



TRANSPORTATION POLICY

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1. INTRODUCTION:

NE Youth is committed to ensuring that it fulfils its obligations in regards to Health and Safety and recognises that driving at work poses some potential risks to staff, volunteers, service users and members of the public.

This policy aims to reduce the risks associated with driving at work and to encourage the safe use of vehicles amongst all staff and volunteers.

2. DRIVERS USING THEIR OWN VEHICLES FOR WORK:

Individuals using their own vehicles to carry out duties on behalf of NE Youth must ensure that they are legally covered to do so.

Drivers using their car for work are required to produce evidence to demonstrate that they are fully insured and legally entitled to drive. Original documents must be produced and the Car Documentation Form completed every 12 months.

Documents which must be produced are:

- Driving licence
- Valid MOT certificate (cars over 3 years old)
- Valid car tax
- Insurance certificate which specifies use for Business purposes

Note: Copies of these documents will be held on file.

Staff members who commute to and from work, but who do not drive during work hours on behalf of the organisation, are not required to produce the documents above.

3. DUTIES OF DRIVERS:

All staff who drive for work must ensure that they read and understand this policy.

If you are required to drive for work purposes, you must ensure that your car is both safe and roadworthy. You must ensure that you fulfil your legal obligations and have a valid driving license, insurance certificate which specifies cover for business use and a MOT certificate (for cars over 3 years old).

Drivers must inform their Line Manager of any changes which may affect their ability to drive which include; health conditions, changes to license conditions or endorsements.

Drivers must inform the Chief Executive of any accidents/incidents that occur whilst driving for work purposes.

Staff are required to exercise caution and a sensible approach to driving and should follow sensible precautions which include, but are not limited to:

- Don't drive for continuous periods of more than 4 hours without a break of 30 minutes
- Don't drive if tired
- Plan ahead for delays and always leave enough time for your journey.
- Take into account weather conditions / forecasts when planning your journey
- Always obey speed limits and drive appropriately for the conditions
- Never use a mobile phone when driving
- If you have been drinking or taking certain prescription drugs which may affect your ability to drive, do not drive. Remember many incidents of drink driving occur the morning after a night of drinking as alcohol takes time to leave the body
- If you are required to wear eye glasses for driving, you must ensure that these are worn at all times when operating the vehicle.

4. TRANSPORTING SERVICE USERS:

Transporting service users or young people in personal cars should be avoided if possible, however if it is necessary to do so, a risk assessment must be completed and your Line Manager must be informed. In addition to the precautions listed above, and a completed risk assessment, staff must ensure that;

- Seatbelts are used at all times
- An appropriate child seat is used and takes into account the age and height of the child

Staff should adhere to the guidance set out in the Lone Working Policy when transporting service users.