

# Criteria for Casual and Essential Car User Allowances

Where a Casual or Essential Car User Allowance is attached to your post, you will be required to use your own car for official business. The rates payable are related to the engine size of your car except where the cc is 1451 and above, when payment of the allowance will be related to the 1200-1450 cc category.

One condition of these allowances is that officers shall have included and maintain in their policy of insurance a clause indemnifying the Authority against all third-party claims (including those concerning passengers) arising out of the use of the vehicle on official business.

The car allowance allocated may also be reviewed and amended upon three months' notice being given and any car facilities may be withdrawn when any agreement expires.

A Casual User is a regular user who completes up to 500 business miles per annum. An Essential User will meet the requirements listed below:

- postholder must do 2,500 business miles per annum
- postholder must do 1,000 business miles, plus one or more of the following:
  - regular transport of customers or work-related equipment
  - regular Travel at hours/to places where no public transport is available
  - frequent and very large number of small journeys which are an integral part of the duties of the post

Eligibility to an Essential User Allowance will be reviewed annually, on the basis of the mileage claims in the previous year. If the criteria are not met in any one year, the following year the post holder will not be eligible to receive an Essential Car User Allowance. No retrospective payments will be made.

Remuneration Policy/Choices and Cars/Essential User Allowance Criteria