

Beyond Limits Dumfries & Galloway provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits Dumfries & Galloway, to make good, safe decisions.

Beyond Limits Dumfries & Galloway expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

Use of Vehicles Policy

This policy should be read in association with Employee Handbook and Finance Policy. If you are going to be driving a vehicle owned by the person you support, their mobility vehicle or your own vehicle you must read and sign this policy. There will be a copy of this policy kept in the Health and Safety Folder of the person you support and this is the copy that you must read, sign and date. The signing sheet is at the rear of this policy.

Use of Vehicles Policy – what this means to Beyond Limits Dumfries & Galloway

This policy is to safeguard the people we support and employees who drive vehicles belonging to the person supported or staff's own vehicle used to take a person out. This policy details the usage of vehicles, recording of mileage, claiming expenses, and fueling.

At Beyond Limits Dumfries & Galloway, we aim to increase people's independence and enable them to be part of their communities. To this end, you should take every opportunity to support and grow a person's skills to use a range of public transport (including walking).

If on occasion, however a car is agreed to be the best form of travel then the route and activity should be planned carefully and fuel used wisely as travel is expensive.

Each person we support has a support budget, which includes **all** the money available for travel and expenses for their team. This is **their** budget and not money belonging to Beyond Limits Dumfries & Galloway. Travel has to come within the person's support budget so every effort must be made to keep car use and expenses to a minimum and to think of different solutions to getting around wherever possible.

To safeguard yourselves, and the person you support any money used for travel must be accounted for using Beyond Limits Dumfries & Galloway procedures.

What this means to Beyond Limits Dumfries & Galloway

The following details around staff using a vehicle (either their own or one owned by the person) must be explained within the Working Policy.

- Use of their vehicle or the vehicles belonging to the team
- Recording of mileage
- Budget for fuel for their vehicle
- Where fuelling will take place and how often eg. a fuel account at a specific garage or agreement on the amount of fuel to fill up with each time.

You can only use your own vehicle if Beyond Limits Dumfries & Galloway has a up-to-date **copy of your driving license, proof of insurance with business cover and valid MOT**. You must also sign a car/vehicle disclaimer. If you are unsure about any of this, please ask the Operations Co-Ordinator. Where you are required to drive a mobility car, these details will be shared with the insurers with your agreement and their own policies are to be followed.

There will be specific details included in the Working Policy of the person being supported; you should refer to this document at all times.

If any of your details or circumstances change, for example: change of address, penalty points, change of license, change of vehicle etc, you must let the Operations Co-Ordinator know. Any failure to do this in a timely manner will be considered a breach of this policy.



Any claims for the purchase of business insurance must be discussed with the Service Leader or Director, Doreen Kelly, prior to any such purchase been made.

Each vehicle should have a bound car mileage-recording book kept in the car at all times.

When a member of staff takes a person we support out in a vehicle belonging to the person supported, they will record the following in a log book which must be kept in the car:

- Date
- Initials of the person being supported (if they take more than one person out)
- Starting mileage
- Nature of trip and destination (shops, work etc. and whether fuel has been bought during the trip)
- Finishing mileage
- Signature of employee member recording the information

Vehicle Safety Checks

Vehicle Safety checks must be carried out by Staff for any vehicle owned by the person supported. Completed check-lists must be kept in the Health & Safety Folder. Staff may need to read the manufacturer's manual to complete some of these checks or confirm any additional ones that need to be completed. Any issues or problems must be acted on immediately to ensure the safety of the person being supported and Staff. Staff driving a person supported in their own vehicle must ensure it is legally roadworthy. Any failure to do these checks will be considered a breach of this policy.

Claiming for mileage

When you use your own car for taking the person you support out, you should use the correct travel and expenses form, this can be found on the organisation's shared drive. You will be able to claim 40p a mile for travel, or the cost of public transport (providing a receipt is attached)

To make a claim you should:

- Use a separate expenses form for every month you are claiming.
- Your expenses form should be handed in to the Service Leader for signing off.
- Expenses such as parking should be claimed by way of attaching a receipt to the expenses form. You are unlikely to be reimbursed if you do not have a receipt.



- Your expenses should never go over 3 months before claiming.
- The Service Leader must approve the claim before expenses are paid.

Always remember to use safe methods of transport and use safe routes, if in any doubt use a recognised route planner, such as the AA.



By signing this form, you confirm that you have read, understood and agree to work to the Beyond Limits Use of Vehicles Policy.

Print Name	Signature	Date