



Food bank volunteer Driving Policy (own vehicle)

Introduction

This Driving Policy is to help you and the food bank feel confident and safe when driving your own vehicle as part of your volunteer role. It is the legal responsibility of you, the vehicle owner, to ensure that the vehicle is road-worthy and taxed with the correct insurance.

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
- as a representative of Redbridge Foodbank, you do nothing to jeopardize the reputation of the food bank.

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

Prior to using your own vehicle for food bank business, you must:

- contact your insurance company to ensure that your policy either already has the correct level of cover or it can be amended. Please note there should not be higher premiums for this, as volunteering should be regarded as part of the 'social, domestic and pleasure' use of the vehicle (some insurers may see volunteering as a business use, but they should not raise the premium)
- provide your main contact with a copy of your full driving license, insurance certificate, vehicle MOT certificate, and proof that your vehicle is taxed. Please note checks are completed on an annual basis
- agree all food bank driving activities with your main contact
- speak to your main contact if you have any concerns about routes or locations



- ensure any reimbursement of actual expenses is agreed in advance in line with the food bank's volunteer expenses policy.

When using your own vehicle for food bank volunteering, you must ensure that:

- your vehicle will be kept locked when unattended
- food bank items are stored out of sight, preferably in the boot
- your vehicle is not overloaded
- you do not provide lifts to food bank visitors
- you pay any fines (for example, parking, speeding) incurred whilst you are using the vehicle.

Accidents and incidents

In the event of a serious accident, you should:

- contact the emergency services immediately and your main contact within 24 hours
- inform your main contact if any food bank items are stolen from your vehicle.

Signed by: 
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Position: Chair of Trustees

Date: 4/13/2025

TT & RFB Reviewed: July 2024.