

## Driving Policy

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### 1.0 Policy Summary

This policy applies to all volunteer drivers undertaking journeys for Camberley Care clients. It sets out clear procedures for the transportation of our Clients by volunteers and the checks required to drive. This policy should be read in conjunction with the Volunteering Policy and Camberley Care Volunteer Drivers Information Sheet and all drivers should read in conjunction and make themselves familiar with RoSPA Volunteer Driving Handbook which can be found at <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/volunteer-drivers.pdf>.

### 2.0 Rationale

Camberley Care recruits volunteer drivers to transport clients and occasionally carers/family members attending activities and appointments. This service is for our clients, carers and family members relying on volunteer support to help them to live independently within the community. Access to car and handyperson services improves care and encourages independence.

At times, volunteer drivers also support Camberley Care activity including events within the community and Fundraising.

### 3.0 Camberley Care Policy Information

Camberley Care has a duty of care under Health and Safety Law and Common Law to ensure the safety of their staff, volunteers, passengers, and anyone who may be affected by their activities. Camberley Care has the same legal responsibilities toward their volunteers as to paid staff, and this applies whether the vehicles are owned by the volunteer or by a third party.

This policy is designed to help Volunteer Drivers who work with Camberley Care to avoid injury to themselves, passengers, and other people on the road whilst on Camberley Care business.

Camberley Care requires that Volunteer Drivers be legally entitled to drive the vehicle they are using, use a vehicle that is safe and roadworthy, and are fit and competent to drive it safely.

### 4.0 Procedure

The procedure sets out clear guidance as to what measures are in place to ensure the safety of volunteer drivers and their passengers whilst on Camberley Care business.

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### 5.0 Recruitment Checks

When using their own vehicle, drivers must inform their insurance company that they are volunteering as a driver.

Any equipment or clothing required to carry out specific tasks will be provided for drivers. (E.g. High visibility jackets as appropriate)

Drivers are asked to disclose any endorsements or motoring convictions by allowing Camberley Care to use the DVLA's checking system. If a volunteer has any unspent or relevant motoring convictions showing on their records, this may result in them not being able to drive/continue driving for the Camberley Care.

### 6.0 Insurance

Volunteer Drivers using their own car must have up-to-date motor insurance for the vehicle. The minimum insurance required is Third Party which includes all passenger liability.

Drivers must inform their insurance company that the vehicle will be used for voluntary purposes prior to commencing volunteering & ensure that their policy offers adequate cover ( not all IC's automatically offer that cover) Insurance policies must clearly indicate that the volunteer is the "named driver" for the vehicle, or clearly indicates that ANY driver is covered to drive the specified vehicle.

Annual ad hoc checks will be carried out by the Office Team on driver documents.

### 7.0 Expenses

Mileage is reimbursed at the current agreed mileage rate – see Expenses or Volunteering Policy. Claims can be made using the Camberley Care Expense Claim Form. Camberley Care is not able to reimburse any additional costs incurred by driving for the Charity.

### 8.0 Confidentiality

Confidentiality should always be observed, and volunteers should be sensitive to the individual needs of clients and Camberley Care responsibilities on Information Governance.

### 9.0 Health of Driver

In the interest of safety, Camberley Care retains the right to withdraw a Volunteer Driver should concerns be raised about their safety or ability to perform the functions of the role. Volunteer

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Drivers must inform Camberley Care if they can no longer drive or are advised by a doctor or optician to refrain from driving.

When supporting passengers in and out of a car, engines should be switched off and the volunteer should assist passengers where appropriate.

Vehicle safety – Vehicles must be fitted with working seat belts (front, and rear when rear seats are in use). We rely on volunteers to remind passengers to put their seat belts on and to check that they have done so.

### 10.0 Medication

Volunteer Drivers must not undertake Camberley Care journeys whilst taking any medication which causes drowsiness or impairs reactions. If in doubt, please check with your GP.

### 11.0 Alcohol / Drugs

Alcohol or drugs can impair the ability to drive and driving under the influence of either precludes volunteers from being used as a Volunteer Driver for Camberley Care, and may result in legal action being taken. There must be no smoking within the vicinity of any passengers or beneficiaries whilst undertaking driving on behalf of the Camberley Care.

### 12.0 Eyesight

The law states that all **drivers** of motor cars must be able to read a standard number plate, in good daylight, from twenty metres – with spectacles or corrective lenses **if required**. If glasses or contact lenses are needed to do this, then they must be worn whilst driving. It is strongly recommended that Volunteer Drivers have their eyesight checked regularly (at least every two years, or more often if an optician recommends it).

### 13.0 Other Useful Links and Information on Driving

RoSPA: The Royal Society for the Prevention of Accidents

<https://www.rospa.com/rospaweb/docs/advice-services/road-safety/drivers/volunteer-drivers.pdf>

Driver and Vehicle Licensing Agency [www.dvla.gov.uk](http://www.dvla.gov.uk)

Driving Standards Agency [www.dsa.gov.uk](http://www.dsa.gov.uk)

Guild of Experienced Motorists [www.roadsafety.org.uk](http://www.roadsafety.org.uk)



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Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk) [www.hse.gov.uk/roadsafety/index.htm](http://www.hse.gov.uk/roadsafety/index.htm)

[www.hse.gov.uk/sources/index.htm](http://www.hse.gov.uk/sources/index.htm)

<https://www.abi.org.uk/globalassets/files/publications/public/motor/2021/abi-guide-to-volunteer-driving--the-motor-insurance-commitment-2021.pdf>

|                               | Name              | Job Title & Department |
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