



DRIVERS POLICY

POLICY CONTROL

Version	Description	Date	Approval
1.0	Drivers Policy	February 2022	Board
1.1	Update to 11.2 Insurance	January 2024	
1.2	Breakdown information update	January 2024	
1.3	Various updates	February 2024	
2.0	Board approval	11 June 2024	Board
Next Review:		June 2027	
Owner:		Foodbank Manager – Zoe Nixon	

LINKED POLICIES & DOCUMENTS

Deliveries Policy
Health and Safety Policy
Accident Procedure
Safeguarding Policy
Expenses Policy
Deliveries and Drivers training (slides)

APPENDICES

A – Drivers Log for Foodbank vehicles

DRIVERS POLICY

1. INTRODUCTION

- 1.1. Newquay Foodbank is committed to ensuring the safety of volunteers, employees and beneficiaries at all times. It is therefore necessary to include a specific policy for when volunteers or employees are driving on Foodbank duties.
- 1.2. The term “staff members” is used in Newquay Foodbank’s policies to refer to any employees, volunteers, trustees or contractors that are ‘working’ for the Foodbank. “Foodbank visitors” is the term used to describe the beneficiaries of the Foodbank, and the term “persons” encompasses both staff members and visitors.
- 1.3. All drivers, whether using their private vehicles for Foodbank activities, or using Foodbank owned vehicles, are to sign as having read and understood this policy.
- 1.4. Where statements are specific to the Foodbank vehicle(s) these are clearly stated in blue italics (as below). All other statements should be adhered to by all drivers whilst on Foodbank related duties.
- 1.5. ***FOODBANK OWNED VEHICLES - may only be used for authorised journeys by registered staff members of the Foodbank, the private use of these vehicles is strictly prohibited.***

2. YOUR RESPONSIBILITY UNDER THE LAW

- 2.1. **Compliance.** Drivers must obey all legislation and regulations which refer to the driving and use of vehicles. This policy does not intend to cover the legal requirements for driving of vehicles – Foodbank drivers are expected to know their responsibilities and comply with 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.

Staff members may only drive vehicles for which they are competent, qualified and appropriately licensed, and should be aware that contravention of these orders may result in disciplinary or administrative action being taken against them.

- 2.2. **Licensing Requirements.** If your driving licence has expired or has been suspended you must inform the Foodbank Manager immediately. You are reminded that the UK photo licence only has a 10-year lifespan.

- 2.3. **Fitness to Drive.** As per legislation and common sense, drivers must not drive under any circumstances when under the influence of alcohol or drugs, or when taking medication/have any medical condition that may affect their ability to drive. Likewise, driving when tired or feeling ill whilst on Foodbank duties - drivers should immediately stop their journey if any concern arises and contact their Foodbank Lead.

2.4. Limitation of Drivers' Hours. Most driving for Foodbank purposes will be short distance and duration. If longer journeys are required, drivers must abide by drivers' hours legislation which currently must not exceed 10 hours per day. See here for more details. [Drivers' hours: GB domestic rules - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/drivers-hours-gb-domestic-rules)

3. DOCUMENTS TO BE CARRIED WHEN DRIVING FOODBANK OWNED VEHICLES

3.1. *The following documents are contained in the "Vehicle Pack" when driving Foodbank owned vehicles:*

- *A copy of this Drivers Policy – which provides Insurance and Breakdown details*
- *A copy of the Accident Procedure*
- *Drivers Log (Appendix A). Complete this for every journey made in the vehicle logging reason and mileage.*
- *Vehicle Checklist log*
- *A copy of the vehicle handbook.*
- *Vehicle specific (linked to registration number) Allstar fuel Card.*

4. DRIVER AND PASSENGER SAFETY

4.1. Clothing and Footwear. Drivers and passengers shall wear clothing appropriate to the task and boots or shoes which are suitable for driving and the Foodbank activity. This includes the use of spectacles or contact lenses where needed. Hi-vis jackets are available in the Vehicle Pack and should be worn at all times by the driver and any passengers.

4.2. Mobile Telephones. Mobile phones shall not be operated whilst driving unless the vehicle is fitted with an approved hands free device, it is agreed with the Foodbank Manager, and only when absolutely necessary. Drivers must remember that it is an offence to use a mobile when driving.

4.3. SATNAV Equipment. SATNAV equipment may be used providing that it is safe to do so, and programmed for the journey whilst the vehicle is parked. Adjustments should not be made whilst the vehicle is in motion.

5. VEHICLE CHECKS

5.1. Personally owned vehicles You are required, by law, to ensure **any** vehicle you are driving is in a roadworthy condition and its *load* is safe and secure.

5.2. Foodbank owned vehicles. *The Vehicle Checklist is a key component of the Vehicle Pack provided with each of the Foodbank owned vehicles. This Checklist should be carried out before each use of the van any issues reported to the Foodbank Manager. Foodbank vehicles must not be used if any issues are identified that may impact the safety or legality of the vehicle.*

In addition to the basic safety checks please note:

Vehicle Cleanliness. *You shall ensure that the vehicle has:*

- *A standard of exterior cleanliness appropriate to the image of the Foodbank*
- *A clean and tidy interior with all articles securely stowed so they cannot move, interfere with the operation of the vehicle, or cause a hazard.*

Mirrors and Windows. *Before use, you will need to check that mirrors are correctly adjusted so that you have a good view to the rear of the vehicle.*

5.3. Vehicle and Load - Security and Safety.

You are responsible for the vehicle security and safety. This includes:-

- Making sure that your load is correctly placed, distributed and secured in position so as to ensure that it is not dangerous, or liable to become so. Ensuring your vision is not blocked and that there is no risk of load toppling and distracting you.
- Knowing the maximum permitted load for your vehicle 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 – **you must not overload the vehicle.** For the Foodbank vans this limit is currently 2,000kg for the vehicle and load.

5.4. Breakdown. You are responsible for initiating breakdown and recovery procedures if required.

6. CLAIMING FOR DRIVING RELATED EXPENSES

6.1. Foodbank staff members should not be required to pay for fuel when on Foodbank duties.

6.2. If using your own car you should fill in the Expenses Claim Form (see Expenses Policy) and forward to the Finance Officer at financeadmin@newquayfoodbank.co.uk. Details will include the purpose of the journey, the mileage undertaken and/or car park ticket receipts and bank account details for reimbursement.

6.3. *Foodbank Owned Vehicles have an Allstar Fuel card which should be used for refuelling.*

7. INSURANCE

7.1. Business Insurance. Foodbank 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.

For some insurers, this will incur an additional personal cost that is not generally reimbursed by the Foodbank. Staff members should raise any issues caused by this with their relevant lead who can further discuss with the Foodbank Manager. In addition, claims for damages or injuries remain a personal responsibility.

7.2. Foodbank owned vehicles: Insurance details as followed:

- **Policy – Zurich**
- **Policy number: XAO1220534933**
- **Renewal date: 01 Aug 2024**

8. ACTION FOLLOWING A ROAD TRAFFIC ACCIDENT (RTA)

8.1. RTA Procedures. The following action should be taken in the event of an accident:

- **Stop.** Stop in a safe place.
- **Foodbank Manager.** Report the incident as soon as possible to the Foodbank Manager who will support you to manage the RTA, deal with the insurance company and make a judgement as to whether the Police need to be informed.
- **Emergency services.** Contact the appropriate emergency services where there is injury to any person, serious damage to vehicles or to the highway.
- **Recovery.** *Foodbank vehicle recovery details - see below.*
- **Fire prevention.** Ensure that the engine of any vehicle involved is switched off and there is no smoking.
- **Other parties.** Provide any person having reasonable grounds for requiring you to do so your name, address and insurance details. If you are driving a Foodbank vehicle, provide the name as Newquay Foodbank, St Michael's Church and the insurance details from the Insurance section of this policy.
- **Information.** Ensure you take note of the following:-
 - The date and time of the incident.
 - The road conditions at the time of the incident.
 - The exact nature of the incident **including photos.**
 - The damage on any vehicles or structures involved (including photos where possible)
 - Any injuries caused due to the incident (photos where possible).
 - The name, address and registration number of any other parties involved.

8.2. 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, seek advice from the Foodbank Manager.

9. VEHICLE ROADSIDE BREAKDOWN AND RECOVERY PROCEDURES

9.1. Initial Actions on Breakdown. In event of a breakdown the following procedures should be followed where possible, as with any breakdown situation:

- Stop the vehicle where it presents minimum hazard to other road users, preferably off the road. Switch on hazard warning lights and put on any reflective clothing before leaving the vehicle.
- Ensure you and any passengers are moved away from the vehicle to a place of safety. Do not stand (or let anybody else stand) between the vehicle and oncoming traffic and avoid walking on the carriageway where possible.
- In poor visibility, keep the sidelights on and do not stand where you would prevent other road users seeing the vehicle lights.
- Notify the appropriate Foodbank Lead.
- Call for roadside assistance and remain alert for the arrival of the assistance vehicle.

Foodbank Vehicle breakdown details:-

YH16 BFA

- *Start Rescue*
- *01206 785999.*
- *Policy START/987929 expiry 05/02/2025*

WL21 ETZ

- *Spoticar (free AA Assistance)*
- *0800 2940294*
- *Expires 12/03/2025*

10. REVIEW

This policy and its implementation will be reviewed at least every three years or when significant change occurs.

APPENDIX A TO DRIVERS POLICY

DRIVERS LOG FOR USE WITH FOODBANK VEHICLES

Log open Date _____ Odometer Start _____

**Drivers are to sign and abide by Newquay Foodbank Drivers Policy at all times.
Use of vehicles is by permission from a Manager for Foodbank purpose only.
Vans must be cleaned down after each use.
A logo van must not be used for deliveries due to the recognisable nature of the van.**

Date	Driver	ODO Start	ODO Finish	Task



