



Driver Policy and Procedures

As a caring and responsible organisation, Age UK Bolton is mindful of health and safety in connection with any of its workers driving as part of their work roles and responsibilities. This can include visits to clients or driving from venue to venue.

We wish to ensure the safety of our workers and that others are not put at risk by their work-related driving activities.

KEY INFORMATION

Policy prepared, reviewed or amended by	Bridgette Doyle and Suzanne Hilton - Chief Executive Amended by Paul Davies, Corporate Services Manager
Policy approved by Board of Trustees on	November 2021
Policy became operational on	28 July 2015
Next Review Date	The Driver Policy, and associated guidance and procedures does not form part of staff contracts of employment and may be reviewed and updated at any time. It will be reviewed no less than every year, or sooner where there are significant changes to guidance or legislation. Minor updates will be made as required. Reviewed 2017,2019,2021, June 2024 Next review date June 2026

1. INTRODUCTION

As a charity, Age UK Bolton has a duty of care under health and safety law to ensure the safety of its staff, volunteers, passengers and anyone else (*e.g., other road users*) who may be affected by their activities.

2. POLICY

Age UK Bolton understands the importance of having a clear Driver Safety policy and owes a duty of care to make the safety of Age UK Bolton drivers, their passengers and others affected by their driving, a policy priority.

This policy has been prepared on the basis of recommendations for driving safety made by the Royal Society for the Prevention of Accidents (RoSPA).

3. SCOPE

This policy applies both to paid staff (employees) and to volunteers (including trustees) working for or on behalf of Age UK Bolton or Age UK Bolton Enterprises Limited (which is a wholly owned subsidiary of Age UK Bolton), whether or not any vehicle used is owned by the Organisation, by the employee, volunteer or by any other party.

Age UK Bolton, together with its individual employees and volunteers, shares the responsibility of making sure that the risks of driving as part of service provision for the Charity are properly identified and managed.

4. DOCUMENTS AND COMPETENCE TO DRIVE

When undertaking any driving for, or on behalf of, Age UK Bolton (including when driving from meeting to meeting or on ad hoc trips) it is a requirement that any worker (*employee, volunteer or other person*) confirms and agrees that they:

- are legally entitled to drive the vehicle they are using;
- are using a vehicle that is safe and road legal;
- have passed an appropriate driving test, are competent to drive the vehicle safely, and will only use it for suitable purposes;
- have ensured that the vehicle is properly registered, has current and up-to-date tax, MoT and appropriate insurance (Class 1 Business use), and will provide current copies on request;
- have a full clean driving licence and will provide this to the Corporate Services Manager to copy for the Charity's records;
- will inform the Corporate Services Manager immediately of any endorsements or points on accrued on their licence.

All motoring offences (including cautions, summonses or convictions) should be reported to the Corporate Services Manager.

5. JOURNEY PLANNING AND ENSURING FITNESS TO DRIVE

Age UK Bolton subscribes to the recommended safe driving advice of the Royal Society for the Prevention of Accidents (RoSPA), accordingly:

- A. It is important to plan your route before every journey. The more planning in advance you can do, the less that unforeseen and risky circumstances will arise, and you will be better prepared to deal with them if they do. Check weather conditions and, if the reported advice is to only make essential journeys, then you should follow it.
- B. When driving for, or on behalf of, Age UK Bolton you confirm that:
- **You will** carefully plan your journey.
 - **You are** fit to drive at all times.
 - **You will not** drive when affected by alcohol, drugs or medication, especially medicines which cause drowsiness.
(Never drive having taken illegal drugs and check with your GP or pharmacist whether any over-the-counter or prescribed medicines you are taking are likely to affect your driving.)

If you wish to drive for Age UK Bolton you must avoid drinking alcohol in the hours before you will be driving (*for example, at lunchtime*). Also remember that it can take several hours for alcohol to be removed from your body and you may still be over the limit, or affected by alcohol, the morning after you have been drinking.

Alcohol impairs judgement, making drivers over-confident and more likely to take risks. It slows their reactions, impairs judgement of speed and distance and affects vision. Even a small amount, well below the legal limit, seriously affects the ability to drive safely.

- **You will not** drive when illness makes you unfit to drive or when you are too tired to drive safely.
- **You will** inform Age UK Bolton about any health issues or personal circumstances that may affect your driving (*e.g., check your eyesight; if you wish to drive for, or on behalf of, Age UK Bolton you need to ensure you are able to see properly for the purposes of driving legally. Please refer to the Highway Code for stopping distances*).
- **You will** inform the DVLA of any medical condition that may affect your ability to drive safely. (*Check the www.gov.uk website for a full list of medical conditions and disabilities that you must declare, as this is a legal requirement for some conditions.*)
- **You will** always drive at a safe speed and stay within the speed limits.

- **You will never** use a hand-held mobile phone whilst driving – it is illegal to do so.
 - **You will only ever** use a hands-free option for a mobile phone if absolutely necessary and if it is safe in the circumstances to do so.
(Please note: you can be penalised for using a hands-free option while driving if deemed you are ‘distracted’ or ‘not in control’ of the vehicle.)
 - **You will not** adjust or operate devices while actually driving. For example, routes on a navigation system should be set before the journey starts. If it is necessary to make adjustments or to input new information, only do so when stopped in a safe place.
- C. As the driver, you are also responsible for ensuring that the vehicle you are driving is safe and legal; accordingly, you confirm that:
- **You will** at all times wear a **seatbelt** when driving, will ensure that all passengers are at all times also wearing their seatbelts correctly when in the vehicle, including children and infants in car seats, and will ensure that all head restraints, including your own, are adjusted correctly.

(Any child car seats must be checked to ensure that they are appropriate, legal and fitted correctly.)
 - **You accept** full responsibility for ensuring that your vehicle is roadworthy, properly maintained and serviced, and that you will not attempt to drive any vehicle that is, or suspected to be, in an unsafe or illegal condition.

Any vehicle that is - or is suspected to be - in an unsafe or illegal condition, must not be used until all necessary repairs have been completed.

7. ACCIDENT, BREAKDOWN AND EMERGENCY PROCEDURES

Age UK Bolton requires that when undertaking any driving for, or on behalf of, the Charity, a driver must have a fully charged mobile phone available in the vehicle to summon help if necessary, together with copies of contact details for the person(s) to whom they should report emergencies.

In the event of an accident or breakdown, take all sensible precautions:

- **Use** hazard warning lights and switch off your engine. Move the vehicle off the carriageway (*onto the hard shoulder on a motorway*) or as far away from moving traffic as you can if you have broken down and it is safe to do so.
- **Do not** move injured passengers unless they are in immediate danger of further injury from other vehicles, or from fire or explosion. Move passengers who are not injured out of the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- **Call** the emergency services immediately if it is safe to do so.

- After an accident, you must discuss the details with your line manager at the next appropriate moment. This will help them ensure that any risk assessments that they have made are relevant and up to date.

8. FURTHER INFORMATION

For more information look at the HSE publication 'Driving at Work'
<http://www.hse.gov.uk/pubns/indg382.pdf>

Accessible at <https://www.btpolfed.org.uk/ref/hands4.pdf>

EMPLOYEE/VOLUNTEER CONSENT STATEMENT

I (name of employee/volunteer) hereby confirm that I have read, understood and will comply with the attached Age UK Bolton Driver Policy and Procedures.

Signed.....

Date