

St Albans Mencap

Charity number: 210073

stalbansmencap.org.uk

Own Vehicle Transport Policy

St Albans Mencap Policy where, although it is preferred that members of staff use St Albans Mencap transport and / or public transport when out with clients, in some situations, and for some clients, this may be unavailable or inappropriate, and the member of staff uses his / her own transport.

Document control:

Version:	Date approved:	By:	Review due:
1.0			

Summary of changes:

Version:	Changes:
1.0	Converted old version to new format (May 2026) for review

Own Vehicle Transport Policy

Whilst St Albans Mencap prefer members of staff to use the society mini-bus and / or public transport when out with clients, it is recognised that in some situations, and for some clients, this may be unavailable or inappropriate. In these situations, a member of staff may wish to use his / her own car.

For the safety and well-being of our clients, staff, volunteers and other road users the following guidelines must be adhered to by all staff authorised to transport clients using their own vehicles.

- The vehicle must be in a road worthy condition, with working seat belts etc, fully taxed and with a valid MOT.
- Whilst driving their vehicle the driver should observe all laws relating to the driving of motor vehicles.
- It is absolutely essential, and the law, that all occupants of the vehicle wear seat belts. Staff should ensure before driving away that these are securely and correctly fitted. It is the driver of the vehicle who is liable should any clients be found by the police not to be wearing a seat belt.
- No more than one client may occupy any seat.
- The staff member may need to amend their private insurance in order to include business insurance, so that their own vehicle has adequate cover in order to be fully insured when transporting clients.
- The staff member is only authorised to transport clients in their private vehicle if the Manager and Director have given authorisation and evidence of adequate business insurance cover has been seen and recorded by the Manager.
- Clients must never be left alone in the vehicle.
- There should never be more than 2 clients in a car unless there is a second member of staff in the vehicle.
- Clients records should be reviewed prior to travel and where appropriate and necessary travel preferences and requirements put in place,
- A specific risk assessment must be prepared before any service user is transported in a staff member's own vehicle.