

## **Policy and Procedure on Use of Motability Vehicle**

### **Register of Approved Drivers**

The owner of the vehicle will be responsible for maintaining a register of authorised drivers. A copy of authorised drivers will be retained within the service user file and also located within HR database.

No driver will drive the vehicle until their original licence has been checked and their name has been placed on the above authorised drivers list. Driving licences will be checked annually by HR Department to ensure compliance with Insurance

### **Which staff will be eligible to be added to the register of authorised drivers?**

- Staff with a full valid UK driving licence
- Staff who have no live motoring convictions, no fixed penalty notices, accidents, losses or any licence endorsements in the last 5 years
- Staff who have read, understood and agreed to comply with this policy.

### **Vehicle owner's responsibilities**

The vehicle owner supported will be responsible for ensuring the vehicle is serviced yearly by reputable garage, valid car insurance policy is in place at all times, excess payments in relation to accidents are the responsibility of the owner of the vehicle in event of a car accident, any , hire purchase/lease payments, and fuel and insurance excess.

### **Driver's Responsibilities and Conduct**

- All drivers must comply fully with this policy and procedure on the use of Motability vehicles.
- The Motability vehicle must only be used by, or for the benefit of the hirer.
- All authorised drivers must abide by the Road Traffic Regulations and Highway Code at all times including speed limits etc. Each individual member of staff shall be responsible for keeping themselves up to date with motoring law.
- Any fines for motoring offences incurred whilst driving the vehicle shall be borne by the drivers of the vehicle.
- Drivers shall drive in a safe manner, taking necessary precautions to ensure the safety of passengers.
- Driving whilst under the influence of alcohol or drugs is strictly prohibited.
- Drivers have a responsibility to inform their line manager of any prescribed medication they are taking, in order to allow a decision to be made about possible impact on driving ability. Staff on any prescribed medication intending to drive vehicles must not do so until this has been discussed with their line manager. All information relating to health/medication issues will be treated confidentially.
- Drivers may not permit his/her passengers to drink alcohol, in a vehicle for which he/she is responsible. Smoking by drivers or passengers in the vehicle is also strictly forbidden.
- It is the responsibility of the authorised driver to advise the Service Manager, prior to next driving this vehicle, of any accidents, losses, motoring convictions, fixed penalty notices or any licence endorsements either in this vehicle or in any other they have driven, which have occurred between driving licence checks. In this event, the authorised driver must refrain from driving this vehicle until the vehicle

owner has contacted the insurance company for advice and has given authorisation for the driver to continue driving the vehicle.

- Any incident causing damage to the vehicle or any third party, other vehicle or property must be reported immediately by the driver to their line manager. In the absence of a direct line manager an immediate report must be made to the out of hours phone. A written report of the incident must be completed and signed by the driver. Any driver involved in such an incident must complete this written report before leaving the shift on the day of the incident. The report must then be passed to the Service Manager as soon as possible for insurance purposes.
- Drivers and vehicle owners are responsible for ensuring all vehicles are left in a clean and proper condition.
- Faults or mechanical problems must be reported promptly to the Services team to contact the owner of the vehicle.
- When reporting faults or mechanical problems, advice should also be sought from the above about whether it safe and appropriate to continue to use the vehicle pending repairs.
- If the vehicle is not to be used this must be communicated clearly to all other staff by being clearly written in the vehicle log.

**It is the responsibility of the driver of the vehicle to ensure that:-**

- All passengers must wear seat belts.
- In the event of an accident, safe evacuation procedures are followed.
- Evacuation of the vehicle can be carried out safely and quickly in the event of a fire.
- Adequate numbers of escorts will accompany the young person.

**USING THE VEHICLE**

- Walk round vehicle and check condition
- Check fuel level is adequate for journey.
- Do not use mobile phone when driving. Stop car in a safe and appropriate manner and location, before using mobile phone
- The driver should complete the log sheet located within the vehicle, recording destination, outward and return mileage, time and date, condition of vehicle, if fuel has been purchased.
- Leave vehicle in clean condition - i.e. remove wastepaper etc.

**Parking**

Drivers must not leave their vehicle unattended without switching off the engine, applying the handbrake and removing the key from the ignition.

**Blue Badge Scheme**

Drivers should ensure that they are familiar with the rules regarding the use of the Blue Badge.

Under the Blue Badge Scheme parking is permitted:

- Without charge or time limit at parking meters and pay and display bays
- Without time limit where limited waiting only is allowed

- On yellow lines (single or double) without time limit as long as there are no loading restrictions
- Where local authorities have made special facilities available for Badge Holders.

### **Parking is not permitted:**

- In a bus lane
- Where it would cause an obstruction
- Where there is a loading ban in operation (indicated by yellow lines on the kerb and plates on lamp posts)
- Where there are white lines in the centre of the road
- Where there are zigzag pedestrian crossing lines

Under no circumstance may drivers abuse the Blue Badge Scheme as this may lead to the permit being withdrawn.

### **Accidents**

A driver must immediately stop the vehicle if involved in an accident which results in injury to another person, certain animals including dogs, or which damages another vehicle or property.

If anyone with reasonable grounds requests it, the driver must give his/her telephone contact details and/or email address and insurance particulars. Do not give out your own home address. All accidents must be reported to the police as soon as possible and certainly before 24 hours has elapsed. The driver will be expected to produce the following within 7 days.

1. Driving Licence
2. Insurance Certificate
3. Current M.O.T. Certificate

Apart from the legal requirements, drivers involved in an accident should carry out the following procedure: -

- Stop in a safe position and switch off the engine
- Assess the immediate safety of the passengers
- Evacuate the vehicle if necessary, and ensure passengers are safely away from the vehicle and the road
- Inform police and call other emergency services if required
- Apply basic first aid if necessary
- Exchange telephone contact details and/or email address, vehicle and insurance details with other parties involved and with any potential witnesses. Do not give out your own home address.
- Do not admit liability
- Contact a senior member of staff on duty/out of hours person as soon as possible to make arrangements for a replacement vehicle if required and for any other advice
- Any incident causing damage to any vehicle or any third party vehicle or property must be reported immediately by the driver on their return to their line manager or senior member of staff. In the absence of a direct line manager an immediate report must be made to the out of hours person.

- A written report of the incident must then be completed and signed by the driver.
- The written report must be completed by the driver involved in the incident before leaving the shift on the day of the incident.
- The report must then be passed to the Services Manager for insurance purposes.

### **Breakdown Procedure**

In case of breakdown, the driver's primary responsibility is to ensure the comfort and safety of passengers.

This vehicle has:

- Roadside Assistance – details of which are in the vehicle

In the event of breakdown, the following procedures should be followed

- Membership details of emergency cover are located in the vehicle.
- If vehicle requires to be left unattended driver must ensure that it is left secure and in a place where it will cause minimum obstruction to other road users.