



Cumbria Family Support

DRIVING POLICY

Cumbria Family Support,
The Office,
Mardale Road,
Penrith,
CA11 9EH

Tel: 01768 593102

www.cumbriafamilysupport.org.uk

CFS Driving Policy – Staff and Volunteers

Checks on the Driver:

- Licences should be full and not provisional, preferably without endorsements. Driving licences will be inspected when the volunteer/member of staff is taken on by Cumbria Family Support (CFS hereafter) and, annually, thereafter.
- Drivers are required to declare any disabilities or illnesses which affect their ability to drive or help passengers. However, a disability will not automatically prevent them from driving on behalf of CFS but will be considered by the Trustees.

Checks on the Vehicle:

- **The driver** is responsible for ensuring their vehicle complies with Road Traffic legislation, is in a safe and roadworthy condition and has a current MOT certificate, if required.
- **All passengers** should wear seatbelts. Passengers who are not prepared to wear seatbelts should not be carried unless there are medical or disability grounds. Even in the later stages of pregnancy women should wear a seatbelt with the lap strap fitted under the abdomen.
- **All children** travelling in cars, vans and other goods vehicles must be carried in an appropriate child restraint from birth until either they are 135cm (4'5") tall or 12 years old, whichever comes first. There are very few exceptions. They must then use a seat belt (although it would be preferable to use a booster seat until they are 150cm (5') tall.

It is the driver's responsibility to ensure that children under 14 years old use an appropriate child restraint or wear their seat belt.

Children under 3 years must use an appropriate child restraint in the front or rear of a vehicle. They cannot be carried in a car that does not have seat belts because it is not possible to fit a child restraint in such a vehicle.

It is illegal to carry a child in a rearward facing child seat in the front if there is an active front passenger airbag. The airbag must be deactivated or the rearward facing child seat must be placed in the rear.

Children aged 3 years to 135cm tall (approx. 4'5") who are under 12 years must use an appropriate child restraint when travelling in the front seat of a car, van or other goods vehicle. They must use an appropriate child restraint when travelling in the rear, if seat belts are fitted.

Children aged 12 years and over (or younger children over 135cm tall) must wear a seat belt if fitted in the front or rear of a car, van or other goods vehicle.

Exceptions to the above advice include unexpected necessity over a short distance, when three child restraints cannot be fitted in the rear, licensed taxis (including private hire vehicles and minicabs) and emergency vehicles. Please see the government website for further details [Child Seat and Seat Belt Laws | Child Car Seats](#)

Insurance:

Owner drivers must inform their insurance company in writing they will be driving in a work or volunteering capacity. A staff member or volunteer's insurance premiums will not normally be affected if they are using their vehicle for volunteering. If they do not inform their insurance company they are using their vehicle for work or volunteering their policy may become invalid in the case of an accident. Staff and volunteers should ensure their vehicle is insured for appropriate business usage.

Additional Passengers:

- Volunteers must not have other adults travel with them when they have supported families' children (under the age of 18 years old) with them in their car. The only exception to this is if the other passengers are CFS Volunteers, or are DBS checked and it has been approved in advance by CFS and the relevant parent. In addition, when undertaking community-based support, it is acceptable if the volunteer's own children accompany them, but again this must be agreed in advance, risk assessed, and with parental consent in place.

Mileage Reimbursement:

- The Inland Revenue sets an approved mileage allowance payment (AMAP) which is the maximum amount which can be paid without the recipient become liable for tax or national insurance.
- The authorised mileage rates, for business travel will be paid in accordance with the AMAP at any given time. The rates reflect the cost of depreciation, insurance, road tax, fuel, servicing and repairs.
- Staff/volunteers are asked to complete an expense claim form which will be checked and signed by the appropriate Worker or line manager. Staff/Volunteers are asked to complete their mileage claim form monthly. If monthly is not possible, expense forms must be submitted quarterly by the end of March, June, September and December.

Road Traffic and associated legislation

Staff/volunteers will drive and use their vehicles in accordance with the relevant road traffic and associated legislation at all times.

Smoking:

Staff/volunteers must not smoke when transporting clients or colleagues.

Alcohol:

Staff/Volunteers must not be under the influence of alcohol when driving and should always observe relevant legislation associated with alcohol use and driving. As a guide, staff/volunteers must not drink alcohol for at least 12 hours before a journey.

Food and drink:

Staff/volunteers should not eat or drink whilst driving.

Luggage:

Luggage and shopping should be put in the boot of the vehicle or kept securely to prevent injury if the vehicle stops suddenly.

Seating capacity:

Never exceed the seating capacity of a vehicle as stated by the manufacturer and insurer.

Accidents, illness or injury:

In the event of an accident the emergency services and CFS should be informed immediately and details given. If a client falls ill or is injured during a journey then the driver should seek immediate medical help.

Distractions

A 'distraction' is when a driver's concentration is taken away from the task of driving. Distractions include personal digital assistants (PDAs), notifications, apps, mobile phones, other road users, personal circumstances, the radio, and passengers.

Using a handheld mobile phone while driving for calls, texting, web-browsing, taking photographs or videos is an offence and using a hands-free mobile phone increases the likelihood of a collision

All staff and volunteers must abide by the law and not pick up phones or make or receive video calls while driving and use hands-free mode sparingly and only when necessary.

Fatigue

Fatigue can be very dangerous, and staff / volunteers should not drive if they feel sleepy.

Tiredness increases reaction time and reduces vigilance, alertness, and concentration, which impairs your ability to drive. It can also affect how fast you process information and the quality of your decision-making.

Drivers are most likely to suffer from fatigue:

- on long journeys on monotonous roads, such as motorways
- between 2am and 6am or 2pm and 4pm
- after eating

- after long working hours or on journeys home after long shifts, especially night shifts

Risk Assessment:

Staff/volunteers are asked to assess the risk before undertaking any journey:

- Ensure they have read and understood the CFS Driving Policy and have signed the declaration.
- Take into account any adverse weather conditions and weather warnings such as snow, ice or high winds.
- Ensure all passengers are secured in seatbelts or age-appropriate restraints and remain so for the duration of the journey.
- Keep the doors locked and the windows closed as much as possible especially in built up areas and slow moving traffic.
- Do not leave children alone in the vehicle at any time.

Driver Declaration:

- All staff/volunteers will be asked to complete a Driver Declaration (Appendix A) when joining CFS and provide all necessary documentation annually thereafter if / when requested by CFS.
- All staff/volunteers must inform CFS immediately should their declaration no longer be valid either through changing health, vehicle condition, insurance and licensing laws, including driving licence endorsements/suspension.

Cumbria Family Support Driver Declaration

I (print name) _____ declare that:

1. I have a current valid driving licence.
2. I am willing to use my own vehicle for my work/volunteering* with Cumbria Family Support (CFS hereafter). * delete as applicable
3. I accept responsibility for maintaining appropriate insurance cover and have checked with my insurance company that my work/volunteering* with CFS is covered.
4. I will ensure the vehicle is roadworthy in all respects and undertake to regularly inspect my tyres, lights, washer fluid level and wiper blades.
5. I will ensure the vehicle holds a current road fund licence, if applicable, and has a current MOT certificate if required.
6. I will ensure that I, and any passengers all wear correctly fitted and fastened seatbelts or, if a child is below 135cms in height or under 12 years old, whichever they reach first) an age-appropriate child restraint.
7. I have no disability or illness and am not taking any medication which could affect my ability to drive and agree to inform the Charity of any relevant changes.
8. I agree to provide original documents relevant to my driving when joining CFS and annually thereafter if / when requested by CFS:
 - a) Driving licence and DVLA check code for endorsements
 - b) Current insurance document, including at time of renewal
 - c) MOT certificate, if applicable, including at time of renewal
9. I agree to keep all relevant documentation up to date and to inform CFS of any changes in my circumstances, including providing information, without delay, regarding any endorsements on/suspension of my driving licence.

Signed: _____ Date: _____

* delete as appropriate

For office use only:

Original documents seen, scanned and saved by CFS (please tick):

- a) Driving licence
- b) DVLA check done
- c) Current insurance document
- d) MOT certificate if relevant

Signed: _____ Date: _____