



Driving Policy

Foodbank Vehicles:

- Wirral Foodbank leases two vehicles from Wirral Council, who are responsible for servicing the vehicle according to the manufacturer's recommendations.
- Drivers must advise the Warehouse Manager of any issues relating to the vehicle. The Warehouse Manager will report such issues to Wirral Council: 0151 666 3196.

Responsibility of Wirral Foodbank:

Wirral Foodbank will:

- Ensure that the vehicle has appropriate insurance and valid road tax. A copy of the insurance certificate must be kept in the vehicle.
- Ensure that the vehicle is maintained in a road-worthy condition, which can be proven in part by successfully passing an MOT.
- Service and maintain the vehicle according to the manufacturer's recommendations.
- Undertake and complete a weekly maintenance log to check items such as tyre wear and pressures, fluid levels (oil, water, coolants), lights and indicators and safety belts. Matters requiring attention should be notified to the Warehouse Manager.
- Undertake visual checks before each journey to ensure the vehicle is roadworthy. If the vehicle is deemed not roadworthy it must not be used and an alternative vehicle should be arranged via Wirral Council.
- Provide any dedicated vehicle with a first aid kit, high-vis jacket(s), fire extinguisher and roadside warning triangle. The local maintenance check should include ensuring these items remain in the vehicle and in the case of first aid kits or extinguishers that they remain in date.
- Undertake an annual licence check for or anyone that drives Foodbank vehicles. It is usual to allow no more than 3 penalty points.

Responsibility of the driver:

- No driver should be allowed to take charge of the vehicle if there is any legal or health issue that prevents them from doing so. The driver should inform the Office Manager & Volunteer Co-ordinator immediately of any reason that would prevent them from driving the foodbank vehicle.
- Drivers must drive and park the vehicle in a considerate and lawful manner, remembering that they are representing Wirral Foodbank.
- Drivers must wear a foodbank t-shirt and/or fleece and a high-vis jacket so that they are identifiable when undertaken foodbank activity.
- All drivers are covered by Wirral Foodbank's vehicle insurance.
- Drivers must not use their own vehicle for foodbank activities (except the journey to and from home).
- Drivers are required to inform the Office Manager & Volunteer Co-ordinator if they receive any convictions or penalty points (either in the food bank vehicle or their private vehicle) whilst they remain an authorised food bank driver.
- Drivers are personally liable for any convictions or penalty points received whilst driving a food bank vehicle.
- Drivers must inform the Warehouse Manager of any accident they are involved in and/or damage caused to the foodbank vehicle. An accident form must be completed and submitted to the General Manager.

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General:

- Foodbank vehicles can only be used for foodbank activities.
- No driver shall be alone in the vehicle; an additional person must accompany the driver to assist in loading and reloading the vehicle.

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| Approved & Issued: 10 th March 2021 | Reviewed: 10 th May 2023 | Next Review: May 2024 |
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