

FISH Volunteer Centre VOLUNTEER DRIVER POLICY AND PROCEDURE

Volunteer Drivers Organised Through FISH Volunteer Centre

FISH Volunteer Centre has a commitment to ensure that all Clients using Volunteer Drivers organised through FISH Volunteer Centre are transported to the venue safely by competent drivers. It is expected that drivers asked to transport disabled or non-ambulatory Clients will have been trained in moving and handling techniques and wheelchair management.

All Volunteer Drivers will be expected to undergo a Disclosure and Barring Service check and to sign a Confidentiality Agreement.

Volunteer Drivers, on registering with FISH Volunteer Centre, will be expected to:

- Complete a Volunteer and Driver Registration form;
- Produce a valid, current Driving Licence;
- Produce a current Comprehensive Insurance Certificate;
- Produce an Insurance Acknowledgement Form.

Volunteer Drivers will be asked to complete annually an updated registration form declaring that they hold a current Driving Licence, a comprehensive insurance certificate and, where necessary, an MOT Certificate.

FISH Volunteer Centre reserves the right to request any Driver whose driving or vehicle it considers to present an unacceptable risk to the safety of the Client to cease driving for FISH Volunteer Centre.

Volunteer Drivers are responsible for assisting Clients in and out of the vehicles. It is also the responsibility of Volunteer Drivers to do their best to ensure the safety of Clients when walking between home and vehicle and between vehicle and venue and back.

When arranging transport, it is the responsibility of the FISH Volunteer Centre Staff Member to ensure that the transport to be used is appropriate to the needs of the client concerned.

A mileage allowance will be paid to Volunteer Drivers. This will be set by the Trustees and regularly reviewed.

FISH Volunteer Centre adopted the Volunteer Driver Policy and Procedure as stated below at a Committee Meeting on 25th April 2019. To be reviewed in two years.