

## **East Cumbria Family Support Association**

### **Driving Policy – Staff and Volunteers**

#### **Checks on the Driver:**

- Licences should be full and not provisional, preferably without endorsements. Driving licences will be inspected when the volunteer/member of staff is taken on by the Association.
- Drivers will be asked to declare any disabilities or illnesses which affect their ability to drive or help passengers. However a disability will not automatically prevent them from driving on behalf of the Association but will be considered by the Trustees.

#### **Checks on the Vehicle:**

- The driver undertakes to ensure that their vehicle is roadworthy and has a current MOT certificate if the vehicle is over 3 years old.
- All passengers should wear seatbelts. Passengers who are not prepared to wear seatbelts should not be carried unless there are medical or disability grounds. Even in the later stages of pregnancy women should wear a seatbelt with the lap strap fitted under the abdomen.
- Children up to the age of 12 below 135 cms in height should be secured in an age appropriate child restraint.

#### **Insurance:**

Owner drivers must tell their insurance company in writing that they will be driving in a volunteering capacity (see Appendix A). A volunteer's insurance premiums will not normally be affected if they are using their car for volunteering. If a volunteer does not inform their insurance company that they are using their car for volunteering their policy may become invalid in the case of an accident. Staff should ensure that their vehicle is insured for appropriate business usage.

#### **Mileage Reimbursement:**

- The Inland Revenue sets an approved mileage allowance payment (AMAP) which is the maximum amount which can be paid without the recipient become liable for tax or national insurance.
- The authorised mileage rates for business travel from the HMRC for 2010-2011 are:

Cars on the first 10,000 miles in the tax year	45p
Cars on each additional mile over 10,000 miles	25p
Motor Cycles	24p
Bicycles	20p

- These rates reflect the cost of depreciation, insurance, road tax, fuel, servicing and repairs.
- Staff/volunteers are asked to complete an expenses claim form which will be checked and signed by the appropriate Worker or line manager.

**Mobile Phones:**

Staff/volunteers are reminded that current legislation prohibits the use of hand held mobile phones whilst driving.

**Animals :**

It is not appropriate to bring animals to work

**Smoking:**

Staff/volunteers must not smoke when transporting clients.

**Alcohol:**

Staff/volunteers must not drink alcohol for at least 12 hours before a journey.

**Food and drink:**

Staff/volunteers should not eat or drink whilst driving.

**Luggage:**

Luggage and shopping should be put in the boot or kept securely to prevent injury if the vehicle stops suddenly.

**Seating capacity:**

Never exceed the seating capacity of a vehicle as stated by the manufacturer and insurer.

**Accidents, illness or injury:**

In the event of an accident the organisation and the emergency services should be informed immediately and details given. If a client falls ill or is injured during a journey then the driver should seek immediate medical help.

**Risk Assessment:**

Staff/volunteers are asked to assess the risk before undertaking any journey:

- Take into account any adverse weather conditions such as snow, ice or high winds.
- Ensure that all passenger are secured in seatbelts or age appropriate restraints and remain so for the duration of the journey.

- Keep the doors locked and the windows closed as much as possible especially in built up areas and slow moving traffic.
- Choose a well-lit area to park if you won't return to the car until after dark. Make sure all doors and the boot are locked and valuables are hidden. It is good advice to park in the direction you wish to leave.
- Do not leave children alone in the car at any time.

**Driver Declaration:**

- All staff/volunteers will be asked to complete a Driver Declaration (Appendix B) when joining East Cumbria Family Support Association.
- All staff/volunteers have a duty to inform the Association if their declaration is no longer valid either through changing health, vehicle condition, licensing laws or insurance.