

Document 1

Travel and Expenses

Getting around – cars

You are entitled to use a Government Car Service (GCS) car for official business, and to and from home. The GCS operate a pool of drivers and cars, and allocate work to ensure maximum efficiency where possible. The First Minister and Deputy First Minister are usually provided with a regular driver, subject to Working Time Directive (in particular the 11 hour break requirement). The GCS is available when you need it (including evenings and weekends), your Private Office will make arrangements for you.

Where a GCS car and driver is not available because demand exceeds supply, a private hire car and driver will be provided. We try to minimise the use of hire cars and maximise the use of the car pool.

You should also consider the use of public transport when appropriate, in particular taxis for short distance inner city travel. If you use a taxi in Edinburgh or Glasgow, your Private Office will arrange this and provide you with payment slips, otherwise you can use your T&S card, or cash, and claim back via expenses.

Government cars are not available for journeys which do not constitute official business (e.g. Party, constituency or private engagements) but can drop you off or pick you up if you are coming from, or going to, official business.

All the journeys you take at public expense, whether in GCS cars or by public transport are published quarterly on the SG website

Document 2

Government Car Service

Getting the Minister from A to B via C enables them to maximise their time at events with stakeholders. Generally the Diary Secretary is responsible for booking all travel required for the Minister from cars to trains to planes.

Ministers are entitled to use Government Cars while on Government business, you should be familiar with the Guidance for the Government Car Service which details what is appropriate use:

[LINK ATTACHED IN MAIN RESPONSE]

To book GCS cars a weekly email should be sent by Close of Play Thursday to the Government Car Service for the week ahead and in the following tabular format:

Monday, 16 January 2017	From	To
0930	Minister's Home	1 st Engagement Address
1145	1 st Engagement Address	2 nd Engagement Address
1335	2 nd Engagement Address	3 rd Engagement Address
1745	3 rd Engagement Address	4 th Engagement Address
18:30	4 th Engagement Address	Minister's Home
1800 Box (if applicable)	Government Building	Minister's Home
Tuesday, 17 January 2017	From	To
Etc.		

Requests should not be made for 2 cars to separately transport a box and a Minister, GCS do not have the capacity to do this. Ministerial boxes should also only be delivered to a Minister or SG Official.

Should you need to change the car schedule you need to contact the Government Car Service. [REDACTED] is the scheduler and can be reached on the following numbers:

[REDACTED] – during the day

[REDACTED] – out of hours

[REDACTED]@[REDACTED]

Details of travel should be included in the Minister's diary so the Minister is clear about their movements – you should also always include the driver's name and mobile number in case you or the Minister need to contact them or change plans

Document 3

1. **Early Notice** – if you suspect you may have a need for GCS, please let us know at the earliest opportunity. Reacting to short notice requests is not always straightforward and we're not always able to provide the desired outcome!
2. **Accurate Addresses** - try to provide as much detail as possible. Let us know what it is you're visiting, the full postal address, when you need to arrive, a copy of any maps and any other information you think is relevant. Please note that post codes aren't always accurate, especially in rural locations.
3. **Early Notice of Changes** – if you have any changes please let us know at the earliest opportunity. In order to deliver an efficient service we try to cover as many jobs as possible, so even the most minor change can have huge consequences.
4. **Contact us** – (a) during office hours phone calls to make changes or additions are fine, this allows us to react quickly, however please follow up your call with an email. This allows us to keep track of schedules. Please also ensure that any email traffic is made to the GCS mailbox (unless informed otherwise). (b) Outwith hours – we operate an out of hours on call facility for **emergencies and urgent requests** [REDACTED]
5. **Read Diary sheets** – *Provisional sheets are issued so you can check your bookings; names allocated against bookings will change. Final sheets are issued once we have finalised everything (generally at the end of the day when things have settled down), if these change we'll call you.*
6. **Communication** - If you're running late or expect to be held up, please let us know. Delays can have a huge knock on impact on schedules. Please try and keep in touch with whoever is driving you. A quick call can make a huge difference. Sitting in a cold car, unable to go for a comfort break, without knowing what the position is isn't fun or acceptable! Please note that texts don't always come through on time, so try wherever possible to call.
7. **Private Hire** - we use private hire to complement our resources; all staff are security cleared and should have access to the Parliament garage. If this is not the case we'll make suitable advance arrangements.
8. **Taxis** – during peak periods, covering all requests isn't always possible. If we contact you to ask about getting a taxi, it's generally as it's the most cost efficient suitable alternative and allows us to use our vehicles on the much longer expensive journeys.
9. **Boxes / Papers** - If you expect you'll need a ministerial box in the car prior to a pick up or think your Minister will hand a box back at the end of a journey, please let us know. Knowing as much detail as possible greatly assists us in planning and avoids unnecessary delays.
10. **Unexpected Passengers** – If you expect additional passengers to be accompanying the Minister, please let us know in advance.