Food bank volunteer Driving Policy (food bank vehicle)

Introduction

This Driving Policy is to help you and the food bank feel confident and safe when driving a food bank vehicle as part of your volunteer role. Before starting your role, you need to provide the food bank with a copy of your current driving licence (valid for the class of vehicle required). This must be completed on an annual basis. The food bank will ensure the vehicle is road safe, taxed and insured.

Fitness to drive

By law, you must notify your main contact and the Driver and Vehicle Licensing Agency (DVLA) if:
- you develop a medical condition or disability that may affect your driving
- an existing medical condition or disability that may affect your ability to drive develops.

The DVLA will then make a decision about your fitness to drive. Not telling the DVLA about a condition or disability is a criminal offence. You could also invalidate your insurance if you do not follow medical advice not to drive. You must notify your main contact immediately if you are disqualified from driving.

You must ensure that you:
- are not under the influence/affected by alcohol, drugs, or medicines, affected by illness, and/or too tired to drive safely
- always wear a seat belt (this is a legal requirement)
- take a break if you feel like you need one
- do not use a mobile phone whilst driving.

The food bank would never ask you to undertake a food bank-related journey if there is reason to suspect that you, or the vehicle, are unsafe or illegal.

Using a food bank vehicle

You must notify your main contact if you:
- notice the fuel key is damaged or missing (if applicable)
- notice the copy of the food bank insurance certificate, which is kept in the vehicle, is missing or damaged
- notice any damage to the vehicle
- have any concerns about your route or drop off/pick up locations.

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You must ensure that:

- the mileage sheet is completed at the start and end of your shift[1]
- the vehicle is kept clean and tidy
- no fixtures, changes, or alterations are made to the vehicle
- the vehicle will be kept locked when not in use and the contents stored out of sight, preferably in the boot
- the vehicle is only driven by yourself and only for food bank use - it must not be used to transport passengers for hire or reward, for private, domestic, or social use, or for any type of motorsport
- you pay any fines (for example, parking, speeding) incurred whilst you are using the vehicle
- you make arrangements to cover your personal belongings as only food bank property in the vehicle is covered by the food bank's insurance
- as a representative of Redbridge Foodbank, you do not act in a way that jeopardizes the reputation of the food bank whilst you are using the vehicle.

The food bank will ensure that:

- the daily vehicle check list is completed
- there is enough fuel in the vehicle before you start your journey
- the oil, water, and brake fluid levels and tyre pressures are correct
- if a dash cam is provided it is in fully working order
- any reimbursement of actual expenses is agreed in advance in line with the food bank's volunteer expenses policy, for example, a car park ticket.

Accidents and incidents

In the event of a serious accident, you should call the emergency services immediately.

If an accident or incident causes the vehicle to be inoperable call your main contact. They will make arrangements for the vehicle to be recovered and for you to return to the food bank.

Inform your main contact if the vehicle or any items from it are stolen. If the vehicle is damaged or stolen due to your negligence, the food bank may insist on you covering any damage at your own expense or paying the excess part of any claim. Please note that repeated instances of damage may result in you no longer being able to use the food bank's vehicles and your volunteering role ending.

Signed by: _Signed by:_ _Diane Gordon_ B961B465719B4E3…

Position: Chair of Trustees

Date: 4/13/2025

TT & RFB Reviewed: July 2024.

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[1] This system is not yet in place

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