



HACS

Hillingdon Autistic Care & Support
Registered Charity Number 1066859

TRANSPORT POLICY

The following document outlines the Charity's policy on use of transport and all other statutory obligations relating to the safe transportation of employees, volunteers, children and young people. All journeys should be authorised in advance in line with the HACS Off-Site Trips Policy.

The Charity will hire vehicles from Hillingdon Community Transport fleet. Hillingdon Community Transport has been providing passenger transport services to the residents of London Borough of Hillingdon since 1979. Hillingdon Community Transport have set out the following requirements for minibus drivers, which HACS will comply with at all times:

- Drivers must be between 21 and 70, have held a full UK/EU driving licence for at least two years with no major endorsements.
- Mini bus driving entitlement for drivers over 70 is subject to a satisfactory full PCV driver medical certificate, renewable every three years.
- All drivers must hold a current MiDAS certificate and be registered with HCT. Only drivers registered with HCT may drive HCT vehicles.

The transport provider is responsible for conducting weekly checks on vehicles to ensure vehicles meet the minimum statutory requirements as required by the Road traffic Act.

Charity Responsibilities

The Charity is responsible for ensuring driver licences and records are valid and up to date. You will be requested to produce your driving licence for examination. The Charity is responsible for examining driver licences and for obtaining a photocopy which shall be retained on file. All drivers are required to complete a 'Driver Registration Form' which should be retained on file with a photocopy of your driver licence attached.

Driver Responsibilities

Driving Charity transport demands a sense of responsibility as drivers are responsible for their passengers as well as other road users and pedestrians. Charity drivers should drive at all times with care, consideration and courtesy towards all other road users. Never drive aggressively or competitively, but be patient and set a good example at all times. Vehicle keys should be kept safe about your person at all times when you are in charge of a vehicle.

Employees must notify the Charity immediately of any subsequent driving offences or convictions, new licence restrictions, new at fault accidents, changes in physical or mental health, the taking of medication which could impede the ability to drive, or of any other material fact. Failure to comply with these obligations is an offence under the Road Traffic Acts which could also invalidate vehicle insurance cover.

Whilst not mandatory, it is recommended 'good practice' that Charity drivers should have their eyesight tested by a qualified optician at least every two years. It is the driver's responsibility to arrange an appointment and ensure their sight is tested.

In accordance with Safety Legislation issued in September 2006, it is the responsibility of the driver to ensure that anybody under 1.35 metres in height (approx 12 years old) must at all times wear a correctly adjusted seat belt restraint in conjunction with an approved 'booster' seat. Ensure where applicable that approved booster seats are available for use.

Before collecting vehicles drivers should carry out the prerequisite checks/inspections detailed on the 'Vehicle Daily Checklist' and report all vehicle damage or faults to the relevant transport provider. Under no circumstances should drivers compromise passenger or vehicle safety by starting a journey having identified a serious vehicle fault. At the end of each journey drivers should inspect their vehicle for external damage to the bodywork, ensure that the vehicle is locked, parked safely and legally with the handbrake applied and carry out a security check to ensure all doors and windows are secured. Please report to the Charity and the relevant transport provider any incidents, vehicle damage or faults immediately after you have completed your journey. Should you be involved in an accident you should exchange details with the third party and not admit any liability for causing the accident. On your return to base you will be required to complete a motor accident report form.

Use of Staff Personal Vehicles

With the prior permission of the Chief Executive, staff may use their personal vehicles for transporting children on offsite trips. The trip Supervisor must ensure there is adequate staff support in the vehicle - no driver should be left alone to transport a child in their personal vehicle in any circumstance.

Staff members who utilise their personal vehicle for the purpose of transporting staff and/or children must have their insurance extended to include business use. A copy of the Insurance certificate showing business use shall be held on file. A log of the start and finish mileage shall be submitted on the HACS expenses form for reimbursement.