

# Carmarthenshire Association of Voluntary Services

Your local county voluntary council

## 4. Volunteers

### 4.18 Volunteer Drivers



## Volunteer Drivers and volunteers who drive

Most of the information in this document relates to 'volunteer drivers', i.e. volunteers whose volunteering activity is in the role of a driver. However, other volunteers may use their car to drive to and from their volunteering placement or during the course of their volunteering. For these volunteers most insurance companies require that the driver has 'domestic, social, pleasure' cover. If using their car to e.g. attend a meeting on behalf of the organisation they are volunteering for then volunteers may need to upgrade to 'business cover'. It would be good practice for all volunteers who use their car in the course of their volunteering to inform their insurance company, perhaps by using the example form at the end of this document.

## Cars and minibuses

There are lots of issues to consider if your organisation works with volunteer drivers. This information sheet only deals with the requirements for cars and not minibuses. A vehicle with a seating capacity of more than nine is not subject to car-sharing legislation and operates under a special licence. You can get more information about this from the Community Transport Association in Wales: [www.ctauk.org/in-your-area/wales.aspx](http://www.ctauk.org/in-your-area/wales.aspx) or the [Direct.Gov](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_10013072) website [www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG\\_10013072](http://www.direct.gov.uk/en/Motoring/DriverLicensing/WhatCanYouDriveAndYourObligations/DG_10013072)

## Driver and vehicle safety

### Checks on the volunteer driver

- Licences should be full and not provisional. Driving licences should be inspected when the volunteer is taken on, and then at regular intervals, to check that the volunteer does not have any recent or serious driving convictions. Where a driver has penalty points on their licence, the organisation may wish to set a minimum standard with regards to what would be acceptable or not.
- Some organisations may want to set a minimum requirement for driving experience.
- Some organisations have expressed concerns over a volunteer's fitness to drive, especially as the state of a person's health can change over time. If a person's health (or medication) presents a risk to their driving, then their GP will explain this to them. By law, **the individual must notify the Driver and Vehicle Licensing Agency (DVLA)** if they suffer from a medical condition or disability that may affect

their driving, or if they develop a new condition or disability, or an existing one becomes worse since their licence was first issued. Once the driver has notified the DVLA, the Drivers Medical Group within the DVLA will make a decision about the person's fitness to drive.

In certain circumstances volunteer drivers involved in conveying vulnerable people, including children, may be eligible to undergo a Disclosure and Barring Service (DBS) enhanced check. If the responsibilities of the driver meet the definition of regulated activity, which is work that a person barred from working with either children or adults must not do, then the DBS check will need to include a check against the DBS barring lists.

## **Checks on the vehicle**

- An MOT certificate should be requested from the volunteer driver if the vehicle is over three years old.
- The organisation needs to be reasonably confident that the vehicle is safe. You can do this by checking MOT's and service records.
- Cars must have front and rear seatbelts and all passengers should wear seatbelts. Drivers are responsible for ensuring that children under 14 years of age are restrained in the correct manner. Passengers aged over 14 are legally responsible for ensuring that they are wearing a seat belt.
- Sports cars, vans and off-road vehicles could well be unsuitable for taking passengers. The vehicle must be easy for the passengers to get in and out.

## **Insurance**

- If an organisation owns the vehicle being used, then it is responsible for arranging insurance. If the volunteer owns the vehicle, then he or she is responsible for arranging appropriate insurance.
- Legally, only third party car insurance is required, but it is good practice for the driver to have comprehensive insurance. The organisation should take out public liability insurance so that it is covered for any claims which the car insurer will not cover. Also, note that your volunteers and clients need to be insured for activities whilst the vehicle is not moving, such as when the client is getting in or out of the vehicle or crossing the road.
- Owner-drivers must tell their insurance company in writing that they will be driving in a volunteering capacity, otherwise the policy can be invalidated, which results in the driver being personally liable for any damage or injuries sustained in an accident. An example copy of a form that can be used is at the end of this document.
- The car schemes must not pay the drivers anything more than expenses actually incurred, because it can invalidate the insurance policy if the drivers are making a 'profit'.

## **Breakdown cover**

Up-to-date breakdown cover is recommended, especially when transporting service users.

## **Mileage Reimbursement**

For more information on mileage reimbursement and volunteer expenses please refer to Information Sheet 4.13 Volunteer Expenses.

## **Training**

Drivers should be trained if they are carrying elderly or disabled people or children. Training may need to be given in picking up and setting down passengers. Training should be given in disability awareness and customer care.

## **Breaks**

Drivers should rest for at least 15 minutes every 2 hours within a journey, and between journeys.

## **Identification**

It is a good idea for organisations to consider providing ID for volunteer drivers so that the people they are picking up can clearly recognise them. The identification should include the main telephone number for the voluntary driving scheme.

## **Alcohol**

Drivers should not drink alcohol before a journey. Alcohol remains in the body for a considerable amount of time. This is an issue that you can tackle in training and you may also want to have a clear policy on it.

## **Luggage**

Luggage and shopping should be put in the boot or kept securely to prevent injury if the vehicle suddenly stops.

## **Pets**

Pets can be carried with clients, at the discretion of the driver, as long as the animal does not affect the safe running of the vehicle. Guide dogs for blind and deaf clients should be taken in the vehicle, unless there are good reasons for not doing so.

## **Seating capacity**

Never exceed the seating capacity of a vehicle, as stated by the manufacturer and insurer.

## **Accidents, illness or injury**

In the event of an accident, the organisation and the emergency services should be informed immediately and details given. If a client falls ill or is injured during a journey, then the driver should seek immediate medical help.

NAME  
ADDRESS  
DATE

TO (Insurance Company) .....  
RE (Policy Number) .....

Dear Sir/Madam

I intend to undertake voluntary work and, from time to time, I will use my vehicle to carry passengers or to carry out other duties, as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service Vehicle and Hackney Carriage / Private Hire Car licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving – please use the ‘tear off’ slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully

(Policy Holder)

✂ -----

FROM (Insurance Company) .....

Re (Policy Number) .....

POLICY HOLDER / DRIVER .....

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work.



ISSUED BY..... DATE .....

## Further information

HM Revenue and Customs – volunteer drivers  
[www.hmrc.gov.uk/mileage/volunteer-drivers.htm](http://www.hmrc.gov.uk/mileage/volunteer-drivers.htm)

RoSPA Driving for Work  
[www.rospa.com/roadsafety/info/workspeed.pdf](http://www.rospa.com/roadsafety/info/workspeed.pdf)

Health and Safety Executive – Driving at Work  
[www.hse.gov.uk/pubns/indg382.pdf](http://www.hse.gov.uk/pubns/indg382.pdf)

Community Transport Association in Wales  
[www.ctauk.org/in-your-area/wales.aspx](http://www.ctauk.org/in-your-area/wales.aspx)

### Disclaimer

The information provided in this sheet is intended for guidance only. It is not a substitute for professional advice and we cannot accept any responsibility for loss occasioned as a result of any person acting or refraining from acting upon it.

### For further information contact

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Produced by WCVA, County Voluntary Councils and Volunteer Centres.

**Last Updated:** 03/05/2013