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**FAIR FROME**

**DRIVING ON BEHALF OF FAIR FROME POLICY**

**Policy Statement**

If the volunteering role you are to undertake involves driving on behalf of Fair Frome, there are several issues you need to consider and take into account before driving. These are issues to consider depending on whether you are going to be driving a Fair Frome vehicle or your own vehicle.

1. Insurance
2. Driving licence
3. MOT
4. Fitness to drive
5. Reimbursement of petrol
6. Personal safety

Your contact person will need to make certain checks with you before you may drive on behalf of Fair Frome. This is for insurance and safety purposes. We do hope that you will be able to provide certain documents to us in order for these checks to be made. These checks may include:

1. DBS check
2. Insurance check

**Insurance**

If you are to be driving a council vehicle on behalf of the Fair Frome, you are covered by the charity’s insurance policy as long as:

1. You have an up to date and valid driving licence
2. You do not have more than 3 points on your driving licence
3. You have not been convicted of a drink/driving related offence.

You will be provided with a separate guidance note about insurance issues generally to consider when volunteering, however your contact person and Fair Frome will need to make certain checks before you may drive. This will involve checking your driving licence but also our Fair Frome will carry out a live DVLA check to understand whether you have had any new convictions not detailed on your driving licence. If it is found that you have more than 3 current points on your licence from the live DVLA check, then you will not be able to drive on behalf of Fair Frome.

If you will be driving your own vehicle on behalf of Fair Frome, your contact person will need to ensure that the checks are carried out. They will need to see the following:

1. Your driving licence
2. Your current MOT certificate
3. Your own insurance policy
4. Your vehicle registration document
5. They will also need to do a live status check with DVLA

Fair Frome will need to recheck these annually, or upon any document expiry date or if you change your vehicle. You will need to contact your own insurance company to ensure that your policy covers you for volunteering. This does not normally incur an additional cost. If it is felt that your vehicle is not suitable for the purposes of transporting clients then your contact person may confirm that it is not possible for you to use your vehicle. This may be, for example, that your vehicle may be too small.

**Fitness to drive**

By law, you must notify the Driver and Vehicle Licensing Agency (DVLA) if you suffer from a medical condition or disability that may affect your driving, that is:

1. You develop a condition or disability; or
2. the development of an existing condition or disability may affect your ability to drive.

The DVLA will then make a decision about your fitness to drive. Failure to notify the DVLA of such a condition or disability is a criminal offence and is punishable by a fine of up to £1000. You could also invalidate your insurance if you do not follow your GP’s advice not to drive.

**Driver safety**

You may be transporting vulnerable adults or children when driving on behalf of Fair Frome. It is important to consider that before transporting vulnerable clients Fair Frome may ask you to:

1. Undertake a DBS check (formerly known as a CRB check)
2. Provide proof of your identity
3. Provide two references
4. May ask you to attend a safeguarding briefing.

You may wish to consider carrying a working mobile phone when driving on behalf of Fair Frome in order that, should there be issues, you can phone your contact person at Fair Frome quickly or even a member of the emergency services. Your contact person may provide you with separate information about personal safety which is relevant to the service area you will be volunteering with.

**Reimbursement of petrol expenses**

Fair Frome will reimburse the cost of petrol expenses incurred whilst driving on behalf of Fair Frome. Fair Frome may, by law, only reimburse you the cost of expenses actually incurred. Fair Frome reimburses at the HMRC rate which is:

1. 45pence per mile up to the first 10,000 miles per year
2. 25pence per mile for each mile after 10,000 miles.

**Training**

Depending on the nature of the driving you are to undertake, Fair Frome may ask you to attend specific training which is relevant to the driving you are to be doing. For example, if driving a minibus, you may need some training before you feel comfortable driving it.

**Alcohol or drugs**

You should not drink alcohol or take drugs if you are to be driving on behalf of Fair Frome. Fair Frome needs to ensure the safety of its clients at all times.

The Board of Fair Frome will carry out regular monitoring of policy and procedures. These Policies will be reviewed annually. The Policy and Procedures were accepted and adopted by the Trustees of Fair Frome:

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| Name: | John Killah | Position: | Chair of Trustees |
| Date: | 2.12.24 | Signature: | John Killah  |

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