



## **Student Volunteering Cardiff (SVC)**

## **Transport Policy**

**August 2004**  
**Reviewed August 2015**  
**Reviewed August 2016**

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|            | <b>Transport Policy</b>  |
| <b>1.0</b> | <b>Introduction</b>  |
|            | The purpose of this policy is to ensure all volunteers and staff that support and manage Student Volunteering Cardiff (SVC) are aware of the legal requirements laid down by the Insurers of the SVC vehicles, the statutory legislation relating to carrying children and young people, the financial requirements if the charity in reimbursing travelling expenses and the use of volunteers own cars.  |
| <b>1.1</b> | <b>Scope of the policy</b>   |
|            | This policy applies to all volunteers, Lead Volunteers, members of the SVC Board of Trustees and all staff who manage and support SVC.   |
| <b>1.2</b> | <b>Content</b>   |
|            | This policy relates to the conditions of use of the SVC vehicles, the use of public transport, taxis and 'own' cars by all of those mentioned above.<br>It is hoped that all your questions relating to this policy have been clearly answered. If you have any questions which remain unanswered then please refer to the SVC manager and/ or the SVC Board of Trustees.  |
| <b>2.0</b> | <b>Conditions of Use</b>   |
| <b>2.1</b> | The SVC vehicles are for the sole use of volunteers, Lead Volunteers, SVC Trustees and staff who manage and support the charity whilst on business relating to the charity. This includes the work of the projects, attending meetings and any other business relevant to the running of the charity.  |
| <b>2.2</b> | SVC volunteers/Lead Volunteers are the primary users of the vehicles and their needs will be taken into account first, regardless of any other business needed to be carried out by another person or persons on behalf of the charity.  |
| <b>2.3</b> | To fulfil the legal requirements of the insurers the two SVC cars must be kept overnight in the car park behind the SVC office (5 Museum Place, Cardiff) or on street parking previously agreed with the SVC manager. The SVC mini-bus must be kept overnight in Cardiff University's Bute Building car park.  |
| <b>2.4</b> | Staff use of the vehicles is confined to business relating to the charity. On the few occasions a business meeting has finished during the evening which then prohibits the use of public transport for homeward travel staff may use the cars to travel home and return to work the following morning, however this must be agreed in advance with the SVC Manager. This does not apply to the minibus, which must be returned to Cardiff University's Bute carpark after each night shift. |
| <b>2.5</b> | Any damage to the SVC vehicles must be reported promptly to the staff in the SVC office. Users must also complete a damage log form which you will find in the vehicle. This is to ensure the safety of other users of the vehicles, not to apportion blame as all damage is covered by the insurance company. All users are responsible for the cleanliness of the interior of the cars and should remove any litter at the end of each trip.   |
| <b>2.6</b> | All users must complete a mileage form every time that they use the vehicles. The forms are kept and left in the vehicle for your use. Additionally, users must  |

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|            | complete a damage log form after every journey. This is to evidence that you have checked the exterior of the vehicle for any damages.   |
| <b>2.7</b> | The vehicles must be booked in advance by using the diary that is kept in the SVC office; all users must ensure their details are recorded in the vehicle booking diary; to include name, project, telephone number, and when the vehicle will be returned. This information must be completed and authorised by SVC staff before taking any SVC vehicle out.  |
| <b>2.8</b> | All users will sign the vehicle keys out from Cardiff University Students' Union (CUSU) Security Desk - 2nd floor of CUSU. All drivers must also return the vehicle keys to the Security Desk at the end of the trip.  |
| <b>2.9</b> | <p>All users must ensure that they give themselves the adequate amount of time for their journey/ activity, and must ensure that the vehicle is back at the SVC office and the keys returned to the Security Desk at CUSU by the time that they have stated when booking the vehicle. If an incident occurs which causes the delay in returning the vehicle on time, the user must contact an SVC staff member, and/or CUSU Security Desk to ensure other users are notified of the delay.</p> <p>Drivers must ensure the vehicle they are using is left with at least half a tank of petrol at the end of each trip; drivers will be reimbursed on production of a receipt.</p> <p>Drivers must ensure that upon returning the <b>cars to the SVC office car park, they should park the cars in spaces 18 and 19 only.</b> Drivers can <b>park the SVC minibus in any space available in Cardiff University's Bute Building Car Park.</b></p> |
| <b>3.0</b> | <b>Carrying children and Young People</b>  |
| <b>3.1</b> | All children and young people under the age of 16 years must travel in the back of the SVC car being used, child locks must be activated and a volunteer must sit in the back if possible with the child and young person.   |
| <b>3.2</b> | It is a legal requirement that all children under 4ft 5ins in height must use a booster seat. There is a booster seat in each of the cars for this purpose. Volunteers using their own car should seek to borrow a booster seat from the child's parent(s)/carer(s) or borrow the spare booster seat from the SVC office.  |
| <b>4.0</b> | <b>Public Transport and Taxis</b>  |
| <b>4.1</b> | All members of SVC will be reimbursed for the cost of using public transport whilst on business relating to SVC. Tickets must be produced before expenses will be paid.  |
| <b>4.2</b> | Taxis may be used if an emergency occurs whilst volunteers are taking part on a project, at any other time agreement for the use of taxis must be obtained from a member of staff in the SVC office. Receipts must be obtained from the taxi driver before the cost can be reimbursed.   |
| <b>5.0</b> | <b>Volunteers' Own Cars</b>  |
| <b>5.1</b> | Volunteers driving their own cars must ensure they have valid motor insurance that covers them for using their car for volunteering purposes. Generally insurance companies do not require an additional premium for this use.   |
| <b>5.2</b> | SVC will not be held liable for any accidents or incidents that happen whilst a driver is using their own car for SVC related purposes, nor will it become involved in any resulting disputes between the driver and their insurance provider and/or other related parties.  |
| <b>5.3</b> | Fuel costs will be reimbursed on production of a mileage claim form (obtainable  |

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|            | from the SVC office).  |
| <b>5.4</b> | Drivers can only be reimbursed for a maximum of ten journeys at any one time.  |
| <b>6.0</b> | <b>SVC Vehicles – Driver Restrictions</b>  |
| <b>6.1</b> | To be eligible to drive the SVC’s cars, drivers must hold a full clean driving license (i.e. no penalty points) and have had no motoring accidents in the past 5 years or have any convictions that are not spent.   |
| <b>6.2</b> | To be eligible to drive the SVC minibus, drivers must be aged 21 and over, have had their driving licence for 2 or more years, have no previous claims or convictions and have no points or driving convictions. They must also have completed the associated paperwork and undertaken the required test-drive for the vehicle.  |
| <b>7.0</b> | <b>Driver Registration Forms</b>   |
| <b>7.1</b> | Those registering to drive the SVC cars must complete the ‘SVC Car(s) Driver Registration Form’ and present their driving license card, a photocopy of which should be made by SVC staff and attached to the form. Additionally drivers must provide their up-to-date driving licence information.   |
| <b>7.2</b> | 7.2 Those registering to drive the SVC minibus must complete the ‘Drivers Check List’, present a photocopy of their driving licence and provide their up-to-date driving licence information.<br>For further information about sharing your driving licence information, please visit <a href="https://www.gov.uk/check-driving-information">https://www.gov.uk/check-driving-information</a>  |
| <b>7.3</b> | 7.2 Those registering to drive their own car must complete the ‘Own Car Driver Registration Form’ and present their driving license card, their current MOT certificate and their car insurance certificate. Copies of each of the aforementioned documents should be made by SVC staff and attached to the Driver Registration Form.  |
| <b>8.0</b> | <b>Misuse of SVC Vehicles</b>  |
| <b>8.1</b> | When driving an SVC vehicle, volunteers and staff are acting as representatives of SVC, and are therefore expected to act safely, cautiously and follow the Highway Code. If a driver is reported to have not complied to the above, including speeding, driving whilst using a mobile phone or driving dangerously – these matters will be discussed between the driver and the SVC Manager. In these instances it is likely that the driver will be banned from further use of the SVC vehicles.       |
| <b>8.2</b> | If a driver has been reported as making minor misuse to the vehicle, such as leaving the vehicle with low or empty petrol, leaving the vehicle messy, not returning the vehicle to the right car park/ or specific parking spot (please see section 2.9), failing to return the vehicle at the time agreed (without agreeing an extension), etc. The driver will receive a strike. Any driver that receives three strikes for separate misuses will then be banned from further use of the SVC vehicles. |