



**Scottish
Ambulance
Service**

Working in Partnership with Universities



SAS Car Lease Applications

Evaluation criteria/rationale of the Eligibility Form evaluation.

The Lease Car Scheme is optional, and not compulsory for any member of staff. The Lease Car Scheme facilitates the provision of vehicles where there is a requirement for a vehicle to undertake service duties aligned to a role to the effective exclusion of others. Where a vehicle meets this criteria, it becomes a taxable benefit under HMRC at which time the Service considers provision of a vehicle through the Lease Car Scheme with members meeting the cost of personal use and the HMRC taxable benefit implications.

Application to the Lease Car Scheme is through submission of a completed Eligibility Form to the Capital Programme Governance Group (CPGG) which meets monthly. The CPGG review the application based only on the truthful and accurate information provided. Comparable roles do not necessarily have the same requirements.

The Evaluation process was endorsed through the National Vehicle Design & Equipment Group in April 2022. The Eligibility Form was agreed through an NVDEG stakeholder Short Life Working Group shortly after.

The Eligibility Form allows applicants to give information for the panel to value on the following criteria:

- Frequency of Service use of a vehicle over a week
 - The maximum can only be 5 day/36 hours average actual business use but is often less in many roles
- Out of hours on-call commitments/rota
 - This makes provision for applicants where the role requires response during an on-call period without warning

- Frequency of immediate access requirements
 - This makes provision for applicants where the role requires response while on duty without warning
- Frequency of access requirements out with normal working hours
 - This makes provision for roles where hours have to be flexible to meet the needs of the role
- Frequency of requirement to transport bulky items
 - This makes provision for roles where it is not reasonable to transport items without a vehicle
- Frequency of requirement to travel large distances
 - This makes provision for roles that travel large distances requiring additional personal effects/adjustments
- Frequency of impact on productivity of not having a dedicated vehicle
 - This makes provision for the impact on using public transport, pool cars or similar alternatives

A maximum of 100% can be awarded by the CPGG panel. Where the CPGG panel evaluate a scoring of 70% or more, the application will automatically be approved. Where the score is below 70% the CPGG panel will request further information. Scores below 50% will normally indicate there is no Service requirement to support the application.

Applicants have the opportunity to appeal a decision. The appeal will be presented to the Director of Finance & Logistics to review with the General Manager – Fleet Services. The review will consider the application as presented to the CPGG panel and thereafter consider if any additional relevant information that has been provided and if that should be reflected in the scoring.

Agenda for Change notes that, in the NHS, the default position is that employees use their own vehicles for travel in the performance of their duties, except where the employer has made specific alternative provision.

The Service provides a number of Pool Cars (fully marked, marked and covert) that are without financial liability to staff when used for business use.

Fleet Team

August 2026