

## Car and Driving Procedure

<b>This document is relevant to:</b>	
Trustees	✓
Staff	✓
Volunteers	✓

### Purpose

To explain procedures related to the Driving Policy to be followed by staff, volunteers and Trustees.

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### Introduction

Dorset Mind recognises that, from time to time, it may be appropriate for staff, Trustees and volunteers to use their own personal cars, motorcycles or pedal cycles in the course of their work. Individuals are reminded that their insurance may not ordinarily cover the use of their car or motorcycle other than for social domestic and pleasure use and that the appropriate insurance is required before using any vehicle on Dorset Mind's business. It is the responsibility of the driver to ensure that any vehicle used on Dorset Mind's business is safe and legal to drive. Dorset Mind recommends that all vehicle owners have their vehicles serviced at the manufacturer's recommended intervals and in accordance with the manufacturer's maintenance schedule. Tyre pressures, lights and brakes should be regularly checked.

### Car and Driving Documents

Individuals will be asked to sign a declaration regarding use of their personal vehicle in the course of their Dorset Mind activities (appendix i). A central record of those who have indicated that they wish to use their vehicle in connection with their Dorset Mind business will be held by the office and be used to verify entitlement to mileage claims.

## **Mileage Expenses and Parking Fees**

Authorised mileage expenses can be claimed at the rate of the tax free allowance as determined by HMRC.

*Befriending volunteers' expenses are paid by Dorset Healthcare University Foundation Trust under their "Operational Practices (Policies) Volunteers - Policy on the Use Of" and may be subject to different rates and different terms and conditions, which may vary from time to time. Befriending volunteers should be aware of the terms of the DHUFT policy.*

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.

## Car and Insurance Declaration

### Part A

<p>Paid workers</p> <p>I intend to use my car / motorcycle / pedal cycle in connection with my role at Dorset Mind</p> <p>Signature:</p> <p>Date:</p>
<p>I do not intend to use my car / motorcycle / pedal cycle in connection with my role at Dorset Mind.</p> <p>I agree to inform Dorset Mind should I wish to use my car / motor cycle at any time in connection with my role at Dorset Mind</p> <p>Signature:</p> <p>Date:</p>

### Part B

#### Declaration

- I confirm that I am insured to drive the vehicle I intend to use and that the insurance is valid in connection with my role at Dorset Mind
- I confirm that I hold a valid full driving licence
- I confirm that if I am using a motorcycle or pedal cycle I will not use this vehicle to give a lift to anyone on Dorset Mind's business

Signed:

Date:

## Procedure Ownership

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

Date published	Date for next review
February 2016	February 2018

### ***Approval and review status***

Approved by	Signature	Date
Chris Price		

***Consult the Chief Executive for the latest version of this procedure.***

### **Document Control**

#### ***Reviewers***

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

### ***Change History***

Issue	Date	Author	Reason
1.0	Feb 16	Chris Price	Final version