

- set procedures in place to annually check:
 - the MOT (for all vehicles over 3 years old)
 - road tax
 - insurance
 - driver's licence
 - your volunteers' continued suitability for driving and their vehicles road-worthiness?
- a written policy on drivers drinking/taking drugs before driving?
- a procedure that a driver must notify you immediately of any penalties incurred or points added to their licence? (This should include any driving related offences even if they weren't driving for you at the time).
- A procedure for volunteers to report any incidents?

* You mustn't pay your drivers anything more than the expenses they incur. Their insurance can become invalidated if they appear to be making a 'profit'. Things can then get really complicated because the driver may be liable for tax and National Insurance and could be viewed as an employee. They could lose some of their benefits (if applicable) and even more worrying is that they could be prosecuted for running an unlicensed taxi service!

See HM Customs and Revenue website link: <http://www.hmrc.gov.uk/budget2001/revbn02.htm> for the rates. They don't appear to have changed since 2002/3.

The following link takes you to an information sheet aimed at volunteer drivers: <http://www.hmrc.gov.uk/mileage/volunteer-drivers.htm>

Contact us

Bournemouth Volunteer Centre

The Link

3-5 Palmerston Road

Boscombe

Bournemouth

Tel: 01202 466130

Email: volunteering@bournemouthcvs.org.uk

Web site:

www.bournemouthcvs.org.uk



Good practice guides for

Volunteer-involving

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This snapshot on Volunteer Drivers was kindly written by Monique Munroe on behalf of Poole & Bournemouth Volunteer Centres.

How to... volunteer drivers

01202 466130

Volunteer drivers

We saw in the 'how to' leaflet on *insurance* one problem which arose for a volunteer driver. To ensure that yours are fully supported and your clients protected, I've drawn up the following checklist from a variety of sources which I hope you'll find useful. All sections are volunteer specific and are in addition to those which are relevant to all volunteers.

SECTION 1 PRIOR TO INDUCTION & TRAINING

Does your organisation

Have a relevant application procedure which includes:

- Requesting information about driving experience.
- Accidents in the past three years.
- Manual handling experience.
- Two references (these need to ask specifically about the volunteer's suitability as a driver)
- Next of kin contacts.
- CRB checks?
- Request, check and keep a copy of the driver's licence? This should be full, not provisional.
- Check they have a valid tax disc?
- Check and keep a copy of the volunteer's:
 - vehicle registration.
 - MOT certificate.
 - Insurance? Legally they only need third party but it is best practice to have fully comprehensive.

Note: these should be signed and dated by the

volunteer co-ordinator/person who has seen the documentation.

Ask the driver to notify their insurers that they are driving for you and get evidence that the driver is insured to drive for your organisation?

(You can provide a standard letter for your volunteer and at the bottom include a tear off slip for the insurance company to complete).

The driver shouldn't have to pay any extra premium to use their car for voluntary driving, as this should be seen as part of their 'social, domestic and pleasure' use.

N.B. Motor liability insurance may be available to cover you if an accident occurs and there is a problem with the volunteers' insurance.

Check the volunteer's car for:

Ease of getting in and out. Its' suitability to carry vulnerable passengers e.g. it's not a turbo charged race car. It has seat belts on all seats.

SECTION 2 INDUCTION AND TRAINING

Does your organisation.....

- Have a checklist of things to point out to a new volunteer when driving your organisation's vehicle for the first time?
- Inform the volunteer during their induction that any incident which occurs while driving for you must be reported as soon as possible to the volunteer co-ordinator/person responsible? (This is included in the procedure section below).
- Give full guidance to the driver on what he/she should do in the case of an accident while driving for your organisation?

- Ask your drivers to take a break of at least 15 minutes every two hours?
- Provide comprehensive training for volunteers?
- Have an agreed programme of ongoing training?
- Ensure that relevant certificates are given?
- Provide:
 - an ID badge containing a photo of the driver and the name and phone number of your organisation.
 - High-visibility jackets.
 - Details of the mileage rate paid.*
 - Driver guidelines sheet.
 - Contact details of volunteer co-ordinator/other staff (including out of hours phone numbers)?

Give your drivers a record sheet for them to record the journeys they make while volunteering? Include:

- Mileage
- Time
- Date
- Purpose of journey.

SECTION 3 POLICIES AND PROCEDURES

Does your organisation have.....

- written guidance on transporting friends/family, pets or luggage either belonging to the volunteer, or the client when volunteering?
- a procedure for organising your drivers' medicals? These should be held every three years until they reach 70 and annually after that.