

Our Reference: FOI.2018.08.324

UNIVERSITY OF
BIRMINGHAM

Kyla Reese
What do they know

(By Email)

Legal Services

Director
Mrs C M E Pike LLB
Solicitor

09 October 2018

Dear Ms Reese

Re: request for information under The Freedom of Information Act.

Further to your request for information dated 15 August 2018, please find attached the University of Birmingham's response. If you have any queries with regard to this letter, please do not hesitate to contact us.

Please note our statement in respect of Copyright, which is also attached.

If you are dissatisfied with the manner in which your request has been dealt with, you may ask for an internal review. The University's Complaints and Appeals procedure is available at

<http://www.birmingham.ac.uk/university/governance/policies-regs/information/index.aspx>

Yours sincerely

Freedom of Information Team
University of Birmingham

Enc

Your request for information reads:

"Dear University of Birmingham,

Under FOI can you please answer the following:

- 1. What provision is made for drivers for senior staff (what basis are drivers provided for trips)*
- 2. What kind of vehicles are used for this*
- 3. Are services provided internally/externally/not at all*
- 4. How is travel to airports managed for staff*
- 5. In what circumstances are internal car and drivers used*
- 6. Who provides the drivers for this (i.e internal / taxi or chauffeur)"*

The University of Birmingham responds:

The University of Birmingham is required to respond to a request made under the Freedom of Information Act 2000 ("the Act") if it holds the information being requested, unless it is appropriate to apply one of the limited exemptions set out in the Act.

Guidance for staff on the use of vehicles for University business can be found at: <https://intranet.birmingham.ac.uk/has/Transport-services.aspx>

1. What provision is made for drivers for senior staff (what basis are drivers provided for trips)

Where appropriate, members of the [University's Executive Board](#) (UEB) have shared use of a University car with driver.

2. What kind of vehicles are used for this.

The University operates a large fleet with passenger vehicles ranging from small and hybrid vehicles through to minibuses.

3. Are services provided internally/externally/not at all

The majority of trips are managed internally.

4. How is travel to airports managed for staff

Travel to airports is managed in several ways - Public Transport; Vehicle Hire; Taxi/Car and driver.

5. In what circumstances are internal car and drivers used

The University aims to promote sustainable travel in all circumstances. However, it recognises that there will be occasions when this is not appropriate, for instance

- when transporting a number of employees (over 5), Out of Hours, when public transport not available
- when a member is required to attend a number of meetings/events in a tight schedule, or
- due to a disability or safety issue

The decision to use an internal car and driver are therefore decided on a case by case basis depending on costs and safety of the member of staff.

6. Who provides the drivers for this (i.e internal / taxi or chauffeur)

The University's Transport Services department would provide drivers internally. Where this is not possible due to timing it would be provided externally.

The University of Birmingham

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