



TRANSPORT AND SAFE USE OF STAFF VEHICLES

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Before staff can use their own vehicles they should ensure the following:

- Appropriate insurance cover is in place (copy submitted to the office)
- The vehicle has a valid MOT certificate (copy submitted to the office)
- The vehicle has sufficient fuel.
- The vehicle is well maintained.
- They are aware of any specific risks of carrying individual service users e.g. if they are prone to grabbing the steering wheel, and take the appropriate action e.g. for the service user to sit in the back of the vehicle or for another member of staff to go along.

The following are precautions the driver may need to take:

- Allow sufficient time for the journey so that there is no need to rush.
- Drive with bags etc. hidden in the boot.
- Ensure the vehicle is secure if leaving it for any time.

It is illegal to use a mobile phone whilst driving. In the event of needing to use a phone, either someone else in the car should use the phone or the driver should park the car in a safe place.

Staff must not smoke in the car whilst a service user is inside.

Staff should also familiarise themselves with the Lone Working Policy.

Paul Battershall
General Manager