



ANDERIDA ADOLESCENT CARE

VEHICLE PROCEDURE

In order to keep staff, young people and the wider community safe Anderida vehicles must be treated with respect, well maintained and driven safely by appropriate designated drivers.

- No one under the age of 25 is to drive the vehicles, unless previously agreed by the directors or the manager.
- The vehicles are only to be driven by Anderida staff with a current driving license.
- Before any journey, the driver should check the vehicle is clean and tidy, undamaged, and roadworthy.
- The driver will ensure that the vehicle is always left clean and tidy and with enough fuel, oil and water for the next journey.
- There is a vehicle log sheet to be completed at the end of every journey. When the sheet is full, please put the sheet into the vehicle log.
- Before the vehicle is started, everyone **MUST** put on their seatbelts. Seatbelts must always be worn by the driver and all passengers- **THIS IS THE LAW**.
- There is to be **NO SMOKING** at any time in any of the Anderida vehicles.
- Mobile telephones are not to be used unless you have a hands-free set. It is not only dangerous but is also against the law and could affect any insurance claim in the event of an accident.
- Any damage to, or problems (i.e., lights, tyres etc.) with the vehicle should be recorded on the 'Report of Problems/Damage' form immediately and the manager notified.
- Should you be involved in an accident, please ensure you obtain details of the third party i.e., name, address, insurance details, etc. when you exchange details. If possible, take photos of any damage to either vehicle and make note of the circumstances, road conditions, etc. This information is important in the event of an insurance claim. You must also notify your Manager and Head Office as soon as possible.
- Any damage or accidents caused by the driver through reckless and/or careless driving may be the subject of disciplinary action or require payment from the individual for repairs.
- Fines for speeding or Dartford Toll (check that the car is not registered to Dart charge before paying – check unit and vehicles in public), congestion/parking charges etc. will be the personal responsibility of the driver. All fines will be paid by the office and will be forwarded to the individual staff member responsible and deducted from salary.
- Residents are not permitted to interfere with the vehicles i.e., Cleaning/servicing/checking oil etc without staff supervision.
- Drivers to please ensure that they do not leave the fuel tank less than half full. This is particularly important for those who may be using the vehicle at night.

- Any driver who incurs fines or points on their driving license, whether driving in their own time or the company's time and/or driving the company's vehicles or their own, must inform head office immediately.
- Any driver who is disqualified from driving must inform the manager and head office immediately.
- All drivers are required to show their driving license to head office every year. Withholding information from the company will be viewed very seriously and will be dealt with through the disciplinary and grievance procedure.
- Driving convictions incurred prior to employment at Anderida must be reported to head office in all cases.
- Staff must complete the weekly vehicle checks on the designated day and clean the vehicles.

PERSONAL CAR POLICY

Should a company vehicle not be available for any reason, staff are only permitted to use their personal vehicle to transport young people if the journey is necessary. If a company vehicle is available this must be used in the first instance.

All staff using their personal vehicle must hold insurance which denotes that they are entitled to use the vehicle for business use or carrying clients, and specifically for carrying young people under the age of eighteen.

All vehicles must be of roadworthy condition, with the current relevant insurance cover, road tax and a current MOT certificate.

Staff are to take responsibility for ensuring all the above are adhered to.

YOUNG PEOPLE

Behaviour in the car must always be safe and reasonable.

This means:

- Not fiddling with items that interfere with the person driving
- Keeping music at a reasonable level as agreed by staff
- Reducing noise coming into the neighbourhood if the music is loud
- Not pressing the horn
- Not shouting or being aggressive

The safety of all passengers and the public on the road is our priority alongside consideration for our neighbours. Any breaches in the above conditions may alter where the young person can sit in the car or result in more significant consequences such as the car not being available for extra curricular activities for a set period of time.

Young people are to be made aware of this and it is important for staff to consistently enforce consequences in order to maintain safety and respect.