

Volunteer Driver Policy

Policy Name	Volunteer Driver Policy
Executive Owner	Director of Retail
Approval body	ELT
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Policy Statement

This policy outlines the responsibilities, expectations, and procedures for volunteer drivers who support Fight for Sight in transporting goods, or equipment as part of our charitable activities. This policy applies to all individuals who volunteer as drivers for Fight for Sight whether using their own vehicles or organisation owned vehicles.

This policy should be read in conjunction with our Volunteers Policy, which is available on Assemble and in the policy folder in your place of volunteering.

Appointment

Volunteer drivers must:

- be at least 21 years of age,
- hold a full valid UK driving licence,
- have no more than 6 penalty points
- (if using their own vehicle) provide proof of suitable insurance coverage, proof of current MOT and proof of vehicle tax.

Road Safety

Volunteer drivers are expected to:

- Drive on the road in a safe and courteous manner and comply with the appropriate laws, speed limits and the Highway Code. Any and all fines incurred will be payable by the volunteer driver.
- When driving on behalf of Fight for Sight, wear the ID Badge provided by us and high visibility vest.
- Not carry unauthorised passengers in the vehicle

If using their own care, volunteer drivers are expected to:

- Ensure the vehicle is insured for volunteer or business use
- Provide a copy of their insurance certificate annually
- Confirm MOT and road tax are up to date
- Agree to mileage reimbursement rates

Security

Security to vans and contents must be upheld when parked and unoccupied. It is a condition of our insurance that no items should be left in view and unattended when parked overnight. Where possible vehicles should be positioned such that access to rear or side doors is restricted (e.g. backed up against a wall).

Driving Incidents and Accidents

In the event of a driving incident or accident please refer to the charity's accident reporting checklist attached to this document. Copies of the checklist should be kept in the vehicle's glovebox.

Report the incident or accident to your line manager as soon as is reasonably practicable.

Termination of Role

Fight for Sight reserves the right to terminate a volunteer driver's role if:

- Driving standards are unsafe
- Policy breaches occur
- Behaviour is inappropriate or unprofessional

Accident Checklist

Immediately after the accident

- Stop the car as soon as possible – it's an offence not to do so.
- Turn off the engine.
- Switch the hazard lights on.
- Check for any injuries to yourself or your passengers.
- If it's a minor collision and there are **no injuries**, make a note of it just in case the other people later try to claim for an injury.
- Call the police and an ambulance immediately if anyone is hurt or if the road is blocked.
- Try to remain as calm as possible – it's normal to be shaken after an accident, take a few deep breaths and try to take stock of the situation the best you can. And don't lose your temper.
- Don't apologise or admit responsibility for the accident until you're completely aware of what happened – this can protect you from liability if it wasn't your fault.

When should I call the police?

- If the other driver or drivers leave the scene without giving details.
- If you think the other driver has no insurance or is under the influence of drink or drugs.
- If you suspect that the other driver caused the collision deliberately.
- Tell the police about the accident within 24 hours – if you don't you may be given a fine, points on your licence, or a disqualification from driving.

Exchange motoring details

- Share your name and address with everyone involved if the accident caused damage or injury – the law says you must do this.
- Swap insurance information and details with the other driver(s).
- Take down details of any other passengers and witnesses to the accident.
- Try to find out if the other driver is the registered owner of the vehicle, if they are not, find out who the owner is and get that information too (for instance it might be a company car).
- If a foreign lorry is involved, get the numbers on both the lorry and its trailer, sometimes they are different. It's also a good idea to get the name of the company if it's painted on the lorry.

What should I record at the accident scene?

- The make, model, colour, and number plate of the vehicles involved in the accident or take pictures of them.
- The time and date of the crash.
- The driving conditions, including the weather, lighting, and road quality (such as road markings, whether it's wet or muddy, repair of the road surface).
- What sort of damage was caused to the vehicles and where – nearside front wing and door (nearside is the left side of your car, offside is the driver's side).
- Any injuries to drivers, passengers, or pedestrians.
- The names and contact details of any witnesses.
- Use your phone to take pictures of the scene, the positions of the cars involved, and damage to the cars.

If no one else is involved in the accident, for example you caused damage to private property or a parked car, you should leave your details – for instance, a note where the owner can see it. And honesty pays. If a witness or CCTV camera saw you and noted your car number but you drove off, you could be in serious trouble.

As soon as is reasonably practicable you should notify your main contact at the charity about the incident who will then refer the matter onwards.