

Voluntary Drivers Policy

November 2021

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1. Introduction

This policy recognises the valuable contribution made to ADCA's work by voluntary drivers. It also identifies the procedures necessary to ensure ADCA meets its legal and charitable duties and its duty of care to members, volunteers and the general public.

2. Applicant requirements

1. Volunteers must have a minimum of **5 years' driving experience**.
2. Volunteers must be in **good health** and be confident in driving a vehicle with an older or disabled person as a passenger.
3. There is **no upper or lower age limit** for volunteers, provided they meet all other requirements.
4. Driving licences must be checked by the Community Services Manager or a nominated Trustee **before** a volunteer is accepted as a driver, and then **annually** for any new endorsements or convictions. Copies will be kept in a confidential file.
5. Licence **endorsements** will be considered by the Community Services Manager and the nominated Trustee.
6. All voluntary drivers must complete ADCA **Volunteers Induction** and undergo enhanced **DBS checks** before being accepted as a driver.
7. Any **health conditions** which might affect the performance of voluntary driving duties must be declared by potential and existing voluntary drivers, and discussed in confidence with the Community Services Manager.
8. ADCA reserves the absolute right, at its discretion, to reject any volunteer either before or after appointment if it is not satisfied that the above criteria are being appropriately observed.
9. If concerns are raised with ADCA about a driver's ability to continue their voluntary driving role, this will initially be confidentially discussed with the driver, appropriate health advice sought if necessary (by agreement) and a resolution sought.

3. Vehicle condition requirements

1. MOT certificates must be checked by the Community Services Manager or a nominated Trustee **before** a volunteer is accepted as a driver, and then **annually**. Copies will be kept in a confidential file.
2. ADCA reserves the right to inspect vehicles from time to time to ensure that they are suitable for the purpose of carrying vulnerable people, including presentation and cleanliness.

4. Insurance requirements

1. Drivers must have **fully comprehensive insurance**, which shall include suitable and adequate legal liability cover.
2. Volunteers must **check whether their insurance company requires to be notified** of their voluntary driving role and advise the company if so. A form letter is appended to this policy for this purpose, (although please note that some companies prefer to be advised by email).
3. In the unusual event that the insurance company has not signed up to the Association of British Insurers commitment for volunteer driving and wishes to charge an extra premium, the volunteer may be able to claim reimbursement of some or all of this charge from ADCA.
4. The Community Services Manager will review all volunteer insurance arrangements annually and keep a copy of insurance and MOT certificates as appropriate.
5. ADCA will assume vicarious liability in respect of public and employer's liability while the volunteers are providing transport for members under the terms of this policy.

5. Training

1. The Community Services Manager will maintain a log of all training received by volunteers, including induction training for voluntary driving, and take responsibility for coordinating training opportunities.
2. Training will include disability awareness, appropriate moving and handling advice, and safeguarding, among other things.

6. Rules for transporting passengers

1. Volunteers must **ensure that passengers wear a seatbelt** at all times.
2. Where a passenger refuses, or where it is not possible for passengers to wear a seatbelt, the driver shall **refuse to carry the passenger**. There shall be no medical exemptions to this rule.
3. **Children will not be carried** as passengers at any time.
4. Guide dogs and hearing dogs shall be carried by volunteer drivers unless there are good reasons for not doing so.
5. Volunteers have the right to refuse to carry a passenger if:
 - a. they feel their condition is such that it warrants more care and support than the volunteer is able to give, or
 - b. the passenger's condition or behaviour is such that it could pose a risk to a passenger's safe transportation.

7. Rest breaks

1. Volunteers shall take 15-minute rest breaks every two hours, both within and between journeys.
2. Volunteers should not drive for long periods of time in addition to their normal working hours or during their normal sleep time.

8. Identity badge

Volunteers will be provided with **ADCA ID badges, which must be worn at all times** when acting as voluntary drivers.

9. Expenses and reimbursement

1. ADCA will reimburse actual expenses incurred by voluntary drivers in accordance with the rates approved by the Trustees from time to time.
2. Volunteers have complete discretion to claim expenses or not.
3. Claim forms are available from the Community Services Manager or can be downloaded from ADCA's website (<http://adca.audlem.org> – menu item 'Volunteering').
4. Claim forms must be submitted promptly after a journey, or at the end of the month if a regular driver. ADCA will aim to make payment within the following month.
5. Mileage rates are in line with HMRC approved rates for Mileage Allowance Payments. This means that neither ADCA nor the volunteer need to keep detailed records for tax purposes. However, details of who requested transport and of the journey shall be maintained for administration and payment purposes.
6. The tax-free mileage rate is the estimated cost of driving someone somewhere in terms of petrol, wear and tear, and insurance. [45 pence per mile in October 2021].

10. Alcohol

Drivers must not drink alcohol or take any drugs which may impair driving ability for at least 12 hours before journey, nor so at any time while carrying out their driving role.

11. Luggage

Luggage or equipment must be stored securely in the boot of the vehicle.

12. Accident, illness or injury

1. In the event of an accident, ADCA or the emergency services must be contacted immediately.
2. If a passenger becomes ill during a journey, the driver should call for an ambulance.
3. All accidents and incidents must be recorded via the Community Services Manager on ADCA's Accident Form.

13. Volunteer rights and obligations

All volunteers shall be informed of their rights and obligations as outlined in this policy, a copy of which shall be provided to them on the commencement of their role, and following each revision of the policy.

14. Status of volunteer drivers

1. ADCA does not guarantee to provide any voluntary work for approved volunteers.
2. Volunteers are not obliged to undertake any voluntary work that is offered.
3. It is the intention of ADCA and of the volunteer that the volunteer arrangement does not in any way constitute a contract, either of employment or of any other legally binding contract, except that ADCA will reimburse a volunteer's expenses, if requested, in accordance with this policy.
4. ADCA reserves the right to terminate the appointment of any volunteer without liability on any grounds which at its sole discretion it considers appropriate.

Name:

Address:

Date:

TO (Insurance Company):

RE Policy Number:

I intend to undertake voluntary work for **Audlem & District Community Action (ADCA)** (Limited Company No: 0754741; Charity No: 1144074) and, from time to time, I will use my vehicle to carry passengers, or to carry out other duties, as requested, but I will not be paid for this work.

I am entitled to receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the 1981 Public Passenger Vehicles Act, which exempts me from both Public Service Vehicle and Hackney Carriage licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving by returning the completed 'tear off' slip below to me at the address above.

Yours faithfully,

FROM: (Insurance Company)

POLICY NO:

POLICY HOLDER/DRIVER

RE: **VOLUNTEER DRIVING FOR AUDLEM & DISTRICT COMMUNITY ACTION**

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received).

ISSUED BY:

DATE: