



Driving at Work Policy

**Market House
14 Market Street
Lerwick**

A charitable company limited by guarantee registered in Scotland No. 165677
Registered Office Market House, 14 Market Street, Lerwick, Shetland ZE1 0JP
Company Secretary Catherine Hughson
Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland

DRIVING AT WORK POLICY

Voluntary Action Shetland (VAS) has a duty of care under health and safety law to ensure the safety of their staff, volunteers, passengers and anyone else who may be affected by their activities. We have the same legal responsibilities towards volunteers as to paid staff and this applies whether the vehicles used are owned by the organisation, by staff, by the volunteer or by any other party.

Drivers using vehicles in their work role must ensure that their own vehicle always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose.

Staff/volunteers who drive their own vehicle on VAS business must:

- ensure it is taxed and has a valid MOT
- ensure their motor insurance policy includes business use cover for the amount and type of business mileage they undertake
- ensure that the vehicle is serviced according to the manufacturer's specifications
- present the vehicle's MOT certificate, insurance policy and service schedule for inspection on request
- ensure the vehicle is not used inappropriately, (e.g. unsecured load carrying, or hazardous off-road access)
- report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects, to the executive officer
- present their driving licence for inspection regularly and on request
- co-operate with monitoring, reporting and investigation procedures.

Additional points for drivers:

- be aware of what action needs to be taken in an emergency situation
- ensure they are physically fit to drive
- inform their line manager of any health problems or personal circumstances that could make driving hazardous
- never drive while under the influence of alcohol or drugs
- remember that some prescription drugs can adversely affect the ability to drive and check with doctor or pharmacist
- have regular eye tests and ensure that any necessary corrective eyewear is worn
- do not use a mobile phone while driving
- drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit

Where groups make use of volunteers using their car for the business of the charity, whether or not they claim for the journey the driver must make sure that their car insurer is aware of the circumstances. The Association of British Insurers has produced a model letter for such a purpose and a copy of this should be available from their insurer.

Most insurers do not charge any extra premium for volunteers using their cars to assist a charity or community organisation. However, if a volunteer fails to notify their insurer regarding such use then the insurance policy can be invalidated and the driver could be held personally liable for any damage or injuries sustained in an accident.

HITRANS and ZetTrans have combined to promote a scheme to encourage members to share car journeys. Their website is: ifyoucareshare.com