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**DRIVERS POLICY**

**Updated Nov 21**

**Updates:**

Nov 21 – Point 11.2 - New Insurance Details added

# DRIVERS POLICY

**ANNEX’S**

A – OPERATING AND CLEANING OF VEHICLES UNDER COVID-19

B – BREAKDOWN INFORMATION SHEET FOR FOODBANK OWNED VEHICLES

C – DRIVERS LOG FOR FOODBANK OWNED VEHICLES

1. **POLICY CONTROL**

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| **Version**  | **Description**  | **Date**  |
| 1.0  | Drivers Policy  | Updated 02 Nov 21 |
| Board Approved  | 07 Jul 21 |
| For Review:  | 07 Jul 22 |
| Safeguarding (21/22)  | Claire Rooks |

1. **INTRODUCTION**
	1. This policy contains instructions to help Volunteers and Staff members comply with Civil traffic Law and the road traffic legislation. Whether drivers are using their own or Foodbank owned vehicles to conduct Foodbank related duties they have a responsibility to drive in a safe and legal manner whilst taking due consideration for environmental emissions.
	2. Personnel may only drive vehicles for which they are competent, qualified and appropriately licensed. Personnel are to be aware that contravention of these orders may result in disciplinary or administrative action being taken against them.
	3. All personnel, whether using their private vehicles for Foodbank tasks or using Foodbank owned vehicles, are to sign as having read and understood this policy.
	4. Where statements are specific to the Foodbank van these are clearly stated in blue italics (As below). All other statements should be abided by by all drivers whilst on Foodbank related duties.
	5. ***FOODBANK OWNED VEHICLES -*** *May only be used for authorised journeys by registered Volunteers or staff members of the Foodbank, the private use of these vehicles is strictly prohibited.*
2. **YOUR RESPONSIBILITY UNDER THE LAW**
	1. **Compliance.** You must obey all legislation and Regulations, which refer to the driving and use of vehicles. Failure to comply with legislation may make you liable to prosecution by the civil police and, if issued with a fixed penalty notice or convicted of a civil offence, you may have to pay out of your own pocket, any fine imposed by civil courts. You may also lose your civil driving licence or have it endorsed.
	2. **At all times you are to:**
		1. **Seatbelts.** Wear a seat belt whilst the vehicle is in motion. Seat belts must be fitted and worn correctly in order to maximise safety in the event of an accident.
		2. **Passengers.** Ensure that passengers are correctly seated, secured and that seat belts are worn at all times when the vehicle is in motion.
		3. **Speed Limits.** Be familiar with, and not exceed, national speed limits or vehicle specific speed limits if these are lower.
		4. **Traffic Signs.** Comply with all traffic signs, signals and orders given by police officers or traffic wardens.
		5. **Traffic Regulations.** Comply with the Highway Code in all respects.
		6. **Parking.** Comply with all parking regulations.
		7. **Lighting Regulations.** Conform to the advice given in the Highway Code.
		8. **Condition of Vehicle.** Ensure that the vehicle is not driven in an un-roadworthy condition.
		9. **Load.** Ensure that the vehicle is not overloaded and that the load including any luggage is correctly distributed and secured.
		10. **Traffic Accidents.** Take appropriate action in the event of a road traffic accident.
3. ***FOODBANK OWNED VEHICLES ONLY - DOCUMENTS TO BE CARRIED WHEN DRIVING FOODBANK OWNED VEHICLES***
	1. ***Documents****. You shall carry the following documents when driving Foodbank owned Vehicles:*
		1. *A copy of this Drivers’ Policy.*
		2. *Drivers log (Annex A)****.*** *Complete for every journer made in the vehicle logging reason and milage.*
		3. *Traffic Accident Report forms (F/MT 3-2 and F/MT 3-3).*
		4. *Breakdown form (Point 12 of this document)*
		5. *Copy of Green Flag Breakdown instructions.*
		6. *A copy of the vehicle handbook.*
		7. *Vehicle specific Allstar fuel Card.*
4. **FITNESS TO DRIVE**
	1. **Limitation of Drivers’ Hours.** Asmost driving, for Foodbank purposes, will be short distance and duration no limits are set. However, in exceptional circumstances, where longer journeys are required, drivers must be aware of and abide by current drivers hours, see DVLA website before setting off.
	2. **Driving When Tired (Driver Fatigue).** Driving when tired greatly increases the risk of an accident. It is not possible to force yourself to remain awake. At the first sign of sleepiness stop in a safe place - **DO NOT ATTEMPT TO KEEP DRIVING.**
	3. **Alcohol and Drugs.** You must not be under the influence of alcohol or drugs when conducting any Foodbank related duties.
	4. **Prescription and Non-Prescription Drugs or Medicine.** You are prohibited from driving if you are taking medication that is likely to affect your ability to drive. You are responsible for finding out the side effects of medication, getting a certificate stating the limitations and reporting this to the Foodbank Committee and Road Transport Manager.
	5. **Illness Whilst Driving.** If you become ill whilst on a journey, stop your vehicle as soon as it is safe to do so, secure the vehicle and contact your Foodbank point of contact.
	6. **Medical Conditions.** Some medical conditions may affect your entitlement to hold a driving licence for certain categories of vehicle. If you require advice, you must contact your GP or the DVLA.
	7. **Licensing Requirements.** You are not permitted to drive if your civil driving licence has expired or has been suspended. If your licence has been suspended by the civil authorities, you shall inform the Foodbank Committee immediately. You are reminded that the UK photo licence only has a 10-year lifespan.
5. **DRIVER AND PASSENGER SAFETY**
	1. **Clothing and Footwear.** Personnel shall wear clothing appropriate to the task and boots or shoes which are suitable for driving. Operating vehicles without footwear is forbidden.
	2. **Spectacles and Contact Lenses.** Drivers, who are required to wear spectacles, or contact lenses, whilst driving, shall do so.
	3. **Mobile Telephones.** Mobile phones shall not be operated whilst driving iaw current law. Hands free devices approved for use by relevant agencies may be used.
	4. **Navigational Equipment.** You may use satellite navigational (SATNAV) equipment providing that:
		1. You remain in full control of the vehicle.
		2. You have read the instruction for the specific model and understand how to use the system safely.
		3. The equipment is positioned so that it does not obscure your vision.
		4. The equipment is programmed for the journey whilst the vehicle is parked at rest and shall not be tampered with or adjusted whilst the vehicle is in motion.
6. **VEHICLE SAFETY**
	1. **Vehicle Checks.** You are required, by law, to ensure your vehicle is in a roadworthy condition and its load is safe and secure. When using your own vehicle these checks are in line with your vehicles checks.
	2. ***Foodbank owned vehicles:*** *The following checks should be carried out periodically any issues reported to the vehicle manager.*
	3. ***Vehicle Cleanliness.*** *You shall ensure that your vehicle has:*
		1. *Clean serviceable windows, mirrors, lights, reflectors and number plates.*
		2. *A clean and tidy interior. All articles shall be securely stowed so they cannot move or interfere with the operation of the vehicle, nor cause a hazard to passengers in the event of an accident.*
		3. *A standard of exterior cleanliness appropriate to the image of the Foodbank.*
	4. ***Engine Oil, Radiator, Windscreen Washer Reservoir and Batteries.*** *Check for any leaks and replenish levels if necessary.*
	5. ***Brake Fluid Reservoir, Clutch Fluid and Power Steering Reservoir.*** *Check levels and report if found to be below minimum levels.*
	6. ***Tyre Pressures and Wear.*** *Check tyres for damage, road legal tread depth, irregular or excessive wear and correct pressures; adjust or report as necessary.*
	7. ***Road Wheel Nuts.*** *Check for security.*
	8. ***Exhaust Emission.*** *Check that the exhaust emission is not excessive i.e. that there is no dark blue or clearly visible black smoke that may obscure the vision of any other road user.*
	9. ***Emergency Equipment.*** *Check that the vehicle is carrying the emergency and wheel changing equipment required.*
	10. ***Lights, Horn, Traffic Indicators, Windscreen Wipers and Washers.*** *Check that all components are working correctly. Report defects and do not proceed until the fault is rectified.*
	11. ***Brakes.*** *Where a vehicle is fitted with a braking system “failure device” ensure that this is not illuminated. Where no such system is fitted, ensure that there is an effective resistance to the application of the brakes. Drive off and when it is safe to do so, gently apply the brakes. Do not proceed if a fault is noted.*
	12. ***Fuel.*** *Check that the quantity of fuel in the tank is sufficient to commence your journey, refuel using the correct type of fuel as necessary during the journey.*
	13. ***Allstar fuel Card.*** *This card gives discount at various fuel stations and ensures drivers do not need to use their own funds to refuel Foodbank Owned vehicles. This card is vehicle specific and should be kept with the appropriate vehicle. Under no circumstances are Fuel Agency Cards to be used to obtain fuel for privately owned vehicles.*
	14. ***Odometer/Speedometer.*** *Check that the odometer reading corresponds with that recorded on the drivers’ tasking sheet and report any error. Check that the speedometer is working when first moving off, if it is not working then it is illegal to proceed with your journey.*
	15. ***Mirrors and Windows.*** *Check mirrors are correctly adjusted so that you have a good view to the rear of the vehicle.*
	16. **Load Security and Safety.** Make sure that your load is secured safely, ensuring drivers vision is not blocked and that there is no risk of load toppling and distracting the driver.
	17. **Reverse Parking.** In order to reduce danger to pedestrians, maximise safety and assist vehicle access and egress, all vehicles should be reverse parked. This practice ensures that vehicles are best positioned to be driven away (forwards), maintaining the best possible visibility. However, many unnecessary vehicle accidents occur whilst reversing. Before you reverse, make sure that there are no pedestrians or obstructions in the road behind you. Be especially careful about the blind area behind you - that part of the road, which you cannot see from the driving seat.
7. **VEHICLE SECURITY**
	1. **Driver Responsibility.** You are responsible for the security of your vehicle and its load.
	2. **Responsibility for Your Load.** You are legally responsible for the vehicle load from the time it is loaded until it is offloaded or you are relieved. You are:
		1. Required to know the maximum permitted load for your vehicle, i.e. the MAM, and the load permissible on each axle, i.e. the axle weight limit. The driver is legally responsible for ensuring that these limits are not exceeded.
		2. Responsible for ensuring that the load is correctly placed, distributed and secured in position so as to ensure that it is not dangerous, or liable to become so. You must ensure that all loads are correctly distributed.
		3. Responsible for initiating breakdown and recovery procedures, if required.
8. **ECO DRIVING AND REDUCING CO2 EMISSIONS**
	1. **Eco Driving.** You should drive in an eco-friendly manner. A useful mnemonic to help you remember the principles of Eco Driving and help to reduce CO2 emissions is **EARTH**.
		1. **E**ngine: Turn off the engine if you are likely to have a prolonged wait. Use air conditioning only when you need to.
		2. **A**cceleration: Accelerate gently and don’t exceed the speed limits. Consider using cruise control (if fitted) where appropriate.
		3. **R**oute and Planning: Plan your route to avoid known congestion points and try to travel in off-peak times. Avoid unnecessary short journeys.
		4. **T**yres: Check regularly and keep at recommended pressures.
		5. **H**eavy: Heavy vehicles use more fuel. Don’t carry unnecessary weight.
9. **CLAIMING FOR DRIVING RELATED EXPENCES**
	1. Foodbank Volunteers and staff should not be required to pay for fuel use don Foodbank Business.
	2. If using own car Foodbank Volunteers and staff should fill in the Volunteer Expenses Claim form and forward to the treasure with milage undertaken and purpose.
	3. Car park tickets and toll payments receipts should be retained by private drivers and Foodbank vehicles and forwarded to the treasurer for reimbursement.
	4. *Foodbank Owned Vehicles will have a Allstar Fuel card allocated to the vehicle which should be used for refuelling.*
10. **INSURANCE**
	1. Business Insurance. Foodbank Volunteers and staff using their own vehicle for Foodbank related business must inform their insurer and may be required to take out occasional use business insurance to cover this activity. In most instances this will involve the inclusion of business cover onto the insurance policy which may be at additional personal cost. Policies for Social, Domestic and Pleasure use only permit work-related travel to the normal place of work i.e. they do not cover travelling to meetings etc. In addition, claims for damages or injuries remain a personal responsibility.
	2. Foodbank owned vehicles: Insurance details as followed:
		* 1. Policy – Zurich
			2. Policy number: XAO1220534933
			3. Renewal date 01 Aug 2022
11. **ACTION FOLLOWING A ROAD TRAFFIC ACCIDENT (RTA)**
	1. **RTA Procedures**. The following action should be taken in the event of an accident:
		1. Stop in a safe place.
		2. Whilst nothing transported by the Foodbank should fall into the dangerous goods category, in the exception where this may occur (e.g. of a flammable, explosive or environmentally damaging nature), your first priority is to ensure that you are safe and that any risk of fire, explosion, spillage or other danger is minimised. Once done so contact the emergency services and inform them of the dangerous goods being transported.
		3. Your next priority is to take steps to clear the road, warn other traffic so that no further RTA takes place and to summon first aid to any injured person. You should take any firefighting equipment with you, if it is safe to do so, when you leave the vehicle in order that it is immediately available should you be required to use it.
		4. You shall summon the assistance of the appropriate emergency services where there is injury to any person, serious damage to vehicles or to the highway, or any obstruction to the highway which cannot be cleared immediately. You should ask another person to summon assistance if possible. You are not to leave the scene of the RTA unless there is no other uninjured person present and it is necessary to summon medical aid in order to save life.
		5. *Foodbank Vehicle recovery details see Annex B.*
		6. You should ensure that some form of traffic control is exercised in any case where the highway is obstructed unless already being provided by the police.
		7. You shall take precautions against fire by ensuring that the engine of any vehicle involved is switched off and enforcing "**no smoking**" rules where there has been spillage of fuel or where flammable or explosive cargo is involved. Where possible the vehicle electrics should be isolated i.e. operate vehicle master switch.
		8. If, owing to the presence of your vehicle, another RTA occurs and injury is caused to any person, or damage is caused to any vehicle, animal or property on or near the road, you must stop your vehicle. You shall provide any person having reasonable grounds for requiring you to do so, the following information:
			1. Your name.
			2. Your address.
			3. The registration mark of the vehicle.
		9. Ensure you take note of the following.
			1. The details stated above for any other parties involved.
			2. The date and time of the incident.
			3. The road conditions at the time of the incident.
			4. The exact nature of the incident including photos where able.
			5. The damage on any vehicles or structures involved (photos where possible)
			6. Any injuries caused due to the incident. (Photos where able).
		10. Where necessary contact the police and your insurance company
	2. **Police, Breathalyser and Statements.** If a police officer arrives at the scene of the RTA, the following points shall be observed:
		1. **Breathalyser.** If the police officer asks you to take a breathalyser test, you shall comply. Refusal, without reasonable excuse, may make you liable to prosecution.
		2. **Statements.** You shall make a statement if required by the police officer. This is to be given to a police officer out of hearing of other witnesses.
		3. **Admission of Liability.** No statement is to be made to any person other than a police officer and no admission of liability is to be made.
		4. **Removal of your Vehicle.** If the police are present, the vehicle is not to be removed until they give permission.
	3. **Vehicle Roadworthiness following an RTA.** If there is any doubt about the roadworthiness of the vehicle, it is not to be driven until it has been inspected by a competent person. If you are in any doubt, you shall arrange for the recovery of your vehicle.
	4. **Reporting to the Police.** You shall report the RTA to the Police, in person as soon as is reasonably practicable and, in any case, within 24 hours, if it results in injury to another person, domestic animal or damage to another vehicle or property.
12. **VEHICLE ROADSIDE BREAKDOWN AND RECOVERY PROCEDURES**
	1. **Initial Actions on Breakdown.** In event of a breakdown the following procedures should be followed where possible:
		1. As soon as is reasonably possible, stop the vehicle where it presents minimum hazard to other road users, preferably off the road.
		2. If travelling on motorways or dual carriageways, attempt to leave at the next exit or service area. Try to avoid stopping on the hard shoulder.
		3. Once in a safe place, switch on hazard warning lights and put on any reflective clothing before leaving the vehicle. Avoid walking on the carriageway where possible.
		4. Drivers shall ensure that they and their passengers are moved away from the vehicle to a place of safety.
		5. Do not stand (or let anybody else stand) between the vehicle and oncoming traffic.
		6. Do not put yourself in danger by attempting even simple repairs.
		7. Take reasonable steps to mark the position of your vehicle and warn others of the potential danger. If available, place a warning triangle or other warning device on the road at least 45 metres (147ft) behind the vehicle on the same side of the road. Always take great care when placing them and never attempt to place a warning triangle on a motorway.
		8. Provide traffic control around the obstruction if necessary.
		9. In poor visibility or at night, keep the sidelights on and do not stand where you would prevent other road users seeing the vehicle lights.
		10. When on a motorway, inform the emergency services of your situation (mobile phone or walk to nearest emergency telephone by following the direction of the arrows on the posts at the edge of the hard shoulder [if safe to do so]).
		11. If the breakdown will impact Foodbank services, notify the appropriate Foodbank Committee member at the earliest opportunity.
		12. Call for roadside assistance or recovery.
			1. *Foodbank Vehicle recovery details can be found in Annex B.*
		13. After calling for assistance, return to the vehicle and remain at the reported location unit the roadside assistance vehicle arrives. Remain alert for the arrival of the roadside assistance vehicle, especially at night. If in the meantime, the fault has been rectified and the vehicle is roadworthy, inform the breakdown agency to which it was reported. Only leave the scene when the breakdown agency has confirmed that the roadside assistance has been cancelled.

1. **REVIEW**
	1. This policy and its implementation will be reviewed at least annually or where significant Governmental guidance changes occur.

**ANNEX A TO DRIVERS POLICY**

**OPERATING AND CLEANING OF VEHICLES UNDER COVID-19**

1. **INTRODUCTION:** This note provides guidance on safety measures to be implemented in when using vehicles for Foodbank related purposes.
2. **RISK MITIGATION:** The use of self-drive should be encouraged wherever possible and shared vehicles should be avoided unless within support bubbles. In support of essential tasks involving multiple passengers, passenger seating capacity should be reduced by a minimum of 50% with passengers taking seats giving the most space between them. A minimum of 1 seat width should be left as lateral separation with passengers now being able to sit directly behind each other.
3. The driver shall also be adequately distanced from passengers. It is acknowledged that this may not always be possible.
4. **FACE COVERINGS:** Where passengers are carried that are not within the same support bubble as the driver, all within the vehicle are to wer face coverings unless there medical reasons not to do so.
5. **CLEANING:** Vehicles must be cleaned and sanitised between drivers or where passengers have been aboard. This includes any surfaces and objects that are touched frequently such as door handles, safety rails and seatbelt systems.
6. **BECOMING ILL:** If a driver or passenger becomes ill they should alert there Foodbank Committee Contact and seek a test at the earliest opportunity.
7. **SUMMARY:** These precautionary safety measures should be employed when driving on behalf of the Newquay Foodbank.

**ANNEX B TO DRIVERS POLICY**

**BREAKDOWN INFORMATION SHEET FOR FOODBANK OWNED VEHICLES**

1. **BREAK DOWN DETAILS:**
	1. **Company:** Green Flag
	2. **Contact number:** 0345 246 1338
	3. **Policy Number:** 28782014
	4. **Policy Holder:** Mr G Smith

|  |  |  |
| --- | --- | --- |
| **Ser** | **Details Required** | **Complete Information Required Here** |
| **A** | Registration number showing on the vehicle. |  |
| **B** | Your name and telephone number you are calling from. |  |
| **C** | Vehicle make, model and colour. |  |
| **D** | Fault or symptom.Electrical/engine management fault.Fuel or engine fault including loss of fluids.Transmission.Suspension/wheels or tracks.Safety equipment (e.g. lights or road handling/restraint system). |  |
| **H** | Vehicle all up weight (weight of the vehicle plus the load) if known. |  |
| **I** | Load details e.g. Dangerous goods or abnormal load requiring additional resources, trailer etc. |  |
| **J** | Number of passengers (inc driver) and amount of baggage. |  |
| **K** | Exact location details e.g. Road name or number.Nearest town and approximate distance/direction.Nearby landmarks.Motorway location marker. |  |
| **L** | Required recovery destination if repair is not possible. |  |

**ANNEX C TO DRIVERS POLICY**

**DRIVER LOG FOR USE WITH FOODBANK VEHICLE – YH16 BFA**

**Log open Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Odometer Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Drivers are to Sign and abide by Newquay Foodbank Drivers Policy at all times.**

**Use of the van is by permission from the Stock Manager for Foodbank purpose only.**

**Van must be cleaned down after each use.**

**Van must not be used for deliveries where possible due to the recognisable nature of the van.**

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| --- | --- | --- | --- | --- |
| **Date** | **Driver** | **ODO** **Start** | **ODO Finish** | **Task** |
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