

Greyfleet Users (using private car for business miles)

New starters to NHSBT

It is against NHSBT policy to drive a private car on NHSBT business, without it first being authorised to do so, by the Greyfleet Administration department.

The Greyfleet register is an Internet based system, so registration can be completed on home computers, prior to starting with NHSBT.

Please click [here](#) to access a guide to assist you with how to register on greyfleet.

Where it asks for your assignment number, put in: **newstarter** (no spaces)

Where it asks for your line manager email address, please insert their exact email address in this format: xxxxxxxxx.xxxxxxxxxx@nhsbt.nhs.uk

You will need to know your anticipated annual business miles and details of your private car, MOT, insurance, and driver's licence.

Once the vehicle has been approved on greyfleet for use at work the details will be uploaded in to NHSBT'S expenses system to claim.

If you require any assistance in completing the greyfleet register, please contact Knowles Fleet on 01206 255421.