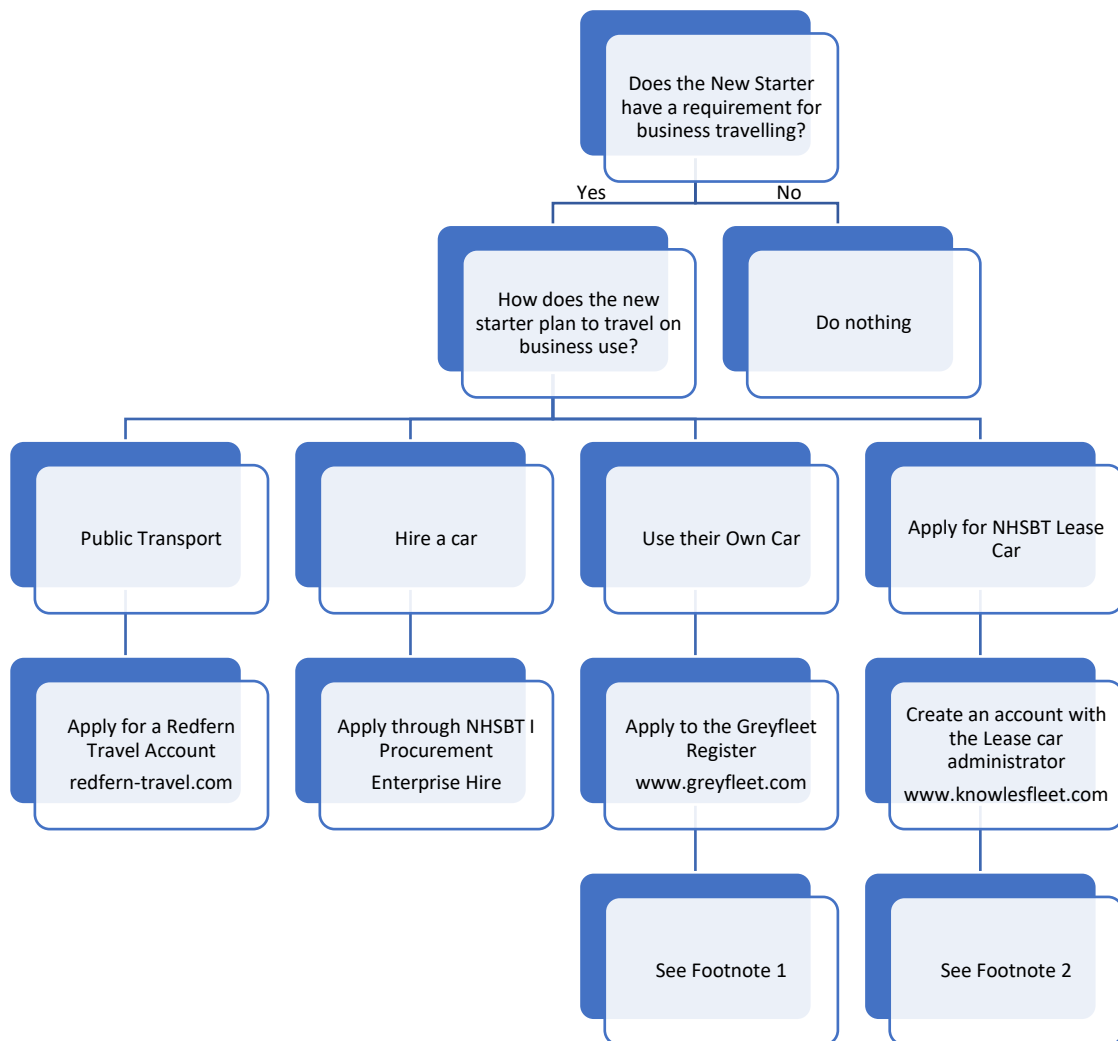


NHSBT 'New Starter' Managers guidance for driving on NHSBT Business



- Footnote 1 – All employees **MUST** have their own vehicles registered to Greyfleet before undertaking their first business journey. Expenses will not be paid for any journeys undertaken without the correct registration. NHSBT will not backdate any claims without evidence of insurance for business use covering the date of the claim. See the Travel and Expenses Policy on People First for more information.
- Footnote 2 – New starters will not be eligible for the NHSBT lease car scheme until the probationary period is over. Lease transfers are possible mid contract. Contact Fleet Services department for more details. See the Lease Car scheme document on the Lease Cars page on People First for more information and line manager guidance.