

Driving and Vehicles Policy

<i>Version</i>	<i>Document Author</i>	<i>Version Completion Date</i>
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Approval

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Business Owner	Kate Morris, Director of Finance and Resources	01/05/2017
Policy approval board	Executive Leadership Team	04/09/2017

Version History

<i>Date of First Issue</i>	<i>Date of Last Revision</i>	<i>Date of Next Review</i>
N/A	N/A	01/04/2018

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1. INTRODUCTION

This policy and procedure applies to all employees, volunteers and trustees making work-related road journeys on behalf of Volunteering Matters. A copy will be given to all existing members of staff who drive on Volunteering Matters' business and to all existing volunteer drivers. As part of their induction new members of staff and new volunteer drivers will also be given a copy.

The policy aims to strike a balance between ensuring risks are managed appropriately and not making compliance overly onerous. Responsibility for it lies with the Director of Finance and Resources and it will be managed by the Facilities Team on a day to day basis. It will be reviewed annually.

It covers: -

- All driving carried out on Volunteering Matters' business by employees, trustees, and volunteers.
- All vehicles owned by Volunteering Matters and all vehicles used on Volunteering Matters' business by employees, trustees, and volunteers. Vehicles owned privately (i.e. by volunteers or Volunteering Matters' staff) are known as the 'grey fleet' when they are being used on Volunteering Matters' business. Volunteering Matters owns a small number of vehicles so this policy largely concerns the grey fleet.

It does not include staff travel between home and work at the start and end of working days as these are not work-related journeys under the meaning of this policy.

The reasons for having a Driving and Vehicles policy fall under three headings: -

- **Duty of Care.** Because Volunteering Matters has the same duty of care towards all its employees, trustees and volunteers making work-related journeys regardless of vehicle ownership, all vehicles owned by Volunteering Matters and the grey fleet will be managed in exactly the same way. In legal terms, this means that the Health & Safety at Work Act, and all the relevant daughter legislation, applies to all work-related journeys.

To fulfil its duty of care to employees, volunteers and also to those to whom we provide a community service, Volunteering Matters will put in place appropriate risk controls including an annual risk assessment to ensure that all drivers are fit and eligible to drive and that their vehicles are roadworthy.

- **Financial Management.** The costs of not effectively managing vehicles used on Volunteering Matters' business can be considerable. They fall under three headings:
 1. Insured costs and easily identified uninsured costs. This includes the cost of premiums and easily identified uninsured costs, such as 'accidental damage' (where this is not covered by insurance) and direct costs such as any excesses on the insurance policies. It should be noted that volunteer drivers are responsible for insuring their own vehicles and that this will not incur any costs for Volunteering Matters.

2. Hidden uninsured costs. In terms of business impact, the 'hidden' uninsured losses, such as those associated with absenteeism and reputational damage, are far more important. They are the same for someone in the grey fleet as for an employee, trustee or volunteer in a vehicle owned by Volunteering Matters.
 3. Incorrect insurance or invalid licence. Both of these issues invalidate any insurance in place. The driver is committing a specific offence, and will be prosecuted accordingly, but in the event of a serious collision, the probability is that any claimants will look to Volunteering Matters in any civil action to seek redress. In the case of an accident involving a volunteer driver driving under their own insurance, the volunteer will as a first step use their own vehicle insurance.
- Carbon footprint. Volunteering Matters is committed to working within legislation and government guidelines to reduce its carbon footprint.

2. DRIVERS

Volunteering Matters will ensure that drivers comply with the following sections covering fitness to drive, driving licences and insurance and the use of mobile phones. In addition managers and volunteer coordinators will satisfy themselves on a regular ongoing basis that drivers are complying with the requirements set out in the section 'Drivers' Responsibilities'.

2.1 Fitness to Drive

All drivers must be fit to drive.

- Upon recruitment and annually thereafter all drivers will make a declaration that they are fit and eligible to drive.
- Drivers must satisfy the eyesight and other health requirements of the Highway Code (<https://www.gov.uk/browse/driving/highway-code>) and the DVLA (<https://www.gov.uk/government/organisations/driver-and-vehicle-licensing-agency>).
- Driving for Volunteering Matters under the influence of drink or drugs is not permitted under any circumstances. Staff will be subject to the disciplinary procedure and volunteer drivers will no longer be eligible to drive on behalf of Volunteering Matters.
- Driving for Volunteering Matters against medical advice is not permitted.
- Driving for Volunteering Matters is not permitted if driving ability is impaired by a medical condition or the driver is taking medicine that might impair their judgement. If in doubt, drivers should consult their GP.
- Drivers must report any health concerns to their line manager or volunteer coordinator.

2.2 Driving Licence and Insurance

Drivers must have a current licence and appropriate insurance to be entitled to drive on UK roads. Any insurance is not valid unless the holder also has a valid driving licence.

- Volunteering Matters will check drivers' licences on recruitment and annually thereafter to verify that they have a valid driving licence which entitles them to drive on UK roads.
- Staff who use their vehicles for work purposes and volunteer drivers will inform their insurers that they are using their vehicles on behalf of Volunteering Matters and comply with any requirements their insurers may have. A form for this purpose is attached as Appendix 1.
- Volunteering Matters will arrange insurance for all vehicles it owns. Staff who use their own vehicles on Volunteering Matters' business and all volunteer drivers will arrange their own insurance and this will not incur a cost to Volunteering Matters. On recruitment and annually thereafter Volunteering Matters will check drivers' insurance arrangements to ensure that they are appropriate.
- Volunteering Matters will arrange and pay for insurance cover for all vehicles it owns. Staff and volunteers will arrange and pay for insurance cover for their own vehicles.
- All passengers in a vehicle (e.g. service users) will be covered by the insurance in place for the vehicle.
- In the case of an incident involving staff or volunteers driving their own vehicles they will use their own insurance. Whenever staff or volunteers phone their insurers they should make a note of the date of the call and the name of the person they spoke to.
- Some insurers charge higher premiums for volunteer drivers, while others do not. More information about insurers who recognise that volunteer driving is not done for hire or reward and consequently do not charge higher premiums is available from the Association of British Insurers. Go to www.abi.org.uk and once on the site search using 'volunteer driving' to find a pdf file called 'Volunteer Driving – The Motor Insurance Commitment'. It gives information about insurers who do not increase premiums for volunteer drivers.
- In the event of an insurer not understanding the distinction between voluntary driving and business driving, a member of staff or a volunteer coordinator will speak to insurers on the volunteer's behalf.

2.3 Use of Mobile Phones

Volunteering Matters' employees, trustees and volunteers must comply with legislation and best practice in this area.

- It is illegal to use a mobile phone held in the hand while driving or while stopped with the engine on.
- Volunteering Matters does not permit the use of hands-free phones and 2-way radios etc. Use in this way will be treated as a disciplinary matter.

2.4 Drivers' Responsibilities

Managers and volunteer coordinators will satisfy themselves on a regular ongoing basis that drivers are complying with the requirements set out in this section.

- Drivers should know how to carry out routine safety checks, such as those on lights, tyres and wheel fixings, and report any faults.
- Drivers should know how to correctly adjust safety equipment, eg seat belts and head restraints.
- Drivers should know how to use anti-lock braking systems (ABS) properly
- Drivers should know what to do to ensure they are safe if their vehicle breaks down, e.g. use safety warning triangles and high-visibility jackets.
- Drivers will ensure that tyres and windscreen wipers are inspected regularly and replaced as necessary
- Drivers will ensure that passengers use seatbelts.

3. JOURNEY MANAGEMENT

Drivers should plan journeys with care and be aware of problems that may arise. They are expected to have a mobile phone with them.

- Driving when tired greatly increases the risk of collision. Drivers must comply with the requirements of the Highway Code to minimise the risks associated with driving when tired and must not drive if they feel sleepy.
- Drivers are expected to plan safe routes, allowing enough time to complete journeys safely taking into account poor weather conditions, such as snow or high winds. Where possible periods of peak traffic flow should be avoided.
- For longer journeys drivers are expected take regular breaks in line with the recommendations in the Highway Code.
- Drivers should inform their line manager or volunteer coordinator of their departure time and estimated time of arrival and inform them of any delays that occur en route and provide an amended time of arrival.
- If the driver does not arrive within a reasonable period of the estimated time of arrival, the line manager or volunteer coordinator will investigate what has happened, notifying the police and other authorities as appropriate.
- In the event of a breakdown drivers must comply with the rules in the Highway Code and take reasonable steps to ensure the safety of themselves, any passengers and other road users.
- If the driver reports they have been in an accident, it will be reported to the police and the driver's insurers.
- Drivers should not set out on journeys when hazardous weather conditions have been forecast.

4. VEHICLE CARE

Vehicles used on Volunteering Matters' business must be well maintained and suitable for the purposes for which they are used. In general:

- Upon recruitment and annually thereafter all drivers will make a declaration that their vehicle is maintained in a safe and roadworthy condition and serviced in line with manufacturers' recommendations and where applicable has a valid MOT certificate.
- Vehicles must be maintained to an appropriate standard (see 'Maintenance' section below) and unsafe vehicles must not be driven on Volunteering Matters' business.
- Drivers must take reasonable steps to ensure that they and their passengers would be adequately protected in an incident, e.g. ensuring that seatbelts, head restraints or airbags are correctly fitted, working properly and used.
- Goods and equipment in a vehicle must be properly secured when being transported.
- Vehicles must not exceed their maximum load weight.

4.1 Maintenance

All vehicles must be maintained to a safe and fit standard. This applies to vehicles owned by Volunteering Matters and the grey fleet. There are two aspects to this: -

1. *Manufacturer's Maintenance Schedule*

- It is important that this is followed. From a duty of care perspective Volunteering Matters recommends the use of approved garages.
- Maintenance records (including MOT certificates) should be kept up to date and be available for checking by Volunteering Matters should the need arise.

2. *Routine Maintenance*

- Volunteering Matters expects all drivers to carry out 'POWER' checks at least once per week and before any long journey:

Petrol/diesel (fuel)

Oil levels

Water levels – coolant and wash bottle

Electrics – primarily lights

Rubber – tyres and windscreen wipers.

Any defects identified must be remedied promptly.

APPENDIX 1 STANDARD LETTER TO INSURER

(NB this section will be expanded to include all forms and standard letters)



NAME:

ADDRESS:

DATE

TO (Insurance Company)

RE (Policy Number)

Dear Sir/Madam

I intend to undertake voluntary work and from time to time I will use my vehicle to carry passengers or to carry out other duties as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage/Private Hire Car licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving – please use the ‘tear off’ slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully,

Driving and Vehicles Policy, Version 1, 01/05/2017

..... (Policy Holder)



FROM (Insurance Company)RE (Policy Number)

POLICY HOLDER / DRIVER

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work.

Official Stamp

ISSUED BY DATE