

# Vehicle Use Policy

**Date:**

April 2025

**Review date:**

April 2026

**Approved by:**

Simon Buxton - Director

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# Vehicle Use Policy

Policy Lead: Simon Buxton - Director

Version: 1.0

Date of Issue: April 2025

Date to be reviewed: April 2026

## Purpose

Banquo Ltd is committed to the safety and welfare of Children, Adults at Risk, and our Employees.

The purpose of this Vehicle Use Policy is to:

- Provide Employees with guidelines for using their own vehicle where required as part of their role and placement through Banquo Ltd.
- Outline the safer recruitment checks that Banquo Ltd will carry out on any Employee who is required to use their own vehicle as part of their role and placement through Banquo Ltd.

## Scope

This policy applies to all Employees who are required to use their own vehicle as part of their role and placement through Banquo Ltd. This includes, but is not limited to:

- Commuting to multiple work locations within the same day – for example: Domiciliary Care Workers
- Transporting Service Users as part of support – for example: Support Workers

## Definitions

**Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

**Child/Children** - any person under the age of 18.

**Employee** – an individual receiving work, delivered by Banquo Ltd. This includes, amongst others: Care Assistants, Support Workers and Registered Managers.

**Service User** – is defined to mean Child, Children or Adult at Risk.

## Employee Expectations and Responsibilities

We expect all Employees who are required to use their own vehicle as part of their role and placement through Banquo Ltd to adhere to the below conditions:

- Drive safely.
- Obey traffic laws and violations.
- Be courteous towards other road users and pedestrians.

- Monitor gas, tire pressure and fluid levels, and take action if required.
- Keep Vehicles MOT'd and serviced.
- Provide Banquo Ltd with proof of a full current UK driving licence, as required - overseas licences (including EU/EEA) will not be accepted.
- Provide Banquo Ltd with proof of current motor insurance, as required.
- Provide Banquo Ltd with consent and details to check vehicle MOT status and full UK driving licence history including; details of any endorsements, offences and disqualification, as required.
- Inform Banquo Ltd and the DVLA immediately of any:
- Damage or problems which would make the vehicle either un-roadworthy, unsuitable or unsafe to transport service users.
- New, or changes to existing, 'notifiable' medical conditions or disabilities.
- Changes to your licence including endorsements, offences, disqualification and expiry.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any vehicle whilst transporting a service user.
- Do not use a phone or text while driving.
- Do not allow unauthorized drivers to use your vehicle unless required by an emergency.
- Wear glasses or contacts when driving (if required).
- Follow client policies and procedures – especially if transporting Service Users and / or using a vehicle provided directly by the client.
- Ensure all passengers are wearing a seat belt before and while the vehicle is in motion. This includes any legally required child seats, boosters, or harnesses as per safety plans - the Employee is responsible for ensuring these are fitted correctly.
- Only transport Service Users where pre-agreed in writing by both Banquo Ltd, and the client.
- Never transport Service User's friends and/or family – unless pre-agreed in writing by both Banquo Ltd, and the client.
- Seat Service Users in the back of the vehicle, behind the passenger's seat, to block escalations if needed.
- Activate child locks, where available, to ensure the passenger safety during transportation.

## **Lone Working**

To ensure the safety of both our Services Users and Employees, lone working whilst transporting Service Users should be a final resort only when another responsible presence is not possible.

## **Sickness**

Employees who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a placement which requires transport of service users, the Employee should take regular breaks whilst driving and contact Banquo Ltd if needed.

## **Accidents**

If an Employee is involved in an accident whilst transporting a Service User, they must contact Banquo Ltd immediately.

Employee should follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.

## **Disqualification**

If an Employee is disqualified from driving, they must contact Banquo Ltd immediately.

## **Banquo Ltd's Responsibilities**

To ensure the safety of both our Services Users and Employees, Banquo Ltd will:

- Conduct regular checks on the Employee's suitability to transport Service Users – this includes current motor insurance, vehicle MOT status and full current full UK driving licence / history checks.
- Provide a copy of this policy to all Employees who are required to use their own vehicle as part of their role and placement through Banquo Ltd.

Banquo Ltd are not responsible for:

- Paying fines that an Employee receives, including whilst transporting Service Users. This includes, but is not limited to, driving fines, parking fines and or any other traffic fines.
- Posting bail for an Employee who is arrested, including whilst transporting Service Users.
- Any damage to an Employee's vehicle, including damage caused whilst supporting the Service User.
- Fitting of child seats, boosters, or harnesses as required by law and any safety plans.

## **Consequences**

Failure to adhere to this policy may result in termination of the Employee's contract and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

## **Data Protection**

Banquo Ltd will treat all Employees' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

## **Enforcement**

This policy will be enforced by Banquo Ltd's Registered Manager.

Failure to adhere to this policy may result in suspension / termination of the Employee's contract and referral to the Disclosure and Barring Service / relevant professional body, if applicable.