

Volunteer Drivers Policy			
Status:	Published	Version:	1
Audience:	All internal and external audiences		
Owner:	Governance Committee	Author:	ADCH Central Team
Date Approved:	24/03/2026	Next Revision Date:	March 2028

Policy statement

ADCH requires that its Volunteer Drivers drive safely and legally when driving as part of their role.

This policy outlines the responsibilities, expectations, and procedures for ADCH Volunteers who drive as part of their role, using their own vehicles or vehicles owned by their employer.

It covers requirements for safe and legal driving, including insurance, vehicle maintenance, and compliance with road safety laws. The policy also provides guidance on reporting incidents and accidents.

This policy should be read in conjunction with the Volunteer Drivers Agreement, which is available in the Volunteers Area of the ADCH website.

In this document, the term 'employer' refers to any organisation (other than ADCH) for whom the driver performs duties, whether as a paid employee or as a volunteer.

1. Appointment Requirements

ADCH Volunteers required to drive as part of their role must:

- Hold a full valid UK driving licence
- Have no more than 6 penalty points
- Ensure they have:
 - Suitable insurance coverage for volunteer or business use
 - A current MOT certificate for the vehicle they are driving
 - Up-to-date vehicle tax for the vehicle they are driving

2. Road Safety Requirements

ADCH Volunteers must drive safely and courteously, complying with all relevant laws, speed limits, and the Highway Code. Any fines incurred are the responsibility of the volunteer.

Before setting off on a journey, volunteers must:

- Ensure they are well rested and not under the influence of alcohol or drugs
- Plan their route and identify rest stops if needed
- Check their vehicle for:
 - Tyre tread and pressure
 - Fuel or battery level
 - Oil and water levels
 - Functioning lights

3. Vehicle Use Guidelines

If using their own car, ADCH Volunteers must:

- Ensure their insurance covers volunteer or business use
- Provide a copy of their insurance certificate upon request
- Maintain a valid MOT and road tax
- Agree to mileage reimbursement rates, if eligible to claim mileage expenses, as outlined in the ADCH Volunteer Expenses Policy

If using their employer's vehicle, ADCH Volunteers must:

- Have the permission of their employer to use the vehicle when volunteering for ADCH.
- Understand that their employer is responsible for their insurance, MOT, and road tax and check that their employer's insurance includes the driver's volunteering use.
- Agree to mileage reimbursement rates, if eligible to claim mileage expenses, as outlined in the Volunteer Expenses Policy

4. Driving Incidents and Accidents

In the event of a driving incident or accident while volunteering for ADCH, volunteers must report the incident or accident to the ADCH Volunteer Manager as soon as is reasonably practicable. If a volunteer is driving a vehicle belonging to their employer, they should also follow their employer's reporting procedure.

Accident Checklist:

Immediately after the accident:

- Stop at the scene - it is a legal requirement to stop as soon as it is safe to do so
- Switch off your engine
- Switch on your hazard lights
- Check for any injuries to yourself and any passengers
- Exchange details with anyone involved - name, address and car registration number
- Provide your insurance details if requested

If exchanging details with the other party involved proves difficult, or they have left without giving details, volunteers should call the police on 101 while they are still at the scene of the collision.

Volunteers should call 999 if:

- Someone is in danger
- Someone has been seriously injured
- They believe a serious offence has been committed
- The collision has caused a blockage or dangerous obstruction of the road

Reporting a collision:

Collisions do not need to be reported to the police if both parties have exchanged details, nobody was injured and there are no allegations of driving offences.

Collisions must be reported to the police if both parties were unable to exchange details at the scene, if anyone was injured, or if there is suspicion that the other person may have committed a driving offence.

Collisions must be reported to the police if any of the following apply:

- injury or damage to anybody - other than the driver of that vehicle

- injury or damage to an animal - other than one being carried on that vehicle (an animal is classed as a horse, cattle, ass, mule, sheep, pig, goat or dog). Injury or damage to other animals (including cats) can still be reported
- damage to a vehicle - other than the vehicle which caused the collision
- damage to property built on, attached to, growing in, or otherwise forming part of the land where the road is

5. Policy Review and Contact

This policy will be reviewed biannually or as required. For questions or clarifications, ADCH Volunteers should contact the ADCH Volunteer Manager.

Version History

Version	Changes Made	Date	Made by
V1	Policy approved	24/03/2026	Board