

# **SKILLS & VOLUNTEERING CYMRU (SVC)**



## **Transport Policy**

**August 2004**  
**Reviewed August 2019**

	<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.
<b>1.1</b>	<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>
<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. 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/ 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 shuttle must be kept overnight in Cardiff University's Bute Building car park, or in a South Wales Police 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, <b>however this must be agreed in advance with the SVC Manager</b> . This does not apply to the shuttle, which must be returned to Cardiff University's Bute carpark, or a South Wales Police car park, 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. <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>
<b>2.6</b>	<b>All users must complete a mileage form every time that they use the SVC vehicles.</b> The forms are kept and left in the vehicle for your use. Additionally, users must 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 on-line booking diary, or by contacting staff at the SVC office. To book online, please follow the following link - <a href="https://teamup.com/ksj4u7deg63gsng8mz?date=2019-09-02">https://teamup.com/ksj4u7deg63gsng8mz?date=2019-09-02</a> 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 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. To access the car keys, the security staff will ask to see your SVC Drivers Card or SVC ID. Please ensure you have this to hand.
<b>2.9</b>	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.  <b>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.</b>  Drivers must ensure that upon returning the cars to the SVC office car park, they should park the cars in spaces 19, 20 and a guest parking space in space 3 (Space 3 says Skills & Volunteering Cymru) only. Drivers can park the SVC shuttle in any space available in Cardiff University's Bute Building Car Park, or in a designated space at South Wales's Police car parks (this will be informed by our Police Partners)..
<b>3.0</b>	<b>Carrying children and Young People</b>
<b>3.1</b>	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.
<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. <b>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>
<b>4.0</b>	<b>Public Transport and Taxis</b>

<p><b>4.1</b></p>	<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> <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> <p>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.</p> <p><b>Receipts must be obtained from the taxi driver before the cost can be reimbursed.</b></p>
<p><b>4.2</b></p>	<p>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.</p>
<p><b>5.0</b></p>	<p><b>Volunteers’ Own Cars</b></p>
<p><b>5.1</b></p>	<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.</p>
<p><b>5.2</b></p>	<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>
<p><b>5.3</b></p>	<p>Fuel costs will be reimbursed on production of a mileage claim form (obtainable from the SVC office). <b>Forms must include ALL data</b></p>

	<p><b>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 (30+ 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 RCT 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>
<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 cars, drivers must complete SVC's registration forms to confirm eligibility.
<b>6.2</b>	To be eligible to drive the SVC shuttle, 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, a photocopy of which should be made by SVC staff and attached to the form.
<b>7.2</b>	Those registering to drive the SVC shuttle must complete the 'Drivers Check List', the 'SVC Car(s) Driver Registration Form' and present their driving license, a photocopy of which should be made by SVC staff and attached to the form.
<b>7.3</b>	Those registering to drive their own 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's registration form.
<b>7.4</b>	Additionally, all drivers must provide a photo which can be used for their driver's card and provide their up-to-date driving licence information. 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>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 been speeding, using a mobile phone whilst driving, or driving

	<p>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.</p>
<b>8.2</b>	<p>Drivers will be responsible for any fines occurred whilst driving an SVC vehicle. This includes, but is not limited to:</p> <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>
<b>8.3</b>	<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 2.9);</li> <li>Failing to return the vehicle at the time agreed (without agreeing an extension);</li> <li>Not completing the mileage form and car checks in the vehicles.</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>
<b>9.0</b>	<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>