



Ark[®]
People
Housing
Care

Use of Vehicles at Work

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Summary of Changes

Section	Change
Whole procedure 2021	Change to new format
Whole procedure 2024	Review and update



Use of Vehicles at Work

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1.0 Introduction

This procedure contains information on the safe use of vehicles and completion of driver competence documents for Ark staff that are required to drive for Ark business purposes

1.1 Definition of Ark Drivers

Ark employee`s identified as drivers in relation to this procedure are;

- Care and Support staff.
- Agency / Relief staff.
- Head Office staff.

1.2 Definition of Vehicles

The vehicles that this procedure covers are:

- Staff private vehicles used for Ark business;
- Supported person`s own vehicles used for support work ;
- Supported person`s family cars used for support work ; and
- Hired vehicles used for support work.

2.0 Ark staff car owners who are identified as drivers for Ark

New and existing drivers that drive using their own vehicles during the working day with Ark will be asked to sign the Driving for Ark Agreement (Appendix 1) details the arrangements for driving for Ark, vehicle document checks, business insurances and claiming expenses. This document should be held electronically by the staff member`s manager and be reviewed at agreed timescales.

An annual review of the Driving for Ark Agreement is recommended.

Electronic or printable copies of the driving for Ark Agreement are available on the Ark Health and Safety Folders on the General Drive .

3.0 Driving for Ark Agreement Procedure

3.1 New Employees

A check of new employees driving documents must be carried out by Ark managers if they are identified as a driver for business purposes. (If you are asked by Ark to use your vehicle to support people or other work tasks).

A Driving for Ark Agreement signed by the new employee at induction stage and a copy given to the employee and a copy held in the employee file for auditing purposes.

3.2 Established Employees

A check of established employees driving documents must be carried out by Ark managers if they are identified as a driver for business purposes after a change in job role.

Appendix 2 details what documents are required for checking for new and established employees.

3.3 Spot check of documents

Ark employees that sign a Driving for Ark agreement have to agree that a spot check for driver and vehicle documents may be asked for at some point during their employment by an Ark Manager .

4.0 Vehicle Safety

4.1 Employee Vehicles

All employee vehicles used for Ark business purposes must be road worthy, safe to drive and not a danger to passengers, pedestrians and other road users.

Regular vehicle maintenance and annual MOT if more than 3 years old must be completed as part of the Driving for Ark agreement.

You must not use your vehicle for business use if the vehicle is not roadworthy, failed an MOT, the vehicle been involved in an accident causing significant damage to vehicle safety until repaired or you have been banned from driving.

You must inform your manager of any vehicle convictions or points on your licence so that a decision can be made on whether you can continue to drive for Ark.

4.2 Supported Person Vehicles – (Motability Scheme)

Supported people may lease a vehicle under the Motability scheme and Ark staff providing support using these vehicles will be identified as part of the persons care plan.

These vehicles come with Motability insurance, servicing and repair package which means staff only have to provide a valid driving licence to drive these vehicle using the driving for Ark agreement.

You should not drive a Motability vehicle or be a passenger in, if it not roadworthy or been involved in an accident, Motability will arrange repairs after any accident.

You must inform your manager of any vehicle convictions or points on your licence so that a decision can be made on whether you can continue to drive for Ark. You will also have to inform the Motability scheme if you are a nominated driver on the vehicle insurance.

4.3 Supported Person Vehicles – (Private / Family owned).

Care & Support staff may be asked by a family member to drive a private or family owned car to support a person. This has be agreed and noted in the care plan that use of the vehicle is needed for the supported person.

Please not these types of vehicles are not insured / serviced / repaired by Motability but is the duty of the vehicle owner to provide a roadworthy vehicle.

Ark staff have the right to refuse to drive a privately owned family vehicle or be a passenger in, if they feel the vehicle is unsafe to drive or vehicle documents are not valid. Ark staff must report this to an Ark manager who will discuss vehicle safety with the owner

4.4 Family Car Agreement

Please see Appendix 3 for a family car agreement that has to be completed by the Motability lease holder, owner or the owner’s guardian. This is to confirm that all UK road traffic standards are followed and the car is roadworthy for staff to use or be a passenger in.

Electronic or printable copies of the Family Car Agreement are available on the Ark Health and Safety Folders on the General Drive.

5.0 Implementation and Review

5.1 Implementation

The Chief Executive is responsible for ensuring that this procedure and the policy that support it, are followed by all Employees and Board Members.

5.2 Review

The Chief Executive will ensure that this procedure is reviewed at least every three years, and that any amendments required are submitted to the Board of Management for approval.

USE OF VEHICLES AT WORK PROCEDURE

Driving for Ark Agreement

To be completed at induction and for existing staff

Use HS22 Procedure when completing this agreement

As part of your role and work duties with Ark it has been identified that you will be carrying out driving duties as part of your job description

The following agreement is between you and Ark to ensure that you have valid and in date vehicle and driver documents.

Failure to keep these documents in date and relevant for Ark duties will be a breach of HR32 Expenses & Allowances Policy and HS22 Use of Vehicles at Work Policy and this could lead to disciplinary procedures if found that vehicles and driver documents do not meet the standards set out in HS22 Procedure during a spot check.

It is the responsibility of the driver to ensure that all traffic regulations are followed. Ark will not recompense any driver for parking or speeding fines.

I agree to hand in driver and vehicle documents at induction or during a spot check and that I will be unable to drive for Ark and claim expenses unless these documents are checked by the Ark manager .

I agree that the following vehicle and driver documents and information will be kept up to date and valid for Ark driving duties.

- Valid and in date drivers licence.
- Valid and in date insurance with business cover for the vehicle being used.
- MOT certificate, confirmation that the vehicle is less than 3 years old or check of DVLA website.
- Receipt for Road Tax or check of DVLA website.
- Inform manager immediately if there have been any road traffic charges, convictions, points added to my licence or banned from driving.
- Inform your manager if you are unfit to drive.
- Agree to regular checks and maintenance of my vehicle.
- Agree to a spot check of all vehicle documents when asked by an Ark manager.

Employee Name:

Managers Name:

Signed:

Signed:

Date:

Location.

Please complete and a copy given to the Ark employee.

Copy to be kept in employee file for auditing purposes.

Appendix 2 – Document Checklist

Documents	What to check
Drivers licence	<p>Valid e.g. date, type of vehicle.</p> <p>Belongs to the employee.</p> <p>Licence Adress matches other driving documents.</p> <p>Note: licences other than UK issued may also be suitable e.g. European – see link below to check current information</p> <p>Driving in GB on a Foreign Licence</p>
Vehicle Insurance document	<p>Valid date</p> <p>Covers driver and vehicle</p> <p>Has clause for business use and carrying business passengers (Note: not fee paying passengers)</p>
Road tax	<p>Check DVLA website or V11 SORN form to check if vehicle used for work has valid road tax.</p>
MOT	<p>View MOT paperwork or</p> <p>Check DVLA website using V11 SORN form to check if vehicle has current MOT.</p>

Appendix 3

ARK HOUSING / PEOPLE / CARE

USE OF VEHICLES AT WORK PROCEDURE

Ark agreement for a private / family owned / motability vehicle

To be completed when Ark Staff are asked to drive a Motability / private owned / family owned vehicle as part of a Support Agreement

Use HS22 Procedure when completing this agreement

It has been identified that you will be providing a vehicle for Ark staff to carry out driving duties as part of the supported person's care plan.

The following agreement is between Ark and owners of a vehicle to ensure that you provide a roadworthy vehicle that complies with Motability and United Kingdom Road Traffic Regulations.

Failure to keep to this agreement could lead to Ark staff not using the vehicle during support work.

It is the responsibility of the driver to ensure that all traffic regulations are followed.
Ark will not recompense any driver for parking or speeding fines.

I agree to ensure that the following vehicle documents and information will be kept up to date and valid for Ark driving duties.

- The supported person's care plan should identify who is responsible for maintaining / visual checks / legality of the vehicle to be used by Ark staff.
- Valid and in date insurance with business cover for the vehicle being used.
- MOT certificate or confirmation that the vehicle is less than 3 years old.
- Vehicle Road Tax is in date. (where exempt a zero cost road tax is still required)
- Agree to regular checks and maintenance of the vehicle by Motability / Family / Guardian / Ark staff.
- Valid and in date roadside breakdown cover.
- Inform Ark staff if vehicle is unsuitable / illegal for road use.
- Agree to regular visual checks of the vehicle by Ark staff to check if roadworthy.
- Agree that Ark staff will not enter a vehicle if they consider the vehicle is unfit or illegal to drive or be a passenger in, until professional advice is sought on road worthiness.

Guardian / Family Name:

Ark Managers Name:

Signed:

Signed:

Date:

Location

Please complete and a copy given to the Ark employee and Family / Guardian.
Copy to be kept in Supported Person's file for auditing purposes