



ashwood
church

Volunteer Driving Policy

Last review date: June 2020

Next review date: Sept 2021

Version Control

Date	Version	Name	Description
23/01/2015	1.00		Initial Version
27/09/2018	1.10	Zoe Bell	Updated for General Data Protection Regulation 2018 (GDPR)
06/06/2020	1.20	Simon Wright	Updated for phones used as SatNavs

Ashwood Church Driving Policy

Statement

This Policy sets out the Church's statement in relation to the safe and effective driving of vehicles by employees and volunteers on church activities, as well as the essential requirements in relation to the use and maintenance of such vehicles.

- Ashwood Church promotes safe driving. All employees and volunteers should ensure that they drive with their safety and that of other road users in mind.
- Employees and volunteers are encouraged to ensure that vehicles used for church purposes are maintained and serviced with safety, fuel economy and general environment protection in mind.
- Employees and volunteers should plan journeys, always think ahead and be prepared for the unexpected whilst driving. They should take particular care during adverse driving conditions.
- Ashwood Church encourages employees and volunteers to plan for the winter.
- For any organised transport of children or vulnerable adults Ashwood Church will ensure that the vehicle is suitable and the driver is appropriate.

Ashwood Church has a responsibility for ensuring that employees and volunteers drive in a safe and sensible manner. This Policy is subject to review to ensure that it remains compliant with current legislation.

Conditions

For employees who need to drive, and before accepting an individual as a volunteer driver, the Ashwood Church representative will ask to see the following:-

- a) Valid, full driving licence
- b) Valid Certificate of Insurance for the vehicle to be driven
- c) Valid MOT certificate if the vehicle is over 3 years old.

These documents will be inspected on an annual basis and a signed record kept of the driving licence number, insurance policy number and MOT date on the Ashwood Church Driver Records Check document.

Vehicle Usage

Volunteers will be reimbursed for expenses incurred as a volunteer driver. This is to cover the costs of travel undertaken during volunteering.

The mileage rate is based on Authorised Mileage Rates as allowed by the Inland Revenue. The new rating system came into effect on 6th April 2011. At the time of this policy the rates are:-

- For each mile up to and including 10,000 miles – 45p per mile
- For each mile over 10,000 – 25p per mile.

Volunteers should complete an expense claim form, to be checked and agreed by the relevant Ashwood Church representative.

Accidents

- In the unfortunate situation of an accident the employee or volunteer should ensure their safety and that of any other passengers where they are able to do so.
- Details of the accident should be noted together with the full details of any other vehicles or persons involved in the accident.
- Under no circumstances should any admission of liability be made.
- As soon after the accident as possible you should report the details to your representative at Ashwood Church. You should complete an Ashwood Church Vehicle Accident Report form (see Appendix 2) and return within 48 hours of the accident wherever possible.
- If the accident has been due to any failure or neglect on your part then disciplinary action may be taken once the full facts of the incident have been obtained.

Rules for Driving

Before being permitted to drive your personal vehicle on behalf of Ashwood Church, you are required to read and sign the following agreement. Whenever you are driving on behalf of Ashwood Church the following rules apply:

1. You must have a full, driving licence. If you have any endorsements on your licence you need to inform Ashwood Church about them. If you incur any endorsements after your licence has been checked, you should inform Ashwood Church as soon as possible and certainly before driving on behalf of the church again.
2. You should only use your vehicle if your motor insurance policy allows you to do this. This includes the carrying of any passengers on behalf of Ashwood Church. Contact your insurer to find out if you are covered by your regular motor insurance policy. (See Appendix 1 for guidance on this).
3. If you have a medical condition, or are taking medicines that may affect your ability to drive, you should inform Ashwood Church and cease driving on behalf of Ashwood Church.
4. Ensure the windows, lights and registration plates of the vehicle are clean.
5. Ensure the floor of the vehicle is free of obstructions.
6. You, as driver, and all passengers must wear seat belts. It is your responsibility as the driver to ensure all passengers are wearing seatbelts.
7. Where passengers have a Medical Exemption Certificate issued by their doctor, which means that wearing a belt could worsen their medical condition, it is best for an unbelted passenger to sit in the rear seat on the passenger side, with no-one sitting in the front passenger seat.
8. Good practice is to ensure that all passengers have a lap and diagonal seat belt. Some cars may only have two seat belts on the back seat, not three, or only have a lap belt for the middle seat. This may mean that you do not use the centre rear seat in some cars.
9. When carrying children, appropriate children's seats must be correctly fitted and used. If the parent/guardian is with you ask them to fit the car seat and secure the child. Good practice would be for the parent to provide the car seat.
10. You must obey all traffic laws; maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner. If following posted limits will make you late, stop somewhere and phone the people you need to meet.
11. Keep your mobile phone switched off (or on silent mode if used as a tracker or SatNav) when driving and use voicemail, a message service, or call diversion so that messages can be left for you. Phones used as a SatNav must not be handled by the driver while the engine is running.
12. Only use your mobile phone after you have stopped in a safe place, with the car engine off.

13. Whenever you notice an unusual noise, vibration, excessive leak, etc., stop the vehicle in a safe place and call for assistance.
14. Do not pick up hitchhikers or allow an unauthorised person to be a passenger in or to drive your own vehicle while being used on Ashwood Church business.
15. On long journeys, regular breaks must be taken.
16. Ensure you have an emergency contact number for the appropriate representative of Ashwood Church in case of problems.
17. If an accident occurs, follow the guidelines contained in this policy.

Agreement Between Employee/Volunteer and Ashwood Church

This agreement has been made this day of _____, 20____, by and between Ashwood Church (hereinafter referred to as the Organisation) and _____ (volunteer or employee) (hereinafter referred to as the Volunteer/Employee). This agreement is as follows:

1. The Organisation hereby authorises the Volunteer/Employee to use his or her personally owned vehicle on behalf of the Organisation.
2. The Volunteer/Employee understands that the Organisation places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its volunteers and employees. Given this, the Volunteer/Employee understands and agrees that he or she:
 - a) Will not allow any other person to be a passenger in the Volunteer/Employee owned vehicle while it is being used on behalf of the Organisation, unless such person is another Volunteer/Employee, a Client, or other authorised person;
 - b) Will allow no other person to operate the Volunteer/Employee's vehicle while it is being used on behalf of the Organisation, unless that other person is another Volunteer/ Employee and is at least 18 years of age and possesses a valid driver's license, and is insured to drive the vehicle.
 - c) Will not operate the vehicle, nor allow it to be operated by someone else, while the Volunteer/Employee or that other person is under the influence of alcohol or drugs; and,
 - d) Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
 - e) The Volunteer/Employee understands that the Organisation does not furnish any insurance for the protection of the Volunteer/Employee if any claim or suit is made against the Volunteer/Employee arising out of his or her operation of a personally owned vehicle unless otherwise stated in this agreement; nor is any insurance provided by the Organisation to repair damage that may occur to the Volunteer/Employee's personally owned vehicle.
3. The Volunteer/Employee, at all times, will maintain vehicle coverage as required by the Organisation.
4. The Volunteer/Employee agrees to indemnify the Organisation against all claims, losses, damages and expenses, including legal fees, which the Organisation may incur as the result of the use of the Volunteer/Employee's vehicle on behalf of the Organisation.
5. The Volunteer/Employee has read, understood and accepted the Ashwood Church Driving Policy before signing this agreement.

By: (Seal)

Witness Representative Ashwood Church _____

By:

Witness Employee/ Volunteer _____

License No. _____ Date of Birth _____

Appendix 1

Guidance on Car Insurance and Suggested Letter to Insurance Company

According to the Association of British Insurers (ABI), volunteer driving should be classed as social and domestic use, not business use, for the sake of insurance cover.

The national agreement with the insurers says that voluntary driving is covered under normal 'social, domestic and pleasure' cover. If an insurer says that 'Class 1 business use' is required, but they won't charge you extra for it, then there is no issue. If they want to charge extra, it is worth challenging them on this – see link to the ABI website below

We recommend that all drivers notify their car insurance company that they are driving as volunteers and will receive a mileage allowance to cover their expenses. There is a standard letter for doing this (see below). The driver needs to send this to their car insurance company as it clearly details their voluntary driving activity. The insurance company will then stamp the form and return it to the driver. Some companies may want to charge you an administration fee for doing this – this is against the spirit of the agreement with the ABI.

There is now a page on the ABI website listing car insurance companies and whether or not they do charge extra for volunteer driving. Some companies state that you do not need to tell them whether you are doing volunteer driving but we would, as good practice, still recommend that you use the letter to make sure they are aware. www.abi.org.uk/Insurance-and-savings/Products/Motor-insurance/Volunteer-drivers

Insurance hints and tips:

- If you have to deal with a call centre, ask to speak to the supervisor if you do not think that the person you are talking to fully understands voluntary driving
- When shopping around to renew your car insurance, ask about cover for voluntary driving. You can use the list on the ABI website to check which companies do not charge extra for volunteer driving.
- If you use internet comparison sites, voluntary driving is not mentioned, so telephone the company to check before you sign up.
- When talking to your insurance company make sure you specify the normal mileage rate i.e. 45p per mile .

Suggested Letter

Name

Address

DATE

TO (Insurance Company)

RE: (Policy Number)

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 Passengers Vehicle Act 1981, which exempts me from Passenger Service Vehicle and Hackney Carriage / Private Hire Care licensing laws. Such expenses will be claimed strictly on a non-profit basis. Also I expect that my premium will qualify under Social Domestic and Pleasure usage, as I am not an employee for the organisation, I carry out my role on a voluntary basis without receiving a salary.

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

(Policy Holder)

FROM (Insurance Company).....

RE: (Policy Number)

POLICY HOLDER / DRIVER

This is to ensure 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 their party claims arising from the use of the vehicle on such voluntary work.

ISSUED BY DATE

Appendix 2
Ashwood Church Vehicle Accident Report Form

Driver Name: _____ Employee / _____ Volunteer
 Date of Accident: _____ Time of Accident: _____
 Location of Accident: _____
 Driver Injuries Sustained? (even if slight) No
 Yes (Please list)

Other Occupants of Vehicle:	Name	Injuries Sustained

Were there any other vehicles involved? No Yes

Were there any witnesses? No Yes

Briefly describe the circumstances of the accident.

Verification of Accident Review

By signing this form, you confirm that you have discussed this accident with the Ashwood church representative.

Employee / Volunteer Signature

Date

Ashwood Church Representative Name

Date

Ashwood Church Representative Signature