



Use of Vehicles at Work



What is a policy?



A **policy** is a list of rules for Ark workers.

These are the rules about the safe use of vehicles for work.

Who are these rules for?



All Ark support workers need to follow these rules. Their manager will make sure they are following them.

Your rights



You have a right to ask an eligible staff to drive your vehicle or to be a passenger in their vehicle.

To be eligible means that staff have the right documents in place.



The law says we need to make sure that the vehicle staff use for work is safe.



If you receive a mobility allowance, you have the right to lease a vehicle under the **Motability** scheme. Your benefits will pay for the vehicle.

How we keep vehicles used for work safe



If you travel on a **staff's vehicle**, it is the staff member responsibility to make sure the car is safe, has passed all checks and has a Business Insurance. Staff must sign a Driving for Ark Agreement.



If you have a **Motability vehicle**, the scheme will make sure your vehicle is safe to drive.



If staff drive **your private vehicle**, it is yours or your family responsibility to make sure the vehicle is safe to drive.



Ark staff have the right to refuse to drive your vehicle or be a passenger in, if they feel the vehicle is unfit or illegal to drive.



You or someone on your behalf will have to sign a **Family Car Agreement**. This is to confirm that you or your guardian are responsible for keeping the vehicle in good nick and its documents valid.

How will workers know what to do?



When people work for Ark, they get training.

If they use a vehicle for work, they will have to read these rules.

They will learn about how to drive an adapted car and keep you safe in it.



We will write how staff will drive you or your car in your Good Life Plan.

When do we check these rules?

These rules last for 3 years.

They were agreed by Ark and supported people in March 2024.

We will check them in March 2027.