



**Turtle Dove Cambridge Community Interest Company**

**Vehicle Use Policy**

**Reviewed: May 2025**

**Review due: May 2026**

### **Internal vehicle use**

This policy outlines the procedures relating to the internal use of Turtle Dove Cambridge (TDC) vehicles. It is essential that all users drive responsibly and in adherence with the current legislation governing the roads. They must also comply with the provisions of this policy.

TDC reserves the right to amend its procedures and regulations relating to company vehicles at any time.

### **Using a company vehicle**

In the event that a TDC staff member or volunteer needs to use a company vehicle it is essential that:

- When transporting young people, a first aider and first aid kit be present at all times
- The driver has a current full driving licence, a copy of which should be made a week before the journey and stored at the TDC office
- The driver ensures that there is enough air in the tyres before starting the journey, and generally that the vehicle is in good roadworthy condition
- The driver checks that everyone is adhering to health and safety procedures, such as ensuring seat belts are worn at all times and passenger behaviour is not affecting the driver's ability to drive safely
- The contact number of the roadside recovery company TDC uses is visible on the dashboard of the TDC vehicle (Currently Green Flag, as of April 2022)
- Essential equipment for adverse weather is available such as de-icer
- When leaving the vehicle it is locked (check all doors because if the side van doors are not closed properly they will not lock)
- Ensure the mileage log book is completed every journey

### **Using a personal vehicle**

In the event that a TDC staff member or volunteer needs to use a personal vehicle, it is essential that:

- Both a current full driving licence and proof of insurance be shown and, if they are a paid member of staff and are transporting young people/volunteers, proof of business insurance be shown
- The number plate of the vehicle be supplied
- The vehicle is clean and in working order

## **Expenses**

Mileage on personal vehicle usage will be reimbursed at 45p a mile; this does *not* include commuting to and from the place of work, unless you have been asked to collect young people, volunteers or staff en-route.

Parking, when necessary, will be reimbursed through an expenses claim form, a receipt / ticket must be kept and be claimed for within 3 months.

## **Conduct whilst driving a company vehicle**

Professional conduct is paramount whilst in charge of a company vehicle and drivers are obliged to demonstrate due care and attention at all times. It is important to remember that any inappropriate behaviour while using a company vehicle will reflect negatively on TDC as a company. It will result in disciplinary action and the person in question's use of the company vehicle might be discontinued.

Users are not permitted to drive a TDC vehicle whilst under the influence of alcohol, non-prescribed drugs or prescription drugs which may cause drowsiness.

Mobile phones may not be used whilst driving, unless using a hands-free attachment. This is for the safety of all road users/pedestrians and to ensure company drivers are demonstrating legal compliance with current driving legislation.

Calls using hands free should still be kept to a minimum, only to pass on important information quickly and that any calls which require a longer duration should be made when it is safe to stop and do so or once the journey is completed. This is to avoid distraction to the driver which information that could be shared during the call and works both ways, i.e TD office calling staff, staff calling TD office.

No smoking inside the company vehicle at any time.

Drivers should inform TDC immediately if they are convicted of a driving offence or disqualified from driving. TDC has the right to terminate employment without notice or payment in lieu of notice if the driver is convicted of a serious driving offence or disqualified from driving.

## **Fees and fines**

For any parking fines obtained on TDC business, TDC will contribute 50% of the original fine up to the value of £35.

Any speeding fines must be paid by the individual driving.

## **Accidents**

### **Immediately after an accident involving a company vehicle:**

In the event of an accident, only call the police if there are injuries or the road is blocked.

However minor you think the accident is, you *must* stop. Failure to do so is an offence under the Road Traffic Act.

You should make sure your vehicle's engine is switched off and then turn your hazard lights on to alert other road users to your presence.

### **Giving details after an accident:**

When you're involved in a road traffic accident, you're obliged to give your name and address to anyone else involved.

However, avoid accepting blame for the accident until you know precisely what happened, as it could be held against you later.

You should stop and give your details if you crash into something on or near the road, even if there aren't any other people involved. For example, if you hit a parked car you should leave your details on the windscreen.

### **Collecting details after an accident:**

If you're involved in an accident you should collect as many details as possible, from any drivers, passengers and witnesses. This includes names, addresses and contact numbers.

Ask the other drivers involved for their car insurance details and try to establish whether they are the registered keeper of their vehicle. If they are not, find out who is and make a note of their name and address.

Call the police straight away if someone leaves the scene of the accident without giving their details.

### **Other important information to collect from the scene of the accident:**

The registration numbers of all vehicles involved, plus a note of each vehicle's colour, make and model.

The time and date of the accident.

A sketch showing the positions of vehicles involved.

A description of the weather conditions, plus anything unusual you notice about the road quality or lighting.

The names of any witnesses or police officers at the scene.

A list of damage to the vehicles, and a description of any injuries sustained by pedestrians, drivers and passengers.

If possible, take some pictures at the scene of the accident for use as evidence.



*In the event of an accident involving the company vehicle, notify TDC as soon as possible, regardless of whether it took place while the driver was on company business.*