



# THE ROYAL BALLET SCHOOL

## **Travel Policy**

Travel expenses will be reimbursed for journeys undertaken in the course of your employment but not for journeys between your home and place of work. You should use the most efficient and economic means of travel taking into account both cost and time. In general, public transport should be used whenever possible. Travel should be undertaken in standard class.

Travel by private car should only be undertaken if public transport is not available for the journey, if there is bulky equipment (or equivalent) to transport, or if use of a private car represents the most economic and efficient means of travel. The School's standard mileage allowance will be agreed with you in advance. If travelling by private car it is your responsibility to ensure that your insurance covers business travel.

Taxis may be used for travel if required to ensure the punctual arrival at meetings or if carrying luggage or equipment which could not be easily carried on public transport. Taxis can be booked using the School's accounts via the Receptionist at the Upper School and via the School Secretaries or Chartwells at the Lower School.

### **Driving and parking in the Lower School.**

At all times, and particularly during the building works at White Lodge, please park sensibly leaving adequate access for emergency vehicles and school minibuses.

Please adhere to the 20mph speed limit in the park; they are enforced by the Royal Parks Police. In particular, be aware of the likelihood of children, deer etc. darting out suddenly in front of your vehicle.

### **Minibuses**

The minibuses at the Lower School are to be driven only by designated drivers employed by the School or by Chartwells.

### **Safety Whilst Driving**

All designated drivers are expected to drive with due regard to the highway code and the safety of passengers and other road users. Use of mobile phones whilst the engine is running is strictly forbidden unless you are using a hands-free kit but even this usage should be kept to a minimum.

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2009

*This document will be revised in line with changes in best practice and legislation. These changes will be notified to all concerned. Questions or comments should be directed to the appropriate member of the Senior Management Team.*



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