-catering.



#### 4. Eligibility

4.1 The table below shows which classes of student are eligible for support under this policy. Other students/programmes may also be included at the discretion of Schools within BGU. Reasonable adjustments will be made to respond to the needs of individual students and following documented information from Student Advice.

4.2	<b>Not eligible:</b>	<b>Eligible:</b>
	Core PGCE trainees (full-time or part-time; primary or secondary) receiving a Training Bursary (including any discretionary element) of £9,000 or more`	PGCE trainees (full-time or part-time; primary or secondary) receiving a Training Bursary of less than £9,000 and not undertaking a resit placement
	Students undertaking a 'resit' placement on any programme	BA(Hons) Primary Education students not undertaking a resit placement
	BA (Hons) Primary Teaching Studies students undertaking placements in their home school.	BA (Hons) Primary Teaching Studies students undertaking placements in schools other than their home school.
	BA(Hons) Professional Studies students	All School of Social Science students except those studying Professional Studies
	Foundation degree students	All School of Humanities students
	Any School Direct PGCE trainee	Students undertaking a deferred placement
	Any externally awarded qualification including apprenticeships	

Eligibility criteria is reviewed annually in line with Teacher bursary levels.

#### 5. Travelling to placements

5.1 Depending on the placement location and the designated placement term-time address, the Placement Services Office will make suitable arrangements for eligible students' transport to placements, including, and in order of priority;

- Travelling in their own vehicles;
- Travelling as passengers with other students in either a student's own car or in a hire car.
- Local access by walking or student's own bicycle;
- Public transport (bus, rail etc.);
- Group private Hire: Coach or minibus provided by the University;
- Travelling in hire cars booked by the University;

5.2 **Travel by car:** To promote and encourage independence, students, wherever possible are encouraged to travel to their placement using their own familiar vehicles. Students are asked to declare if they feel happy and competent to take passengers. In order for students to use their own vehicle, specific documentation needs to be witnessed and recorded by the Placement Services Office.

5.3 **Walking and cycling distance:** The University expects students to walk no more than three miles<sup>1</sup> each way when travelling part or full journey to placement. The distance is calculated as the shortest route between the designated placement address and the placement setting, via any public transport arrangements, along which the student can walk with reasonable safety. The

<sup>1</sup> The University uses the *Statutory Walking Distances* as applied in the UK to a child over eight years of age walking to school.



route may therefore include pedestrian footpaths as well as roads. Where this is deemed to be the most reasonable and economical route, students are advised to take all suitable precautions to ensure their own safety

- 5.4 **Public Transport:** Where the Placement Services Office has determined that public transport is the appropriate mode of transport, students will be given information regarding the selected times and routes and the amounts that can be claimed. This information will be provided via a confirmation email to the students university account.
- 5.5 **Private hire:** where personal or public transport options have been exhausted, the University will then consider the following forms of private hire;
- **Coach/Minibus:** To maximise cost effectiveness, the University may co-ordinate a group booking to take a number of students to their placement, offering one or more drop off points. Transport to some specialist placements is arranged by coach. The term “minibus” is deemed to cover both minibus and coach travel. Minibuses are arranged where a group of students are travelling to placements in the same area and there are no suitable public transport links.
  - **Hire Car:** In circumstances where students hold a valid driving licence but do not have access to their own vehicle, it may be possible to arrange a car which is hired for the duration of the placement.

In exceptional/extenuating circumstance, private taxis may be arranged.

- 5.6 It is vital that the Placement Services Office is given 48 hours’ notice (not including weekends), where-ever possible, in the event of students acquiring access to their own car. This allows time for university arranged transport to be cancelled and the correct driving and vehicle documentation to be submitted.
- 5.7 Students are politely reminded that once university arranged transport details have been communicated, amendments to times and locations may not be made unless in extenuating circumstances. Students who have been allocated a place on university arranged transport, yet choose to make their own way to placement are not eligible to make a claim for this journey.
- 5.8 **Student Safety:** Students are advised to appoint a travel buddy when travelling alone. Details such as expected time of arrival home and the route travelled should be given to the buddy. The student should ask the buddy to try to make contact if the student has not contacted them by an agreed time. If contact with the student is not possible, and the buddy is concerned about the student’s whereabouts, the buddy should report the issue to police or their next of kin.

## 6. Designated “placement term-time address”

- 6.1 For any period of placement or work experience, continuous or not, the eligible student must agree a **designated placement term-time address** which will be used both for allocation of placement and for calculation of expenses. The designated address will usually be the home address or term-time address held on the student’s university record but it may be a different address if it is agreed that this would facilitate access to placement. The agreed designated placement term-time address must be recorded by the Placement Services Office and declared by the student when completing their Placement Registration Form
- 6.2 **Changes to designated address/mode of transport:** Transport information will be included on the placements database, along with the designated term-time address. This is maintained by the Placement Services Office. Expenses will only be available from the address specified in the



placement database. If a student decides to travel to their placement by alternative means or from an alternative address, they must inform the Placement Services Office as soon as possible. If this incurs additional expense for which the Placement Services Office was unable to plan, then additional travel expenses cannot be claimed.

- 6.3 **B&B or self-catering accommodation close to a placement:** In some circumstances, and by mutual agreement, a student may be provided with a B&B or self-catering accommodation local to their placement, for the duration of that placement. Please refer to Section 15.

**7 Nature and level of support for travel costs**

The University will provide support in the following ways:

7.1

RATES OF PERSONAL TRAVEL REIMBURSEMENT		
	Undergraduates	Postgraduates
Public and hire transport (both drivers and passengers)	The cost of travel minus the first £6.00 per return journey	The cost of travel minus the first £7.50 per return journey
Mileage	Students are expected to cover the first 40 miles per return journey. Thereafter mileage can be claimed at 20p per mile.	Students are expected to cover the first 50 miles per return journey. Thereafter mileage can be claimed at 20p per mile.

Mileage claims will be reimbursed following the provision of relevant driving documentation. (See section 10.2)

In addition to the above, eligible undergraduate students and postgraduate trainees driving a car will be reimbursed at the following rates:

- 7.2 **Passenger mileage allowance:** for any student travelling in their own car and carrying one or more passengers (at the request of the University), a rate of 2p per passenger per mile for the entirety of the journey can be claimed. Only the driver may claim for travel expenses. All passengers are expected to contribute to the non-reimbursed portion of costs incurred by the driver. Drivers are encouraged to agree with their passenger(s) the rate at which they will contribute towards fuel/running costs at the earliest opportunity
- 7.3 Where students indicate that they are willing to transport other students as passengers in their own car, the Placement Services Office will allocate passengers based upon the location of the placement and the address of the students. Named drivers on hire cars are expected to take passengers where ever possible. The University expects students travelling in cars together to come to a sensible and fair arrangement to ensure that all share any travel costs that are not reimbursed by the University, and that drivers are not left out of pocket.
- 7.4 **Hire car mileage allowance:** When eligible students are travelling in a hire car supplied by the University, 13p per mile for the entirety of the return placement commute can be claimed by one agreed student. Each car occupant will be expected to pay the daily rate for University-supplied transport for each placement day that they travel in a hire car



- 7.5 Students are responsible for finding suitable parking for their own car/the hire car whilst on placement. The University does not reimburse parking costs or fines.
- 7.6 **Calculation of mileage:** Mileages are calculated based on the return journey to a placement from the claimant's designated term-time address via any passenger pick up points, using the shortest route as determined by Google Maps (<https://www.google.co.uk/maps>)
- 7.7 **Claims for public transport:** Claims are based on the cheapest ticket price for the journey and the claimant is expected to take advantage of any available discounts for season tickets or multiple-ride tickets. Students using the train are expected to use a railcard if eligible but may not reclaim the cost of the railcard. Bridge tolls may be claimed. Receipts for travel tickets and tolls must be submitted with any claim. Taxis are not considered 'public transport' and therefore students may not claim for travel by taxi in these cases.

### 8. Payment for University-provided transport

- 8.1 In line with the principles of this policy, all students provided with private-hire transport (hire cars, minibuses or taxis) arranged by the university, are asked to meet their obligations in terms of contribution to costs. All students using transport arranged by the University will be notified by email using the student's university account. Within this correspondence, there will be the following information:

- The mode of transport
- Contact details for the driver (student or private hire firm)
- All pick up times and points
- The amount the student is to contribute
- How the student is to contribute (including instructions to enable the student to pay, where appropriate, via a BGU on line payment gallery)

If a student has transport arranged for them by the University and then decides not to use it, they must notify the Placement Services Office immediately. They may be liable for costs incurred in relation to unused transport.

- 8.2 **One-way travel:** In some circumstances (foreseen or unforeseen), students may only need one journey sourcing for them. (Either outbound or return). In these cases, where the Placement Service Office sources this journey, students are only expected to contribute 50% of the daily rate.
- 8.3 **Penalty for non-payment:** Payment must normally be made in advance of travel. All contributions must be cleared by the end of each semester. Students are requested to ensure they do not allow themselves to fall into arrears. The following offset rules will be applied to assist students to manage their contribution.
- Drivers using their own vehicles – Contributions will be deducted by the student prior to reimbursement claims being submitted.
  - Passengers on public transport – Contributions will be paid by the student prior to reimbursement claims being submitted.
  - Drivers of hire cars – Outstanding contributions will be offset against any reimbursements. Students on a Year one Undergraduate course will be subject to a maximum of 50% of their reimbursement claim being offset against any outstanding contributions before reimbursements are made. Year two/three Undergraduates and eligible Postgraduates will be subject to a maximum of 100% of their reimbursement claim being offset against any outstanding



contributions, before reimbursements are made.

- Passengers in hire cars /taxis - Outstanding contributions will be offset against any future reimbursements. Students on a Year one Undergraduate course will be subject to a maximum of 50% of their reimbursement claim being offset again any outstanding contributions before reimbursements are made. Year two/three Undergraduates and eligible Postgraduates will be subject to a maximum of 100% of their reimbursement claim being offset again any outstanding contributions, before reimbursements are made.
- 8.4 Exceptional circumstances must be discussed with the Placement Services Manager on 01522 583720.
- 8.5 Outstanding debts at the end of the year will be passed to finance, who reserve the right to claim this money back through Debt Collection services. This may affect personal credit rating scores.
- 8.6 **Refunds:** may be available in the event of mitigating/extenuating circumstances leading to extensive periods away from placement. A *Medical Evidence* form (submitted to the Programme Leader) is required for any absence over one week. For longer periods or where otherwise appropriate, an *Extenuating Circumstances* form must be submitted and approved by the Head of Partnership or the relevant Programme Leader

## 9. Insurance

- 9.1 **Travel:** During transit to and from placement, students are not covered by any University insurance policy should any incident during their commute lead to a claim. Any claim should be against the private taxi/minibus company, the car hire company, the public transport company or the driver of the private car as appropriate. The University undertakes regular checks of the transport providers it uses to ensure they are suitably licenced and insured.
- 9.2 **Accommodation/personal belongings:** If University-supplied accommodation is utilised by a student attending a placement, the personal belongings of the student will not be covered by a University insurance policy. Students are therefore advised to take out their own temporary insurance.
- 9.3 Personal car insurance is a requirement of any driver travelling in their own car (see section 10.2)

## 10. Travelling in your own car

- 10.1 All students (both eligible and not eligible) travelling in their own car to placements, either alone or with other students need to check with their insurers that they are covered for this purpose. These students must complete a Placement Registration Form and submit this to the Placement Services Office before the first journey is made to the placement. Students must ensure that:
- their vehicle is in good working order. Students are advised to undertake regular basic car checks of their vehicle following the guidance found on line. (<https://www.theaa.com/breakdown-cover/advice/basic-car-checks>)
  - their vehicle has a current MOT if required
  - they have checked with their insurer that they have adequate insurance (this can be stated in the form of “social and commuting” or “business travel” and includes the carriage of other passengers on such journeys). Your insurer may apply a small additional charge in order amend your insurance in line with the conditions outlined above) The Placement Services Office will check the validity of all insurance, through random spot checks, if submitting mileage





claims/making payments. Failure to have the correct insurance may result in claims not being paid.

- they have a valid driving licence for that class of vehicle
- they drive within the law and accept responsibility for any penalties for infringements of the law
- they comply with any checks of driver documentation carried out by the University

10.2 **Driver documentation:** All original documents listed above must be authorised prior to the start of placement. Students are requested to present their DVLA Check code at the beginning of any subsequent placements within the academic year. The Placement Services Office reserve the right to request updated MOT and Insurance Certificates should these expiry before the end of their placement. The Placement Services Office team are available to help with any queries. No travel expenses will be paid to students for whom travel costs have not been agreed using this procedure.

## 11. Travelling by minibus or taxi (private-hire)

- 11.1 **Transport contributions from students for using University-supplied transport:** Students are expected to contribute towards the cost of private-hire transport in line with the principles of this policy and as laid out in Section 7.
- 11.2 **Travelling by taxi:** For some placements the University has no option other than to arrange transport to a placement by means of private-hire taxis. Where taxis are hired it will normally be to transport a group of students, on the same basis as hiring a mini-bus – to travel to one or more placement settings in the same area where there are no suitable public transport services available, following approval by the Head of Partnerships/Programme Leader and ratification by the relevant Head of School. *Taxi hire is an exception – not the rule*, and all other options will be considered first, including the use of local accommodation.
- 11.3 **Minibus departure times from BGU campus:** Minibuses (and taxis) normally leave the University campus and are grouped to ensure that all students arrive at their placement at an appropriate time. This means taxis are normally before 7am. Students will be collected at the end of the day.). Students must ensure that they arrive promptly before confirmed minibus departure times to avoid delays to others. Minibus and taxi pick-up times and locations are confirmed by the Placement Services Office and will be based upon the shortest journey times and the most cost-effective routes. Students will be expected to walk up to 20 minutes to a pick-up point in the mornings. If transport commences at BGU, the standard pick-up point is the main car park, behind the Sports Hall.
- 11.4 **Pick-up or drop-off en-route:** Some students may be collected en-route, from their designated placement address and dropped off there at the end of each placement day, at the discretion of the Placement Services Office. Students must not make private arrangements with private hire drivers/companies concerning pick-up times, locations or routes. All changes to time, routes and pick-up locations must be agreed first in writing by the Placement Services Office.
- 11.5 **Minibus and Taxi waiting times:** Drivers are instructed to depart promptly, according to the fixed pick-up time. The driver has discretion to wait a few minutes (but no more than 10 minutes) for late arriving passengers, however the waiting time is *not guaranteed* as traffic or weather conditions may force a prompt departure. When sharing a minibus or taxi with others students should exchange mobile numbers, as avoidable delays can have a dramatic effect on journey times causing others to start their placement day late, inconveniencing all concerned. Students being collected from their designated placement address should be ready and waiting outside



their address in a safe/convenient place for the driver to stop, as agreed with the driver, at the designated time.

- 11.6 **In case of sickness at short notice:** Students will have been provided with a contact telephone number for their designated private hire company/driver. It is the responsibility of the Student to inform the taxi company/driver without delay in case of short-term sickness. A student's failure to make a call which results in an avoidable expense being incurred by the University may result in the Student being billed for a proportion of any cancellation charges incurred.
- 11.7 **Safety and any concerns about driver conduct:** Taxi companies and drivers engaged by BGU undergo stringent checks with regards to insurance and driver suitability. In any situation in which a student has a concern about the safety or conduct of their driver, the matter should be reported without delay to Placement Services Office on 01522 583720. If a student has a concern about driver safety, this should be addressed politely with your driver in the first instance.

## 12. Travelling in a Hire Car

- 12.1 **Transport contributions from students for using University-supplied transport:** Hire cars are another form of University-supplied transport and, as such, all students (i.e. driver and any passengers) are expected to contribute towards the cost of hire cars in line with the principles of this policy and as laid out in Section 7.1.
- 12.2 **Procedures:** Hire cars are provided, following approval by the Head of Partnerships/Programme Leader and ratification by the Head of School, on the understanding that they will only be used for travel to and from the placement. Students are insured to drive hire cars through the hire company's insurance and are covered for driving to and from their home address to the placement address and also for picking up and returning the hire car. Students are not insured for any journeys other than to and from the placement and are therefore liable for any damages caused and additionally could be charged with driving without insurance.
- 12.3 Hire cars are usually allocated two drivers, a principal driver and a second named driver. The principal driver will collect and drop off the hire car and also keep possession during the block placement. By agreeing to be a named driver, the student is also agreeing to carry passengers, if this is deemed by the Placement Service Office as economically viable.
- 12.4 Students must not contact the hire car companies directly unless there has been an incident. All queries regarding hire cars should be directed to the BGU Placement Services Office.
- 12.5 All named drivers of hire cars are responsible for submitting a copy of their driving licence (this must be both the photo-ID card, **AND** the DVLA check code; see <https://www.gov.uk/view-driving-licence>) to generate a code to provide to the Placement Services Office. Completion of the Placement Registration Form is needed prior to the allocation of named drivers. . If any driver has more than 3 penalty points they will be subject to the terms and conditions of the hire car company. Any pending convictions or new driving offences must be reported to the Placement Services Office.
- 12.6 **Collecting and returning hire cars:** In general, hire cars can be collected the day before a placement is due to commence. Students are expected to attend a handover at the hire car depot. Hire cars are expected to be returned on the last day of placement – or, by arrangement with Placement Services Office, on the following day. Any variation to this pattern will be notified by Placement Services Office in writing.



- 12.7 **Hire car documentation:** On every hire a 'Rental Agreement' and a 'Vehicle Check Form' will be issued. Before collecting the cars and signing any documentation, the student should inspect their car and note any existing damage to the paintwork, bumpers, wheels, etc. It is the student's responsibility to check the condition of the vehicle and fuel levels at the start and end of the hire period.
- 12.8 **For preparation days:** cars will be available the day before the first preparation day. The principal drivers should be available to collect the car from the depot, *unless specifically notified in advance that cars will be delivered to campus or the student designated placement address.*
- 12.9 **Half-term:** Should a half-term fall in the middle of a block placement, cars should be returned on the last working day before the half-term and picked up the day before term commences again using the procedure detailed above unless other instruction is given.
- 12.10 **Car Hire Return:** Cars should be returned to the car hire depot on the evening of the last day of hire no later than 6.00 pm. Please note that if a student is going to be later than this for any reason, the Placement Services Office (if calling before 4.30pm pm) or the hire car company (if calling after 4.30pm) so that alternative arrangements can be made.
- 12.11 **Early Placement Termination:** In the event of a placement finishing early, as a result of extenuating circumstances or withdrawal, you must return the car immediately or full hire charges will be payable.
- 12.12 **Fuel Tank Refilling:** Cars must be returned to the hire car company with a full tank of petrol. Failure to do so will result in the cost being deducted from the driver's expenses claim at a premium rate, as per the charge from the hire car company to the University. When returning the car, drivers should also agree with a representative of the hire car company any damage for which they, or fellow drivers, should accept responsibility.
- 12.13 **Incidents:** In all instances, the rental company should be called first to inform them of the problem. They will then advise the next course of action but the usual procedures are detailed below. As soon as is practical you should also inform the Placement Services Office of the incident.
- 12.14 **Flat tyre or breakdown:** If the car still has a tax disc holder, found attached to the windscreen, it may hold information about the car. Otherwise relevant documents will be in the glove compartment. There will be the telephone number of a breakdown service you should call. The driver (and passengers) should await their assistance.

#### Breakdown

- If the car has broken down, the breakdown service will assess the problem and advise the next course of action. If the car cannot be repaired, or the job will take a number of days, the breakdown service will tow the car to the hire car company and a replacement car will be issued.
- If the car has a flat tyre, the breakdown service will fit the spare wheel that is held in the boot of the car. Students should then contact the hire car company who will advise of the nearest location where the damaged wheel can be replaced. No charges will be made to the student. NB



Some vehicles have a "Space Save Wheel" as the spare. It is a thinner wheel and whilst safe to drive, should not be driven above 40 mph. Students are not to change the tyre themselves.

Accidents:

- In the event of any injuries, the first priority must be to obtain medical assistance and report the incident to the police. Particulars should be exchanged with the third party and name(s) and address(es) of any witness(es) taken. Students should not admit liability.
- Wherever possible, a note of the relative position of the vehicles should be made.
- If the car is drivable, it should be returned to the hire car company for repair and a replacement car collected.
- The Placement Services Office will ask the driver to complete an insurance claim form.

12.15 **Road Traffic Offences:** Students are liable for any parking and speeding fines incurred while the car is their responsibility. These are normally paid by the hire car company in the first instance and the fine, plus any administrative costs levied by the company, passed on to the students.

12.16 **Damage:** The University reserves the right to re-charge students for any irresponsible damage incurred while the car is in their possession.

### 13. Passengers: Carriage of student passengers with a student as driver

13.1 In line with the principles of this policy the University has an obligation to demonstrate good stewardship of the resources available, whilst protecting individual students from unreasonable expense in relation to their placement work, and also protecting the health, safety and well-being of students when travelling to or from placements.

13.2 **Benefits for all:** Where all necessary consents and precautions are in place there are benefits to all parties: the driver, the passenger and the University:

- If driving their own car, the driver can recover a share of the costs of any mileage not covered under this policy from any passenger(s); a driver will also receive a small passenger mileage allowance, per passenger, from the University;
- Passengers may travel in more comfort and with greater convenience than by public transport;
- The University (and all students) will benefit where additional private hire arrangements and costs can be avoided.

13.3 **Drivers' consent and insurance cover:** Student drivers need to feel confident about carrying passengers and the Placement Services Office will only arrange for a driver to carry passengers where drivers have given their express consent and have demonstrated that they are adequately insured to carry passengers, with appropriate insurance cover.

13.4 **Passengers' consent:** Likewise, no student will be obliged to travel as a passenger with another student if they provide reasonable grounds to the Placement Services Office

13.5 **Sickness of a driver:** Drivers, where possible, are asked to inform their passengers in the event of them not travelling to placement. Passengers should investigate alternative options to travel via



public transport. If this is an option, they should advise their placement setting that they will be late and email the Placement Office. If this is not an option, passengers should contact the Placement Office for further advice. The Placement Services Office will liaise with the driver and student passengers on future travel arrangements.

- 13.6 Driver and Passenger Safety:** Both the driver and any passengers have to place the safety of each other, and all other road users, as their primary consideration. The University will provide road safety advice and guidance through events and literature.
- 13.7 Passenger or driver safety concerns about one another:** If a passenger has concerns about their own safety on account of their driver's driving, they must inform their driver immediately and if the situation is not immediately rectified to their satisfaction, they must inform the Placement Services Office immediately. Likewise, if a driver feels that a passenger is compromising safety they should adopt the same steps. If concerns or complaints persist, or if the initial incident is serious enough, either party may be barred from acting as a driver or passenger by the Placement Services Office for the purpose of their placement travel and their Programme Leader or Placement Leader will be informed.

#### **14. Claiming and reimbursement of placement expenses**

- 14.1** Assistance with travel expenses will only be provided where The Placement Registration Form has been completed and authorised prior to the first journey to the placement. If a student's travel plans change at any time following authorisation, then the Placement Services Office must be advised before (where possible) the change commences to agree any amendments. Travel expenses will not be paid without prior authorisation.
- 14.2** All students driving a car whether it is their own or a hire car must provide a photocopy of their driving licence photo card and counterpart. Where students are driving their own cars they must **also** provide a photocopy of their insurance and MOT certificates. Students must produce the required documentation prior to hire cars being arranged or reimbursement being made.
- 14.3** Students are requested to submit a completed Expenses Claim Form along with bus/train tickets, receipts etc., to the Placement Services Office either periodically, e.g. at the end of all preliminary days, half way through the block placement and at the end of the block placement, or in one claim at the end of the placement. Students are asked not to submit more than one claim form per week.
- 14.4** Claims must be submitted within three months after the expenditure is incurred, or the claim may be disallowed.
- 14.5** Payment normally takes up to ten working days to process and will be paid direct into the student bank account.

#### **15. Nature of support for accommodation and subsistence**

- 15.1** Support for accommodation is normally only considered for students who are placed in a school that is not within reasonable travelling distance of Lincoln nor of their home address. Where accommodation is arranged by the University, this will be either self-catering or bed and breakfast for up to and including five nights per week. Alternatively, the University may agree to contribute a maximum of £35 per night for up to and including five nights per week towards the cost of such accommodation arranged by the student. No contribution will normally be made to students who stay with family or friends during such a placement and evidence will be required of the commercial nature of accommodation before the University will make a contribution.



Subsistence allowance will be paid at a rate of £5 per night when breakfast options are not included.

- 15.2 Students in receipt of accommodation support may also claim travel expenses for one return journey each week between their placement accommodation and their term-time address as per the travel section above.
- 15.3 Students are advised to ensure they have suitable insurance to cover their belongings whilst in accommodation for periods of placement. The University is unable to accept liability for any losses incurred.

#### **16. Hardship**

- 16.1 The University recognises that financial hardship is a real issue for some students and through the University's Access to Learning and Hardship funds it endeavours to help whenever it can. This is achieved by making financial support available for students in need, not by varying the fees and charges. Those support arrangements are run by the Student Advice service, not by the Placement Services Office, so students should contact **Student Advice** if they have concerns about their ability to pay their contribution to transport costs.
- 16.2 Students who consider that the costs of travel to their placement are excessive and/or that the policy has not been implemented correctly should contact their Programme Leader (School of Social Sciences and School of Humanities) or The Head of Partnerships (School of Teacher Development) in the first instance. They should not raise the matter directly with the Placement Services Office staff.

#### **17. Adverse weather procedures**

- 17.1 Safety is paramount and if at any time a student feels they should not be driving due to adverse weather conditions then they should not do so. In the event of adverse weather on placement days, the adverse weather procedures should be followed.

#### **18. Communications and Consultations**

- 18.1 The revised policy has been shared with Students Union Sabbatical Officers and well as student and staff representatives via the School Boards. Consultation has been wide and thorough and comments, suggestions and improvements have been incorporated in the final draft.