

Driving policy

Voluntary organisations have a duty of care under health and safety law to ensure the safety of their staff, volunteers, passengers and road users who may be affected by their activities,' says Rebecca Needham, RoSPA road safety and evaluation officer. 'They have the same legal responsibilities towards their volunteers as to paid staff and this applies whether the vehicle is owned by the organisation, the volunteer or any other party.'



This policy applies to all volunteer drivers operating for the organisation. It sets out clear procedures for the transportation of passengers and/or equipment by volunteers. This policy should be read in conjunction with the Volunteering Policy.

Volunteer drivers transport food, equipment, and on occasion other volunteers during required activities.

Policy information

The organisation has a duty of care under Health and Safety Law and Common Law to ensure the safety of their staff, volunteers, passengers and anyone who may be affected by their activities. The organisation has the same legal responsibilities toward their volunteers as to paid staff, and this applies whether the vehicles used are owned by the volunteer or by a third party.

This policy is designed to help Volunteer Drivers who work with us to avoid injury to themselves, passengers and other people on the road whilst doing work for the organisation. The organisation requires that Volunteer Drivers are legally entitled to drive the vehicle they are using, use a vehicle that is safe and roadworthy, and are fit and competent to drive it safely.

Procedure

The procedure sets out clear guidance as to what measures are in place to ensure the safety of volunteer drivers and their passengers.

All volunteer drivers must produce their driving licence, insurance certificate and MOT certificate where applicable, and produce annual renewals of relevant documentation.

Drivers are asked to disclose any endorsements or motoring convictions by allowing us to use the DVLA's checking system. This is completed annually. If a volunteer has any unspent or relevant motoring convictions showing on their records, this may result in them not being able to drive/continue driving for Foodshare.

Insurance

Volunteer Drivers must have up to date motor insurance for the vehicle. The minimum insurance required is Third Party that includes all passenger liability.

Expenses

Mileage is reimbursed at the current agreed mileage rate. Claims can be made using the mileage form which can be sent upon request.

Health of Driver

In the interest of safety, the organisation retains the right to withdraw a Volunteer Driver should concerns be raised about their safety or ability to perform the functions of the role. Volunteer Drivers must inform us if they are no longer able to drive or are advised by a doctor or optician to refrain from driving.

Medication

Volunteer Drivers must not undertake journeys whilst taking any medication which causes drowsiness or impairs reactions. If in doubt please check with your GP.

Alcohol / Drugs

Alcohol or drugs can impair ability to drive, and driving under the influence of either precludes volunteers from being used as a Volunteer Driver for Foodshare and may result in legal action being taken.

Eye Sight

The minimum legal eyesight standard for driving is that a person can read a new style number plate (eg BV12 3ME) at a distance of 20 metres (around 65 feet), or an old style number plate (eg A123 ABC) at a distance of 20.5 metres (67 feet). If glasses or contact lenses are needed to do this, then they must be worn whilst driving. It is strongly recommended that Volunteer Drivers have their eyesight checked regularly (at least every two years, or more often if an optician recommends it).