
Vehicle Usage Policy

Turas Training

Approval date: December 2020

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1. Policy Statement

In relation to the use of a vehicle (company or private) for employment purposes, TURAS is committed to safe practices, with due regard to the safety and rights of the driver and any passengers.

2. Purpose

- 2.1. To ensure that there are clear procedures for the use of a vehicle (company or private) for work purposes.
- 2.2. To protect the safety of service users, their carers and / or family, members of the general public and staff, when using a vehicle (company) for work purposes.
- 2.3. To provide clear guidance for staff on procedures for transporting / escorting service users, their carers and / or family, members of the general public and staff, regarding the use of the TURAS vehicle or in their private vehicles.

3. Scope

This policy relates to the use of vehicles (company) in the service of TURAS.

It covers all staff, locum and volunteers when transporting service users, their family or other staff members, on behalf of the organisation. This does not include travel to and from work or during lunch/breaks from work.

4. Principles

- 4.1. The company vehicle is a resource to be used to meet the needs of the service. To that end, TURAS is committed to ensuring that anyone using the vehicle meets the appropriate requirements.
- 4.2. TURAS does not permit the transportation of: service users; their carers and / or family; members of the general public or staff, in private staff vehicles.

5. Roles and Responsibilities

- 5.1. Management has the responsibility to ensure that:
 - 5.1.1. All staff are aware of the policy and adhere to its requirements.
 - 5.1.2. All necessary documentation has been filed, and that staff entitlement to use the company vehicle is reviewed annually.
 - 5.1.3. The company vehicle has successfully completed an NCT.
 - 5.1.4. All staff who will be driving the company vehicle receive a full induction, which includes:
 - 5.1.4.1. A review of the vehicles instructions (safety, fuelling, dashboard).
 - 5.1.4.2. A review of this policy document.
- 5.2. All staff have the responsibility to:
 - 5.2.1. Comply with the requirements of the policy.
 - 5.2.2. Inform the manager immediately if there are any changes related to their licence or insurance e.g. if they receive penalty points.
 - 5.2.3. When driving the company vehicle, or using a private vehicle for work purposes, staff have a responsibility to drive within legal speed limits and adhere to all legal vehicle requirements e.g. not to use a mobile phone, to wear seatbelts etc
 - 5.2.4. Check all vehicles prior to the journey to ensure that vehicles are within safe operating conditions e.g. clean windows, mirrors properly adjusted, brakes, lights in working order, windscreen wipers and wash in working order.
 - 5.2.5. Take regular and adequate rest breaks
 - 5.2.5.1. At least 15 minutes for each 2 hours driven
 - 5.2.5.2. Stop when tired

6. Company Vehicle

- 6.1. Eligibility: Any staff member of TURAS is eligible to drive the company vehicle provided they meet the following criteria:
 - 6.1.1. They meet the age criteria specified by the insurer
 - 6.1.2. They hold a full drivers licence in the required category for at least 2 years

- 6.1.3. They have not had a driving claim made against them in the last 2 years
- 6.1.4. A signed copy of the vehicle release form (example attached)
- 6.1.5. A copy of their drivers licence is on file
- 6.2. Appropriateness of the Proposed Journey
 - 6.2.1. The vehicle can only be used on TURAS business, with the permission of a manager.
 - 6.2.2. There must be 2 members of staff (including the driver) on all journeys involving service users, unless authorised by a manager.
- 6.3. Vehicle Safety
 - 6.3.1. Safety Belts and Child Restraint Systems.
 - 6.3.2. TURAS aims to be fully compliant with the Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations 1971, the Road Traffic (Construction, Equipment and Use of Vehicles) (Amendment) Regulations 1991 and SI 240/2006 European Communities (Compulsory Use of Safety Belts and Child Restraint Systems in Motor Vehicles).
 - 6.3.2.1. It is the responsibility of the driver to ensure that all passengers are using seat belts or appropriate restraints.
 - 6.3.2.2. Children less than 150 centimetres in height and weighing less than 36 kilograms (generally children up to 11/12 years old) must use the correct child seat or booster cushion as well as appropriate restraints. All children under 4 years of age should be seated in the back of the car.
 - 6.3.2.3. Passengers travelling in buses fitted with safety belts must be informed of the requirement to wear them.
- 6.4. Recording
 - 6.5.1. A vehicle journey log is available in the glove compartment of the vehicle, which records start and end time of journey, purpose of journey, kms travelled and driver's name. Staff should also use this form to record any problems with the vehicle.

7. Private Car

- 7.1. Appropriateness of the Proposed Journey
 - 7.1.1. The offer to escort service users, their carers and / or family, or other staff in an employee's personal car is always the choice of the employee. However such transportation must only be offered with the knowledge and agreement of the line manager. The following should be considered before agreement and approval is given:
 - 7.1.1.1. Evidence that the journey can be made safely
 - 7.1.1.2. Evidence of valid motor insurance, and NCT if required.
 - 7.1.1.3. A full and current driver's licence.
 - 7.1.2. Service users, their carers and / or family or other staff must give their verbal consent to being transported in a private car.
- 7.2. Motor Insurance
 - 7.2.1. The required insurance fully comprehensive with appropriate business use cover.
 - 7.2.2. A record of insurance should be kept by the manager.
- 7.3. Car Safety
 - 7.3.1. All staff escorting service users, their carers and / or family, members of the general public or other staff, have a responsibility to ensure that the car they are driving is fit for use.
 - 7.3.1.1. The same provisions exist as in Safety Belts and Child Restraint Systems, see point 6.3.
- 7.4. Recording
 - 7.4.1. Staff should record the starting and finishing odometer reading and submit this information along with the mileage claim.

8. Risk Assessment

- 8.1. Prior to approving a staff member to transport others in a vehicle (either company or private) the managers will consider all risks such as gender match between driver and passenger, and number of staff required to accompany the individual.

9. Incidents / Accidents

- 9.1. Incidents should be reported through TURAS reporting forms.

- 9.2. In the case of a road accident involving the TURAS vehicle, the driver should:
 - 9.2.1. Call the Garda (list of all Dublin Garda stations should be in the glove compartment).
 - 9.2.2. Exchange insurance details with the other party / parties involved. The other party's insurance details can be obtained from their insurance disc.
 - 9.2.3. Call the TURAS manager as soon as possible.

10. Smoking

- 10.1. The no smoking in the workplace policy will be upheld during transportation.

11. Expenses or Additional Costs

- 11.1. TURAS will reimburse any costs reasonably incurred while using a vehicle, e.g. toll charges, fuel, parking costs etc. All staff will utilise the following the Salesforce Form funding request process.
- 11.2. TURAS will not be responsible for costs associated with parking/speeding fines, additional charges for late toll payments etc, which have resulted from providing transportation.

VEHICLE RELEASE FORM

This form should be completed by all staff members who wish to use the TURAS vehicle. A copy should be given to the staff member, and a copy placed on file. A copy of the staff member's current driving license should be appended to this form.

DECLARATION

I, _____, hereby declare that I:

- Am over 25 and under 65
- Have held a full, clean drivers' license for at least 2 years
- Regularly drive a car/van outside work
- Have not had a insurance claim made against me in relation to a driving incident for at least 2 years
- Have been properly and fully inducted in the use of the TURAS vehicle by a manager
- Have read, understood and signed off on the Vehicle Usage Policy

I request permission to drive the vehicle.

Signed (Staff Member): _____ Date: _____

Witnessed (Manager): _____ Date: _____

Approved (Director): _____ Date: _____