

Car and Driving Policy

This document is relevant to:	
Trustees	✓
Staff	✓
Volunteers	✓

Purpose

This policy applies to employees using their own private vehicle or a hired vehicle in connection with Dorset Mind business. Where a particular job requires the employee to use their own vehicle for their work this will be made clear to them during the recruitment process. No other people shall be required to use their privately owned vehicle for Dorset Mind business but where they wish to do so, and such use is consistent with the company expenses policy, they may do so in accordance with this policy.

Policy

All persons intending to use a private vehicle in connection with Dorset Mind business must first produce, and subsequently each year, to the Business Manager, or in his/her absence their own line manager, their driving licence, a copy of their current motor insurance certificate and, where applicable, a copy of the vehicle's current MOT test certificate. The insurance must cover 'business use' of the vehicle and Dorset Mind will not meet the cost of adding this use to policies. The Business Manager/line manager must check the validity of the certificate of motor insurance, the driving licence and MOT test certificate and record that this has been done together with the date of expiry of each. (The requirement to include 'business use' on insurance policies does not apply to journeys between a person's 'normal place of work' and their home address but will apply to all other journeys made in connection with Dorset Mind business.).

Where a journey is to be made using a hire car the costs of vehicle insurance will be included in the hire charge.

Persons using a private vehicle in connection with Dorset Mind business or a hire vehicle should ensure that it is not defective by ensuring that it is regularly serviced and carrying out regular checks.

Prior to each journey the driver must consider:

- whether or not the journey is necessary and whether driving is the most practicable means of making the journey.
- plan the route to be taken including any breaks required

- whether or not the journey can be made safely with regard to the distance involved, their driving experience, the time of day, the intended route, current and future weather conditions and the duties to be carried out.

The driver must avoid distractions whilst driving such as those listed in the Highway Code:

- loud music (this may mask other sounds)
- trying to read maps
- inserting a cassette or CD or tuning a radio
- arguing with your passengers or other road users
- eating and drinking
- smoking.

If any of these behaviours are coupled with bad driving, or lead to an accident, a charge of careless driving, or not being in a position to control the vehicle becomes a distinct possibility. These behaviours can also be used to show dangerous driving, an offence which could lead to imprisonment, particularly if the dangerous driving causes a death.

If carrying passengers whilst on Dorset Mind business, then it is illegal to smoke.

No person shall drive continuously for a period of more than two hours before taking a twenty-minute break and two such periods before taking a one-hour break unless the exception below applies. Work commitments will be planned accordingly.

Exception: Where a break is due as per 1.5 above and the driver is so close to the destination that they expect to arrive within 30 minutes they may choose to continue to drive should they feel able to do so.

A single working day should not be extended beyond the standard 7.5 hours by more than three hours of driving time. Where longer journeys are required they shall be fitted into the standard working day or suitable overnight accommodation will be arranged.

Where a driver feels drowsy or otherwise unable to continue to drive they should cease driving. No disciplinary action will arise from late arrival at a commitment as a result of the onset of fatigue or illness whilst driving.

Drivers should not unduly delay eating in order to complete a journey earlier. Where a driver needs to eat during a journey made on company business they should do so and the costs of this meal will be met in accordance with the expenses policy.

Where a person is unable to continue their journey after taking a break from driving they should contact their line manager for advice.

Drivers should ensure they are physically fit to drive and not drive under the influence of alcohol or drugs (including prescription or over the counter medicines, drivers should check with their doctor or pharmacist).

It is recommended that all drivers using their own vehicles for business use are members of a suitable car recovery service but the costs of such membership will not be met by Dorset Mind nor will Dorset Mind meet the costs of vehicle recovery in the event of breakdown where such membership is not in place. Breakdown assistance will be included where vehicles are hired by Dorset Mind.

It is recommended that drivers carry a mobile phone for emergency calls but mobile telephones, with the exception of 'hands-free sets', will not be used whilst driving vehicles in connection with Dorset Mind business. (See policy on the use of mobile telephones).

Where a journey of more than 20 miles in one direction is to be taken the driver will leave details of their planned route with their line manager before commencing the journey. This may be a copy of a route taken from an on-line journey planner.

Any accident or near miss should be reported to line managers as soon as possible

Expenses will not be paid in respect of a journey where the total mileage is more than 50 miles without the prior approval of the Chief Executive.

It is the responsibility of each claimant to ensure that any expenses are declared to Her Majesty's Revenue & Customs when required.

Workers must advise Dorset Mind immediately if:

- they no longer wish to use their private vehicle on Dorset Mind business
- any driving related convictions, etc, are incurred during the individual's time with Dorset Mind. These should be advised to the Trustees of Dorset Mind in accordance with the Dorset Mind CRB policy and the continuing duty to disclose
- the appropriate insurance cover ceases to be in place for any reason
- there are any other relevant circumstances relating to either the car or the driver.

Responsibilities

The Chair of Trustees is responsible for managing this policy and overseeing its implementation. The Chief Executive is responsible for implementing the policy within their areas of work, and for overseeing adherence by staff and volunteers. Every member of staff and every volunteer should take personal responsibility for conforming to it.

Associated Policies and Procedures

- Car and Driving Procedure
- Mobile Phones Whilst Driving Policy

The equality impact of this policy has been considered and Dorset Mind believes that it complies with its commitment to equality as stated in its Equality Policy

Policy Ownership

Policy Name	Version	Doc ref
Car and Driving Policy	1.0	Car and Driving Policy

Policy Owner	Chair of Trustees
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Approval Status

Date adopted by Trustees	February 2016		
Date published	February 2016	Date for next review	February 2018

Consult the Dorset Mind website for the latest version of this policy.

Document Control

Reviewers

Name	Position
Chris Price	Chair of Trustees
Mandy Nicholson	Staff
Anna Windett	Trustee

Change History

Issue	Date	Author	Reason
1.0	Jun 13	Jackie Lillywhite	
2.0	Dec 15	Chris Price	Reviewed and updated