

Driver and Vehicles Company Policy

When staff are carrying young people, whether in vehicles belonging to Donyland Lodge or in staff cars, a minimum staff ratio of 1:3 applies, meaning that at least one member of staff is required for every three young people carried. However, these are minimum requirements and there may be circumstances, for instance when discipline is perceived to be a problem, when it may be necessary to have more staff or if young people are on a one to one. It should be noted that under no circumstances should a young person be left alone in any vehicle. The driver is also responsible for ensuring that all occupants of the vehicle are wearing seat belts.

On admission full risk assessments are completed for each individual young person around the use of vehicles and this is regularly reviewed.

On any journey, drivers should consider:

- Passenger safety
- Type of journey
- Traffic conditions
- Insurance cover
- Weather
- Journey time and distance
- Stopping points on longer journeys
- Supervision

Before driving any young person in a Donyland Lodge vehicle, the driver must have submitted a current driving licence for checking and copying. This should be repeated annually.

Ordinarily staff are expected to use Donyland Lodge vehicles to transport young people. However, there are sometimes circumstances in which it is appropriate for a member of staff to use their own vehicle. In these cases permission must have been granted by a manager and the vehicle must be fully roadworthy, be in possession of valid road tax, a current MOT certificate and appropriate insurance stating that cover includes use in connection with the driver's business. Copies should be made of this documentation.

All company vehicles are weekly checked to ensure they are safe and road worthy.