

SAFFRON WALDEN MENCAP SOCIETY

TRANSPORT POLICY – Staff & Volunteers

Policy Statement

Saffron Walden Mencap Society often relies upon on the generous support of our volunteer and staff drivers who regularly transport our members.

This policy exists to ensure that drivers and their vehicles are fit for purpose, but also to give guidance to drivers as to how they will be supported and what is expected of them whilst transporting our members. Nothing in this policy will affect private transport arrangements between individuals/families or friends to and/or from Saffron Walden Mencap clubs or events.

1. Consent

- Members will give prior permission to being transported themselves, or via their carers where appropriate.
- Consent to transport is restricted to pre-arranged/agreed outings/trips/clubs arranged by Saffron Walden Mencap.
- Members (or where appropriate family/carers), will consent to volunteer/staff drivers being given the information they may need in order to best understand and respond to needs/issues during the journey.

2. Vehicles

- Vehicles must be clean, insured, and in a road worthy condition, with a valid MOT certificate if applicable.
- Cars must be fitted with seat belts (both front and rear), and the numbers of people transported must not exceed the number of seat belts available, which will be worn unless medical exemption applies.
- Care must be taken when supervising or assisting members to board and alight any vehicle, both to ensure the road is safe to do so, and in following agreed assistance or contact required.
- Drivers must ensure that their insurance company/policy will cover them in the event of damage or injury whilst driving for Saffron Walden Mencap
- All drivers will be provided with a list of contact telephone numbers which should remain in their vehicle should they need advice or assistance during their journey.

3. Passengers

- Drivers will, in advance, be provided with sufficient information about passengers to assist in understanding individual needs, and any potential medical/behavioural issues during any journey.
- Passengers will normally be in the rear of the vehicle, any change to this will need to be discussed and agreed with the member and group/event leader.
- Where assessed as a need, on an individual basis, an escort may be necessary and will arranged by mutual agreement.

4. The Driver

- All drivers must have an enhanced DBS certificate which will be applied for by Saffron Walden Mencap.
- Drivers should have a full & valid driver's licence, and not have an "unspent" conviction for a driving offence or more than six points on their licence.
- Drivers must not have any health/vision issues which impact driving safely.
- All drivers must sign a driver's agreement, which will include the content of this policy.