



ALTERNATIVE PROVISION

Vehicle Policy

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Approved by: [RAISE-AP Educational Directors](#)

Approval Signatures

*RAISE-AP
Directors*

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Introduction

This advice applies to everyone who works at [RAISE-AP](#), who is over the age of 21 and are holders of a full valid UK driving licence. You also need to have had a licence check completed.

If you are under 21, you are not able to drive a [RAISE-AP](#) vehicle as you are not covered by our insurance. If you work for an agency or you are a consultant (including self-employed contractors), you are not permitted to drive [RAISE-AP](#) vehicles.

Checks

If you are over the age of 21 and hold a full UK driving licence, you may be able to drive a [RAISE-AP](#) vehicles. This depends on the results of your licence check. If you are under the age of 21, you are unable to drive a [RAISE-AP](#) vehicle as you are not covered by our insurance. Please note that your driving licence must have been issued in the UK by the DVLA.

When you first join a [RAISE-AP](#), we would have completed a driving licence check where appropriate. You are prohibited from driving a [RAISE-AP](#) vehicle until this check is completed.

If your licence is endorsed with any penalty points, you should make your line manager aware.

Driver Responsibilities

It is your responsibility to make sure that any vehicle you drive on behalf of [RAISE-AP](#) is in a roadworthy condition prior to each journey. This does mean that you need to check the following:

- Tyre tread and pressure.
- Windscreen damage and windscreen fluid levels.
- Seatbelts are working.
- Lights and indicators.
- Engine warning lights.
- Oil and coolant levels.
- General overall condition.

You should make sure that you report any faults, damage or warning lights. If there are any chips to the windscreen, you should report them before a crack appears.

There are weekly checks that need to be completed and recorded. These include checking tyre pressure and tyre wear, along with maintaining oil, water, anti-freeze and battery levels as per the manufacturer's schedules.

You should also check that all of the lights are working.

You should keep the vehicle clean and tidy at all times (inside and out). Smoking or vaping in a [RAISE-AP](#) vehicle is prohibited and against UK law.

You need to make sure that you drive safely. Do not drive when tired or after consumption of any substance which will impair your ability to drive safely, including alcohol, medication and drugs.

When you leave the vehicle, you should make sure it is secure and you need to pay due diligence when parking the car to make sure you have left it in a safe and suitable location.

It's your responsibility to make sure that you fully comply with road traffic laws, regulations, health and safety legislation, insurance requirements and best practice guidelines.

For multi-use vehicles, you need to complete the vehicle log book at the start and end of each journey and/or log into any other fleet management device.

Driving Offences

If you are found to have sped in a [RAISE-AP](#) vehicle, you will face disciplinary action which could result in you losing your job. You have a responsibility to keep yourself, other road users and pedestrians safe by obeying the local speed limits and paying proper care and attention to your environment.

Under UK law, it is an offence to use a hand-held phone when driving. For clarity, a hand-held phone is one that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function.'

You should never use a hand-held phone including those with a microphone and earpiece (walk and talk set) while driving – you are not in full control of your car. You may keep the phone switched on, but it should be kept out of direct sight, and you must only use it after you have stopped the car in a safe place.

Remember, it is still an offence if the mobile phone is used at traffic lights or in a traffic jam.

RAISE-AP do not allow the use of hands-free equipment when driving. Whilst it is not against the law in the UK so long as the phone can be fully operated without holding it. However, you should be aware the Police can still use existing legislation (for failure to have proper control) if a driver is using any hands-free phone or similar device if there is a risk of careless or dangerous driving. Although you may think that a hands-free phone allows you to keep in control of your vehicle, your mind may not be fully on driving.

This is different to talking to a passenger who will be more aware of traffic conditions and can see what is happening while you are driving and therefore moderates conversation accordingly.

There is an exemption for calls to 999 in genuine emergencies where it is unsafe or impractical to stop.

Charges

Before driving through any chargeable area, or crossing a toll bridge etc, you must ensure that you are aware of the charge and make the correct payment within the timescales given. If we do receive any fines or administration fees, we will normally charge these back to you and make a payroll deduction.

Accidents

Accidents where you are deemed at fault – If you are involved in an accident, our insurance company will normally determine if it was your fault. This is based on lots of factors including, but not limited to, driving regulation, the environment and the actions of both drivers. If you are deemed as ‘at fault,’ the following charges will apply:

- On the first instance, you will be charged £50 towards the excess/damage costs incurred.
- On the second instance, you will be charged £275 towards the excess/damage costs incurred.
- On the third instance, you will be charged £375 towards the excess/damage costs incurred.

In cases where your vehicle is damaged while left unattended and no blame can be apportioned to a named third party, **RAISE-AP** will accept the claim and meet the repair costs in full on one occasion only in a 24-month period. On any subsequent occasions, you will be liable for the first £125.

We will talk to you about any payments due and can agree a payment plan if necessary. However, if you leave **RAISE-AP**, any payment due will be deducted from your final

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salary.

Insurances

There are occasions when our insurance provider may put additional clauses and or increased excesses in place to cover certain drivers. This is normally in situations where that named driver has previous driving convictions related to dangerous driving, speeding, alcohol or drugs.

If this applies to you, you will be asked to sign a disclaimer related to the additional clauses and or increased excesses. This will state that as the driver, you will be personally liable for the total amount of the excess, which is normally £1,000.

Additionally, if you have a previous conviction related to driving under the influence of alcohol or drugs, any injury, or loss suffered by you as a result of an accident, which has been linked to alcohol or drugs, will be un-insured and neither [RAISE-AP](#) or our motor insurance agents will accept any liability for your injuries or subsequent losses.

Own Vehicles

Staff can, with the permission of the Head of Provision, drive their own vehicle for business purposes, including supporting our young people the following requirements must be met:

- You will need full business insurance, and you will need to provide evidence.
- You will need to confirm that your vehicle has a current MOT.
- You will need to confirm that your vehicle is fit, safe and appropriate for the purpose of transporting the young person.
- You will need to confirm that your vehicle is serviced in line with the manufacturer's recommendations.

[RAISE-AP](#) may withdraw their permission for you to drive any [RAISE-AP](#) vehicle if at any time the [RAISE-AP](#) Policy and Procedures are not strictly adhered to.

Raise Values

Our [RAISE-AP values](#) (Resilience, Attitude, Interest, Self-Confidence and Empathy) are key in everything we do, specifically with attitudes (positive attitudes towards learning and wider life) and empathy (valuing and caring about each individual) which are linked to our Driving RAISE-AP Vehicle Policy.
