

**SKILLS & VOLUNTEERING CYMRU (SVC)**



**TRANSPORT POLICY**

**Reviewed March 2026**

	<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 Skills & Volunteering Cymru (SVC) are aware of the legal requirements laid down by the Insurers of the SVC vehicles (through SVC or the insurance organised through Innovate trust), the statutory legislation relating to carrying children and young people, the financial requirements of the charity in reimbursing travelling expenses and the use of volunteers own cars.
1.1	<b>Scope of the policy</b> This policy applies to; <ul style="list-style-type: none"> <li>- SVC volunteers;</li> <li>- Lead Volunteers;</li> <li>- Members of the SVC Board of Trustees;</li> <li>- All staff who manage and support SVC.</li> </ul>
1.2	<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. 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>
2.1	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.
2.2	SVC volunteers/Lead Volunteers and SVC staff are the primary users of the vehicles and their needs will be considered first, regardless of any other business needed to be carried out by another person/ persons on behalf of the charity.
2.3	To fulfil the legal requirements of the insurers the two SVC cars must be kept overnight in the car park behind the SVC office (5-7 Museum Place, Cardiff, CF10 3BD) or on street parking previously agreed with the SVC manager.
2.4	Staff use of the vehicles is confined to business relating to the charity. On the few occasions a business meeting has

	<p>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, <b>however this must be agreed in advance with the SVC Manager.</b></p>
2.5	<p>Any damage to the SVC vehicles must be reported promptly to the SVC Staff. 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.</p> <p><b>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></p>
2.6	<p>The vehicles must be booked in advance by using the on-line booking diary. The car booking form will be sent to you by a member of the SVC team prior to your first volunteering session.</p> <p>All users must ensure their details are recorded, to include: name, project, telephone number, and when the vehicle will be used/returned. This information must be completed before taking any SVC vehicle out.</p>
2.7	<p>All users will access the vehicle keys from the two lock boxes in the SVC car park (details of how to unlock these will be supplied), keys should be returned back to the same lock box at the end of the volunteering activity.</p>
2.8	<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 lock box 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 SVC main office to ensure other users are notified of the delay (02921 676780).</p> <ul style="list-style-type: none"> <li>- <b>Drivers must ensure the vehicle they are using is left with at least <u>half a tank</u> of petrol at the end of each trip; drivers will be reimbursed on production of a receipt.</b></li> <li>- <b>Drivers must ensure that upon returning the cars to the SVC office car park, they should park the cars in spaces that are designated to SVC, these are identified by green signs which say, 'SVC Only'. The</b></li> </ul>

	spaces can be found immediately on your right-hand side as you enter the car park whilst driving.
<b>3.0</b>	<b>Carrying children and Young People</b>
3.1	All children and young people must travel in the back of the SVC car being used, child locks must be activated, and a volunteer must sit in the back with the child or young person.
3.2	<p>It is a legal requirement that all children under 4ft 5ins in height or under 12 years old (whichever comes first) must use a booster seat. <b>There is a booster seat in each of the cars for this purpose.</b></p> <p>Volunteers using their own car should seek to borrow a booster seat from the child's parent(s)/carer(s) or ask a member of the SVC staff team if you can borrow one.</p>
<b>4.0</b>	<b>Public Transport and Taxis</b>
4.1	<p>All members of SVC will be reimbursed for the cost of using public transport whilst on business relating to SVC.</p> <p>Please be mindful that SVC has limited resources, and we appreciate our volunteers being considerate when traveling to and from their volunteering.</p> <p>Where possible, please walk, cycle or use public transport (unless it is cheaper to travel in a shared taxi with other volunteers).</p> <p>Where possible, please get the most cost-effective type of ticket – for example a “Day to Go” bus pass can be used throughout Cardiff and the Vale of Glamorgan, for the entirety of the day. Return train tickets often work out cheaper than two singles.</p> <p><b>Tickets must be produced before expenses will be paid.</b></p>
4.2	<p>Taxi's may be used:</p> <ul style="list-style-type: none"> <li>- If an emergency occurs whilst volunteers are taking part on a project;</li> <li>- If it is cheaper for groups of volunteers travelling together to share a taxi, rather than using public transport;</li> <li>- If the volunteering location is so remote that it is not served by adequate public transport.</li> </ul>

	<ul style="list-style-type: none"> <li>- If a volunteer is lone working, and it is safer to travel by taxi.</li> <li>- If a volunteer is volunteering their time at unsociable hours, or when it is dark outside.</li> </ul> <p><b>Agreement to use taxis must be obtained from a member of staff in the SVC office prior to travel, unless it is an emergency situation.</b></p> <p>Receipts must be obtained from the taxi driver before the cost can be reimbursed.</p>
4.3	<p>SVC recognises volunteers may feel unsafe traveling alone in taxis and would recommend sharing their journeys with an SVC staff member, Lead Volunteer, friend, housemate etc. Please see the following link for some sharing journeys advice from Uber - <a href="#">Uber help</a></p> <p>Many local taxi companies offer a similar service on their apps.</p>
<b>5.0</b>	<b>Volunteers' Own Cars</b>
5.1	<p>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, however it is the responsibility of the volunteer to confirm this directly with their insurers.</p> <p><b>Drivers must complete the 'SVC Own Car Form' before using their car for volunteering purposes.</b></p>
5.2	<p>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.</p> <p>Drivers must receive permission from parent(s)/ carer(s) to take their child or young person in their own car.</p>
5.3	<p>Fuel costs will be reimbursed on production of a mileage claim form for journeys under <b>20 miles round-trip</b> (the link to the mileage claim form will be sent to you by SVC staff at the beginning of your volunteering). <b>This currently equates to mileage of 0.45pm x 20 miles = £9.00.</b></p>

	<p><b>Forms must include ALL data required</b> (beginning and end mileage, journey conducted, date, project and volunteer name) volunteers will then be reimbursed at 0.45p per mile. It is important you do this as we cannot reimburse you without this recorded information.</p> <p><b>Please discuss any long-distance travel (20+ miles round-trip) beforehand with an SVC staff member, as there may be cheaper methods of travel.</b></p> <p><b>Exceptions are made for travel in the RCT area due to the size of the County.</b> However, please confirm the details in advance with the Project Co-ordinator.</p> <p><b>Exceptions are made for volunteers on the <i>Be Friends</i> project</b> who need to use a vehicle due to the nature of their volunteering match. However, please confirm the details in advance with the Children &amp; Young People Project Co-ordinator.</p>
5.4	Drivers can only be reimbursed for a maximum of ten journeys at any one time.
<b>6.0</b>	<b>Driver Registration Forms</b>
	Those registering to drive the SVC cars must complete the 'SVC Car(s) Driver Registration Form' and provide driving licence information. The form will be provided to you by an SVC staff member.
<b>7.0</b>	<b>Misuse of SVC Vehicles</b>
7.1	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 been speeding, using a mobile phone whilst driving, 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.
7.2	Drivers will be responsible for any fines occurred whilst driving an SVC vehicle. This includes, <i>but is not limited to</i> : <ul style="list-style-type: none"> <li>- Parking tickets;</li> <li>- Driving in a bus lane;</li> <li>- Speeding - In the case of speeding fines your contact details will be given to the authorities in order to collect the points on your license.</li> </ul>

7.3	<p>If a driver has been reported as making minor misuse to the vehicle, such as:</p> <ul style="list-style-type: none"><li>- Leaving the vehicle with low or empty petrol;</li><li>- Leaving the vehicle messy;</li><li>- Not returning the vehicle to the right car park/ or specific parking spot (please see section 2.8);</li><li>- Failing to return the vehicle at the time agreed (without agreeing an extension);</li></ul> <p>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.</p>
8.0	<p>It is hoped that all your questions have been answered regarding the Policy and Procedure of SVC Transport. However, if you have any further questions then please contact the SVC Manager.</p>