



Volunteer Driver policy

Review Date	August 2020
Next Review Date	August 2021
Reviewed By:	Head of Programmes
Approved By:	CEO

Why we have this policy

Some volunteers as part of the food picks with FoodCycle will use their car. This policy sets out guidance of what volunteers need to do in order to be a volunteer driver for FoodCycle.

All volunteers driving for FoodCycle must adhere to this policy and complete the relevant information.

Use of vehicle for FoodCycle

Any use of vehicle as part of the volunteer driver position must ensure that:

- The volunteers always wear a seatbelt whilst driving
- The volunteer uses their car solely for food pick up activities and does not transport guests of FoodCycle.
- They are fit to drive and does not use their vehicle under the influence of drugs, alcohol or medication that warns against use of vehicles whilst taking them.
- FoodCycle will not be liable for any driving offences, convictions or parking fines. If a volunteer is fined in any way they will be required to pay this themselves. Where warnings have been issued and a volunteer fails to improve and puts themselves or members of the public at risk, then ultimately, this may lead to dismissal.

Fitness to drive

By law, a driver must notify the Driver and Vehicle Licensing Agency (DVLA) if:

- they suffer from a medical condition or disability that may affect their driving
- they develop a condition or disability
- the development of an existing condition or disability which may affect their ability to drive. The DVLA will then make a decision about the person's fitness to drive.

Failure to notify the DVLA of such a condition or disability is a criminal offence. The driver could also invalidate their insurance if they do not follow medical advice not to drive.



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Volunteer Driver Form

All volunteer drivers need to complete a volunteer drivers form, either online via the volunteer portal <https://volunteer.foodcycle.org.uk/volunteer-driver-information> or by requesting one via your Regional Manager **before volunteering to drive for FoodCycle.**

Paper forms once completed needs to be sent to FoodCycle HQ, *The Food Exchange 2.16, New Covent Garden Market, London SW8 5EL*

We as an organisation in order to be compliant and show best practice may have to check that all cars used for FoodCycle activities are fit for driving and have valid MOT and Tax that all drivers have full licences.

Completed form need to be sent by recorded mail, which FoodCycle will expense the volunteer for.

If there is a change in your information. You can update this online on via the driver form <https://volunteer.foodcycle.org.uk/volunteer-driver-information> or by getting in touch with head office.

Insurance

The volunteer should inform their insurance company that they are using their car for voluntary work, each insurance company will have its own policy here, and usually you would have to change your terms to business use – majority of insurance companies however will not charge if you state it's for volunteering, however this has to be advise sought directly from their insurance company as there is no set rules here unfortunately.

We can assist volunteers by providing the volunteer with a letter that they can send to their insurance company. The letter states that the car is being used in the course of voluntary work and will not be used for business. The letter also makes it clear that the volunteer is not being paid for the activity and will receive only out of pocket expenses. Please contact your project manager if you would like this template letter.

All driving volunteers are responsible for informing their insurance company, that they are using their car for volunteering.

If a volunteer does not inform their insurance company that they are using their car for volunteering purposes their policy may become invalid in the case of an accident.