



# **SERVICE USERS IN STAFF VEHICLES POLICY**

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Staff should **not** use their cars to take service users to places unless it is specifically commissioned and is written in the service user's support plan.

If it is part of a service user's commissioned support and this is documented in the support plan, then the staff member must have business insurance, a full driving license and a valid MOT certificate for their vehicle. These must be submitted to [hr@jrhsupport.co.uk](mailto:hr@jrhsupport.co.uk) where they will be kept on file on the Company software.

It always remains a staff members choice whether they agree to take a service user in their vehicle.

Service users should not pay for fuel and no money exchange should take place between service users and staff. All mileage should be recorded by staff using the mileage form on the staff section of the Company website. JRH Support will subsequently invoice relevant commissioners for the mileage used, and pay the staff member on pay day.

JRH Support will support service users to access a range of transport options, from public transport to individual provision. Support workers must enable service users to use all ordinary forms of transport which maximise independence, are value for money and are appropriate to the journey and the person, as identified in their support plan and any associated risk assessments.

If service users choose to use the Mobility component of their benefits towards the running of a vehicle, the vehicle will only be for the use of the individuals. It will not be for use by anyone else to carry out activities. A detailed log will be kept of all use of the vehicle.

Paul Battershall  
General Manager