

## **Using your Car: Policy and Guidelines**

In order to be a volunteer driver, you must be under 85 years old, suitably qualified, safe, and we may ask if you have a clean licence. You may also be asked by the team leader or volunteer coordinator to present your driving license or vehicle insurance policy for inspection.

Please ask to discuss any aspects of this policy and guidelines.

If you are offering transport as part of our ministries, you must make sure:

- you can safely do so follow our safeguarding policies
- you obtain emergency contact details
- you make the church office aware of any organised trips in advance
- you are suitably qualified
- the highway code and all legal requirements for road users are followed
- vehicle owners are aware that they are responsible for road-worthiness and safety of the vehicle in accordance with current law
- vehicle owners check with their own insurance policy cover and restrictions of use (NB volunteer driving is not a 'taxi')

If you are transporting children or young people, you must discuss all practical and safeguarding issues with the children and families worker or youth leader and/or designated safeguarding lead.

If you are transporting adults, you may often work alone with frail older people, disabled people, or those with mental health problems. Our responsibility is to seek to ensure that you the driver and any passengers are as safe as possible, in line with our safeguarding policy. We will give you safeguarding information and ask you to sign a declaration that you understand and will follow our safeguarding practices.

### **Driver Behaviour**

- Drivers are aware of issues of frailty, disability and manual handling especially in bad weather
- Drivers wait to ensure that adults are safely inside their home (or alternative destination) before driving away
- Ensure someone knows where you are and when you are expected to return
- Behave appropriately and ensure nothing occurs that could be misunderstood
- We operate a 'no smoking' rule when doing your volunteer driving
- Avoid getting drawn in to doing other tasks, e.g. accepting an invitation to go into the home for a cup of tea, accepting money for fuel, doing odd jobs, etc. If you are asked to do more, or are invited in, please say no in the first instance, and discuss it with your team leader and/or volunteer co-ordinator Avoid handling any money/financial affairs, personal medication, or personal items

- Avoid becoming a key holder
- Avoid anything that results in over-dependence or crosses emotional boundaries
- Try to only form appropriate relationships with vulnerable adults that are based on mutual trust and respect. Be aware that your driving relationship may stray into 'befriender'. If this occurs, please discuss with your team leader
- Tell us if you are given any points on your licence, or if you have an accident in your car
- Tell us if you have any medical condition or are on any medication that might affect your ability to be a safe volunteer driver
- Tell us when you reach 85 years of age
- Attend safeguarding refresher training every 2 years
- Alert your team leader if you feel uncomfortable

### **Expenses**

You may claim expenses for your mileage use. Ask for a volunteer claim form.

### **Donations**

If you are offered money, please politely refuse explaining that your fuel costs are met by our volunteer funds. If the person insists, ask them to put the money in an envelope for next time, and the church will accept it as a donation.