



Holy Trinity
Combe Down



St Andrew's
Community Church

DRIVING ON BEHALF OF COMBE DOWN PCC

1. Combe Down PCC requires anyone who drives on its behalf to:

- a. Hold a full driving license (but see Appendix 1 for additional limits)
- b. Have a current insurance policy and confirmation from your insurer the intended use is covered
- c. Ensure the vehicle used is roadworthy i.e. with a current MOT and serviced in accordance with the manufacturer's guidelines
- d. Comply with the Highway Code
- e. Not exceed any mandatory or advisory speed limit
- f. Always drive with consideration for other road users
- g. Comply with the PCC's 'Safeguarding Policy' when transporting others (Appendix 1)
- h. Comply with the PCC's 'Guidelines for Seniors Ministry Volunteer Drivers' (Appendix 2)

2. As an individual you must:

Take reasonable care of your own health and safety and that of other people who may be affected by what you do (or fail to do); in particular you should:

- a. Take due notice of the lone working policy if travelling alone
- b. Keep in contact your line manager or lone working "buddy" in the event of breakdown or significant delay and when safe to do so
- c. Ensure you always have a working mobile phone with you
- d. Not use your mobile phone when driving. Pull over in a safe place before answering or making a call
- e. Not drive if you are tired or under the influence of drugs or alcohol. You are instructed specifically not to consume any alcohol when required to drive on behalf of the PCC
- f. Not to eat or drink whilst driving
- g. Ensure fitted seat belts are used by everyone in the vehicle
- h. Ensure that loads if any are secured such that they cannot move during ordinary driving conditions and do not obstruct the driver's movement or vision
- i. Report any incidents, dangers or potential dangers to your line manager/ ministry leader
- j. Cancel the planned journey if weather conditions are bad i.e. snow and ice or high winds
- k. Read and sign the Risk Assessment (Appendix 3)

3. Points to consider when travelling by vehicle

- a. When driving, keep doors locked and park your vehicle in well-lit areas. Only get out of the vehicle when you feel safe to do so

- b. If you see an accident/incident or someone tries to flag you down, consider whether it is safe; if necessary, indicate that you will go for help or telephone
- c. If you think you are being followed, do not stop, try to alert other drivers (using lights/horn), drive to a busy area and alert the Police
- d. If approached when you are stationary, keep doors locked, only wind window down slightly so that you can hear them. If you are in any doubt about the situation, drive away
- e. if the vehicle breaks down, pull up in the safest place possible, switch on the hazard warning lights, call a recovery service and stay in the vehicle with the doors locked until assistance arrives. If it is not safe to leave the vehicle, try to attract help and ask them to 'phone for you. Keep the door locked and remain alert. If possible, use nearside doors and seats
- f. If the vehicle breaks down on a motorway, pull up on the hard shoulder or refuge area if possible, switch on the hazard warning lights, leave by the doors away from traffic, and wait behind a barrier or up a bank and as far from traffic as possible
- g. Keep all valuables out of sight
- h. When using your mobile phone remain aware of your surroundings with regard to traffic and other people

4. Additional arrangements when using minibuses

- a. The relevant staff member must ensure that the driver holds an approved minibus license, and comply fully with minibus regulations

Extract from 'Holy Trinity Church Combe Down (with St Andrew's Community Church) Welfare and Safety Policy for Children, Young People and Vulnerable Adults'

TRANSPORT

1. Transporting children, young people or vulnerable adults

Drivers should familiarise themselves with Combe Down PCC's Policy 'Driving on Behalf of Combe Down PCC'

- a. Only those who have completed the HTCD recruitment procedure for new staff and volunteers (including DBS) should transport children or vulnerable adults
- b. All drivers should have attended awareness sessions to ensure a clear understanding of the safeguarding protection policy for HTCD and/or completed the online CO Training module from the Diocese of Bath and Wells
- c. Parental consent must be obtained before transporting children and the Children's Minister or Youth Minister should be made aware of the journey
- d. The driver must have held a driving licence for at least two years and be over 25 years old, hold a full driving license, and be covered by a current insurance policy
- e. Care should be taken to ensure that, whenever possible, a driver is not alone in a vehicle with children or vulnerable adults. Where possible, two adults should be in the vehicle and journeys planned to avoid people in their care of opposite gender being in the vehicle alone. It may be necessary for a driver to be alone with children or vulnerable adults for short periods, but this should be avoided where possible or minimized by sensible planning
- f. If children or vulnerable adults want to talk to a driver about something and have waited until other children or vulnerable adults have been dropped off, the driver should explain that it isn't convenient to talk. Then, arrange to meet at a location where other leaders/adults are present. (Remember the children or vulnerable adults may want to talk to you about an abusive situation)
- g. At collection or dropping off points do not leave children or vulnerable adults on their own. Make sure that an appropriate adult collects them
- h. Obviously look at instances where it may be unwise for a particular driver to transport a child, or vulnerable adults, such as where they have had a disagreement that evening or where a child/young person has a crush on a driver, and arrange for someone else to do the transport

2. Additional arrangements when using minibuses

- a. The Children's Minister or Youth Minister must ensure that the driver holds an approved minibus license, and comply fully with minibus regulations
- b. The leader must ensure that there is adequate supervision including a second responsible leader/adult to sit with the children/young people or vulnerable adults

3. Vulnerable Adults

- a. All drivers must always have a mobile phone with them
- b. All drivers must display their authorized HTCD name badge when transporting vulnerable adults

Drivers transporting vulnerable adults should also familiarise themselves with Combe Down PCC's policy 'Guidelines for Seniors Ministry Volunteer Drivers' Appendix 2

Guidelines for Seniors Ministry Volunteer Drivers

- These guidelines are in addition to Combe Down PCC's document 'Driving on Behalf of Combe Down PCC'.
- These guidelines cover the picking up, journey and setting down of older adults (the passenger) by volunteer drivers in their own vehicles on behalf of Holy Trinity Church Seniors Ministry.
- Theoretically the task is transport only, but on occasions some minimal assistance is likely to be given to the passenger from the vehicle to the venue.

1. DESCRIPTION OF RISKS / HAZARD

These are risks in addition to those identified in Combe Down PCC's Risk Assessment 'Driving at Work'.

- a. Physical injury to the passenger getting into or out of the vehicle – bruising; fracture; head injury
- b. Physical injury to driver assisting a passenger into or out of the vehicle – muscle strain; bruising
- c. Physical injury to the passenger due to a fall
- d. Passenger taken ill on the course of the journey
- e. Physical injury to passenger, driver and third parties as a result of road traffic collision:
 - i. as a result of distraction or physical abuse of driver by the client
 - ii. Through other causes not attributable to the client
- f. Driving in snow and ice (accident and breakdown) – greater risk of hypothermia

2. PROTECTIVE & PREVENTATIVE MEASURES TO BE TAKEN

- a. A passenger may be transported by a volunteer driving in their own car if:
 - i. they are able to walk unassisted between their home and the vehicle, using mobility aids where appropriate or in a wheelchair assisted by partner or carer as necessary
 - ii. they are able to get into and out of a private car without major physical assistance, using aids if necessary
 - iii. they are able to sit upright in a car and wear a seat belt correctly.
 - iv. a carer is present where there is a risk of the passenger acting in a way that puts themselves or the driver in danger
- b. Drivers should advise the Ministry Leader if they find there is any change to the passenger's ability to meet the above criteria
- c. If the passenger is unable to be transported by a volunteer driver in their own vehicle the passenger will then be assisted in accessing transport which better meets their needs i.e. Bath Dial a Ride

- d. If the passenger is taken seriously ill during a journey, the driver will call emergency services (999) immediately and notify the Ministry Leader
- e. If the driver's car breaks down, the driver will call the Ministry Leader who will arrange for alternative transportation
- f. All accidents must be reported to the Ministry Leader and recorded in the accident book
- g. Drivers should carry a mobile phone with them
- h. If weather conditions are bad i.e. snow and ice, then a decision will be made by the Ministry Leader to abort and stay safe. Therefore, ensure contact with the Ministry Leader in the event of or forecast of bad weather
- i. Drivers are reminded that their vehicle must be properly taxed and insured for use for this purpose and maintained and serviced in accordance with the manufacturer's instructions (most insurers just need to know you are a volunteer driver)
- j. HTCD provides Employers' Liability Insurance through Ecclesiastical with a limit of indemnity of £7,500,000 which covers you whilst undertaking voluntary work approved and authorised by HTCD

3. Additional arrangements when using minibuses

- a. The Seniors Minister must ensure that the driver holds an approved minibus license, and comply fully with minibus regulations
- b. The leader must ensure that there is adequate supervision including a second responsible leader/adult to sit with the vulnerable adults

Polly Andrews Seniors Minister – 07840 381538
July 2019