

Wigan & Leigh **Young Carers**

A large, stylized green hand icon with fingers spread, positioned to the right of the main title text.

DRIVING POLICY

CHAIR OF TRUSTEES: K Aspinall

ADOPTED ON: 21st May 2019

REVIEW DATE: 21st May 2020

INTRODUCTION

The purpose of the driving policy is to ensure that all those who transport young carers are aware of the requirements and expectations of the charity.

The driving policy is for Trustees and anyone who provides transport for young carers, primarily Employees and Volunteers.

1. All volunteers should hold a Full driving licence, the car should be insured for transporting Young Carers to respite/befriending and groups. A copy of your driving licence and insurance policy should be provided to the Project Manager.
2. All vehicles should be maintained in a safe and roadworthy condition at all times, cars should have the appropriate tax and MOT certificate if applicable.
3. All appropriate booster seats should be available, used and fitted correctly. As at June 2017 Gov.uk states that Children must normally use a child car seat until they're 12 years old or 135 cm tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt. Only EU-approved height-based child car seats can be used in the UK. These have a label showing a capital 'E' in a circle and 'R129'.

You must only use a child car seat if your car's seat belt has a diagonal strap, unless the seat is either:

- specifically designed for use with a lap seat belt
 - fitted using ISOFIX anchor points
- You must also:
- not fit a child car seat in side-facing seats

5. In the event of unexpected journeys. If the correct child car seat isn't available, a child aged 3 or older can use an adult seat belt if the journey is all of the following:

- unexpected
- necessary
- over a short distance

6. If there's no room for a third child car seat in the back of the vehicle, the child must travel in the front seat with the correct child car seat.

7. When picking Young Carers up the car should be filled from the back i.e. rear seats filled first. Wherever possible if a young carer does have to travel in the front passenger seat then ideally, they should be the same gender as the driver.

8. **MOBILE PHONES;** The mobile phone is now seen as an essential means of communication however, it is illegal to use a handheld mobile phone while driving. Whenever possible, mobile phones should be switched off while driving and a message facility used. Messages should only be picked up and responded to when it is safe to do so. Drivers must not dial out while in motion. (This includes hands free kits.) They should find a safe place to stop before making any calls.

9. **Satellite Navigation;** can be a useful tool for drivers; however, they can also be a dangerous distraction. All destinations should be entered while the vehicle is stationary in a safe place. All drivers should stop if it is necessary to take their eyes off the road to check routes. They should not impair vision when positioned inside the vehicle. They should not be positioned where they are likely to cause injuries in the event of a collision. All in-vehicle distractions should be kept to a minimum and it is the responsibility of the driver to ensure that they are not likely to be distracted.
10. **Drinks, drugs, and medicines;** Wigan & Leigh Young Carers operates a zero tolerance Drink and Drug Driving Policy. All drivers must report any pending prosecutions and/or cautions to the Project Manager, regardless of whose vehicle they were driving at the time. This includes all driving offences, not just those relating to drink and drugs. Any driver who believes that they may be over the drink drive limit must not drive. Any driver taking prescription or over-the-counter medicines must be fully satisfied that they are still fit to drive.
11. **Accident procedure;** this is attached to the driving policy as Appendix A and must be followed in the event of an accident where a young carer or carers are in the car.
12. Review

This policy will be reviewed annually. Significant changes will be reported to the Board.