**LOCAL CAR USER SCHEME –**

**POST AUTHORISATION FORM**

**(NB This is the first stage of a 2 stage process – where authorisation is obtained the manager should then complete the “Manager Validation Form” for the individual employee / vehicle details)**

This form needs to be completed for any post which is not already on the Authorised List and where new appointments are made to posts on the Authorised List.

In addition it covers circumstances such as:

* New posts
* Posts which need to be reviewed or reassessed (e.g. changes to working practices, or where individual circumstances have affected assessment (maternity leave etc.)

**Part 1** (Reason)

|  |  |
| --- | --- |
| Is this a new post? | Yes / No |
| Is this a new appointment to an authorised post? |  |
| If yes, please provide name of appointee: |  |
| Is this a re-assessment? | Yes / No |
| Reason for the re-assessment: |  |

**Part 2** (Post details)

**Post Details:**

|  |  |
| --- | --- |
| Directorate: |  |
| Post Title: |  |
| PG Number: |  |

**Explain why the post meets the Eligibility Criteria – all criteria as outlined by the Scheme must be met.**

|  |  |
| --- | --- |
| Does post meet Criteria LCU 1?  State previous annual mileage  (should exceed 3,000 per annum pro rata for part time staff) | Yes /No  Annual Mileage:  (previous 12 months or relevant period where applicable) |
| Explain Why Post Meets criteria 2: |  |

|  |  |
| --- | --- |
| Explain Why Post Meets criteria 3: |  |
| Explain Why Post Meets criteria 4: |  |

**Part 3** (Confirmation by Manager)

I can confirm that the Local Car User Scheme criterion is met:

**Signed: ………………………………………………………………………………. (Manager)**

**Date: ……………………………………………………………………………………………….**

**Print Name: …………………………………………………………………………...................**

**Job Title: …………………………………………………………………………………………..**

**Directorate: ……………………………………………………………………………………….**

**Form to be forwarded to:**

HR Admin, Recruitment and Payroll Team

West Wing

Parkhouse Building

Kingmoor Business Park

Carlisle

Cumbria

CA6 4SJ

Or attach the form to a [HR admin portal ticket](https://servicecumbria.service-now.com/nav_to.do?uri=%2Fpeoplemanagementportal%3Fid%3Dsc_category%26sys_id%3Dc2d5dc8b97579910103030fe2153af9e)