



Driver & Vehicle Safety Policy

All volunteer drivers have a common law duty of care towards clients and should ensure all aspects of this policy are complied with before undertaking or accepting any driving duty on behalf of LBVPT.

LBVPT reserve the right to periodically review driver and vehicle documentation to satisfy their legal responsibilities towards clients.

Any unsafe driving or vehicle reported by clients or others will be immediately reviewed by the LBVPT Management Committee (the Committee) and the driver removed from the list of available volunteers where considered necessary.

Volunteer Drivers

- Must hold a full driving licence.
- Must be at least 25 years of age with at least 3 years driving experience.
- Must undergo a Disclosure and Barring check.
- Must not transport anyone under the age of 16 years unless they are accompanied by a parent, guardian.
- Must ensure clients wear seat belts at all times and must not transport a person under 12 years as we cannot guarantee compliance with 'Child Seats – the Law' as defined by Gov.uk.
- Must never undertake any volunteer driving duty without being fit to do so, must not be under the influence of alcohol, drugs or medication likely to cause impairment of their ability to drive.
- Any donation from a client should be shown on the Claims/Donations Reimbursement form and paid to the Treasurer.
- Must report any accident or incident to the telephone coordinator as soon as reasonably practicable. Any such incident will be reviewed and acted upon by the Committee.
- Must seek immediate medical help if a client is injured or falls ill during a journey.
- Do not transport clients who you consider too ill or infirm but ask for alternative arrangements to be made via social services or the NHS.
- Must report any change to their personal circumstances that impairs their ability to drive or the safety of their vehicle.
- Make sure you are clear about where you are taking the client.
- Your call handler should have told you whether you are required to wait with the client whilst they attend their appointment.
- Take your mobile phone with you, if you have one.
- Obey the speed limits at all times.
- Make sure you park your car in a designated parking space/zone - you will be personally liable for any parking tickets/fines incurred.
- Only use a client's Blue Badge for parking when the client is with you or you are waiting outside a location for the client to return.



Vehicles used by Volunteer Drivers

- Must be regularly maintained and have a current MOT if more than 3 years old.
- Must have front and rear seat belts
- Must have current road tax
- Must have up to date insurance and the policy holder must inform the insurance company that it is being occasionally used in an unpaid community volunteer capacity.