

Driving Policy

This policy gives guidance on legal obligations for the charity in relation to volunteer and employee driving, safe and efficient driving and procedures for dealing with accidents and breakdowns.

Licence and Annual Checks

Drivers must hold a full, valid driving licence, appropriate for the category of vehicle they are driving. It is the responsibility of the driver to notify the Transport Coordinator, Volunteers and Campaigns Coordinator or Project Manager (hereafter referred to as 'charity staff') and keep updated with any changes in relation to sanctions on their licence or if the licence has been suspended or cancelled.

Regular checks will be carried out to ensure that each driver's licence is valid, insurance and MOT (if appropriate) are still in place and current. This will be done before a driver commences duties and annually thereafter. Drivers are expected to present updates on request. If there is a charge for extra insurance to enable driving for the charity, reasonable costs will be met by the charity.

Drivers should notify charity staff about any illness or disability, which may affect their ability to drive. Volunteers will be treated equally regardless of disability and that where possible reasonable adjustments will be made.

Driving Guidelines

While driving for employment or volunteering purposes, staff and volunteers must comply with traffic legislation, such as the Highway Code, including driving within legal speed limits and driving to the conditions of the road, be conscious of road safety and demonstrate safe driving and other good road safety habits. Drivers are personally responsible for any speeding or traffic violations.

Drivers are requested to read and adhere to the Transport and Warehouse Risk Assessments and the Safeguarding, Delivery and Health and Safety policies.

Only drive when fit to do so – never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness. Inform the charity staff as soon as possible if your driving role cannot be carried out so alternative arrangements can be made.

It is strongly recommended that you have up to date breakdown cover and have a mobile phone with you when driving for the charity, in case of queries or emergencies. It is illegal to use a mobile phone while driving unless it is hands-free and it is strongly recommended that even hands-free mobile phones should not be used while driving.

Park in a legal manner – drivers are personally responsible for any fines incurred.

Ensure that your vehicle is safe to use – fuel, tyres, etc – and wear a seatbelt whilst driving. Avoid distractions when driving – if you need to, adjust or set sat-navs / car stereos / mirrors before setting off. If you need to re-adjust whilst driving pull over safely.

When delivering or collecting, use appropriate containers (such as boxes or crates) and ensure they are loaded safely into the vehicle and are secure for the journey. Adhere to safe manual handling guidelines when loading or unloading the vehicle.

Drivers are entitled to claim mileage for their trips at 45p per mile. Expense claim forms are available by emailing (see below); paper copies are available in the warehouse.

Accidents (N.B. [L] denotes legal requirements)

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

1. Apply the handbrake, switch off the engine, switch on hazard lights. Ensure your own safety first.
2. If the vehicle is on fire – get out immediately if it is safe to do so. Help any injured people and call for assistance if needed.
3. Try to get the following information: details of the other vehicle(s) and registration number(s); name(s) and address(es) of the other vehicle owner(s) and driver(s); name(s) and address(es) of any witness(es); name(s) of insurer(s)
4. If names and addresses are not exchanged at the time, the driver must report it to the Police within 24 hours of the incident [L]

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

If damage to your vehicle or another is caused due to careless driving, any excess or expenses will not be covered by the charity.

Breakdowns

In the event of a breakdown, contact your breakdown assistance provider

1. Ensure nothing is done to endanger yourself or others
2. Move the vehicle off the carriageway (onto the hard shoulder on a motorway), switch off the engine, switch on the hazard warning lights
3. Phone the emergency services or breakdown service as appropriate. Make sure to give accurate location details
4. If on a Motorway use the emergency SOS telephone to call for help – this will accurately inform them of your location

Foodbank Contact Details

Volunteers and Campaigns Coordinator 07789 027611 jon@norwich.foodbank.org.uk

Project Manager 07955 920590 hannah@norwich.foodbank.org.uk

Warehouse Manager 07979 888614 warehouse@norwich.foodbank.org.uk

Transport Coordinator transport@norwich.foodbank.org.uk