



Parishes regularly need transport to get people to services and events and any use of transport must comply with legal and safeguarding requirements. Initially an 'event leader' (the parish organizer) needs to undertake a written risk assessment of transport used to be shared with all involved.

- Transport being used needs to be appropriate in terms of access (including securing facilities e.g. for wheel chairs) and to be seat belt compliant
- The 'event leader' is responsible for ensuring the driver of any vehicle has the correct entitlement on their license (mini bus drivers can be checked on Dept. of Transport GOV.UK website) has an MOT (especially for cars over four years old) and appropriate insurance.
- It is preferable that volunteers do not have any license endorsements and inform the event leader of any illness or disability that may affect their ability to drive (this does not automatically rule out a volunteer).
- If an accident occurs when a volunteer is transporting a passenger the organization may be held liable and therefore needs to show the steps they have taken to ensure the safety of clients to the courts and insurance companies.
- The event leader needs to make sure there are appropriate levels of personnel supporting supervision (the driver must not be the one responsible for supervision of passengers).
- Private cars used also come under the overall responsibility of the event leader who is responsible for passenger safety.
- The volunteer must inform their insurance company that they are using their car for voluntary work.
- A sample letter to the insurance company informing them that their car is used for voluntary work and not for business may help and no extra insurance charge should be involved.
- Legally only third party insurance is required but it is best for all concerned if drivers have comprehensive cover.
- Parental agreement is needed for children to go in other parents' or volunteers' cars and if an adult transports a single child or adult that passenger should always travel taxi style in the back and report to the event leader and appropriate seat belts are needed.
- Parish owned minibuses must comply with national fitness, use and equipment regulations.
- The Minibus Drivers Awareness Scheme (courses available locally at a cost) provides good training (contact Community Transport Association)
- Hired vehicles must be from reputable companies whose operators have the appropriate public service licenses.
- Additionally a mobile phone can be a back-up for volunteers to report in and parishes may join a national breakdown organisation covering "all vehicles" used.
- The personal safety of volunteer drivers is as important as the safety of the passengers they carry and basic driving safety precautions apply.

Electronic link to the full policy:

http://www.csasprocedures.uk.net/p_nat_pol_crea.html#transport