



Volunteer Driver Policy

Document Purpose

This document describes the RGN policy for its' volunteer drivers.

Principles

- a. Transport provided by Radley Good Neighbour Scheme (RGN) will not compete with existing volunteer transport schemes, such as the one which provides transport to the John Radcliffe Hospital.
- b. All transport will be provided by volunteers using their own cars. They should incur no costs when providing this service.
- c. Volunteer drivers and cars will fully comply with all legal and insurance requirements.

Implementation

- a. The RGN Committee will ensure that all potential volunteer drivers comply with all legal requirements and have a current full driving licence, current road tax, current insurance and a current MOT certificate (where required).
- b. Drivers will be required to sign a declaration that they will continue to have current road tax, insurance and MOT certificate at all times while driving for RGN.
- c. The RGN Committee will annually check a random sample of volunteer drivers to ensure continued compliance with legal / other requirements.
- d. Drivers will be required to inform an RGN Committee Member within one week of receiving an endorsement on their licence; the RGN Committee will assess whether the nature of the endorsement requires the driver's name to be removed from the RGN list of volunteer drivers.
- e. Drivers will immediately inform an RGN Committee Member if they are banned from driving, and their name will be removed from the RGN list of volunteer drivers for at least the period of the ban; the RGN Committee will assess whether the nature of the ban requires the driver's name to be permanently removed from the RGN list of volunteer drivers.
- f. Drivers will inform their insurance company that they are using their car for volunteer driving, stating that they will be receiving expenses only, and that no element of profit is involved. There should be no additional premium charged for this use.
- g. Drivers will be reimbursed for mileage at the standard HMRC rate.
- h. Drivers will pass on to a Committee Member any donation which Clients choose to give to RGN towards the cost of their journey. Clients are not required to give a donation.
- i. Users requesting transport will be asked to give details of any mobility aids which they use (e.g. wheelchair). Where a mobility aid is used, it will be the RGN Coordinator's responsibility to ensure that the assigned driver is able to get the aid into and out of their car i.e. they can lift the aid and have room to store it.
- j. Seatbelts must be worn and the driver will not commence a journey until all passengers are correctly restrained.
- k. Drivers will carry a mobile phone at all times, and will NOT use the phone or hands-free devices while driving.



- l. Drivers should consider carrying safety equipment such as a first aid kit, high visibility jacket, torch, etc.
- m. Drivers should consider enrolling with a breakdown service.
- n. Drivers will ensure that someone (e.g. a partner, neighbour, etc) knows when they start a journey, and when the total journey is completed.

Emergencies

In the event of an emergency, such as a breakdown or accident, the driver will:

1. To the greatest extent possible, ensure his / her safety and the safety of their passengers. This includes, for example, wearing a high visibility jacket, and requiring passengers to move to a safe place if the car is broken down in a vulnerable / dangerous location.
2. Notify relevant people of the emergency.
3. In the event of a breakdown, the driver will contact their breakdown service provider (assuming they have one) and await their attendance.
4. In the event of an accident, the driver will contact the police and await their attendance. It is the driver's responsibility to ensure that their insurers are contacted.
5. In the event of a user falling ill while in the car, the driver should stop as soon as it is safe to do so, call an ambulance and await its attendance.
6. For all emergencies:
 - a. It is recommended that drivers do not attempt to arrange alternative transport for any of their users, as doing so might result in uninsured use of the alternative car.
 - b. The driver must notify the RGN Coordinator on 07716 460162 as soon as possible after the emergency. The Coordinator will then be responsible for ensuring that the incident is logged and will review it with the RGN Committee to determine any appropriate follow-up actions.