**Zac’s Club Escrick**

**Company Vehicle Policy**

This policy has been established to outline the policy and procedure of the use of our Company Vehicle. Our current company vehicle is a 9 seater minibus which can be driven under a normal UK car driving licence. The vehicle is insured under a specialist Minibus insurance policy, and allows any driver with a clean driving licence and aged over 30 to drive the vehicle, for business purposes, specifically including childcare activities. We are not allowed to take fares for the transport of children or adults.

**Employees who meet the following conditions, have permission to drive the minibus**

* Car drivers with a full, clean driving licence who are aged 30 years and over.
* Employees who have had a test drive with a member of the management team.
* Employees where we have seen their driving licence, and hold a copy on file.

**Allowed use of the Company Vehicle**

* To transport children attending the Club to activities run by the Club, such as for example, a trip to the Railway Museum, or Three Hagges Wood.
* To deliver goods and food to the Clubs each week.
* To shop for Club resources.
* To transport staff to training.
* Any other business use where the Company Director specifically gives their permission.
* For the domestic and social use of the Manager at Zac’s Club, Escrick who has the vehicle as his Company Vehicle.

**Availability of the Company Vehicle**

* The vehicle is used weekly by the Manager at Escrick to travel to work from Riccall, and is able to offer a lift to anyone who is in Riccall, and working at Escrick on any shift.
* Should employees need to use the vehicle at any other time, they must arrange this with the Zac’s Club, Escrick Manager. Booking can be made by emailing [escrick@zacsclub.co.uk](mailto:escrick@zacsclub.co.uk) or by phoning 07721 062404.

**Rules for the use of the Company Vehicle**

* The driver is responsible for ensuring that they are fit to drive, have no medical or other reason why they are not able to drive, and are not under the influence of alcohol or drugs. Should a driver become unfit to drive when they are expected to drive, they must report this to the Director immediately.
* If transporting children, the driver must ensure that all suitable car seats (if needed) that are being used have been secured correctly, and children are fastened in correctly. Where children are old enough to travel without car seats, and are able to fasten their own seat belts, the driver is responsible for checking that children have secured themselves properly. The law does not require minibus passengers to have car seats, however we have provided a number of car booster seats, and high back car seats for younger passengers where appropriate.
* The driver is responsible for checking that the vehicle is roadworthy for their trip, and reporting any faults or issues to the Zac’s Club, Escrick Manager. This includes ensuring that the First Aid Kit, and Fire Extinguisher are on board.
* The driver is responsible for ensuring they obey all road rules and drive legally including complying with speed limits etc. Should any traffic offenses be committed the driver is responsible for any fines or other penalties that result. This includes any parking offenses.
* If undertaking any journey with children on board, but without a colleague with you, you must text or phone your colleague who is working with you, when arriving/departing as appropriate. This is to ensure your safe arrival/departure. It is therefore imperative that this policy is followed correctly.
* When travelling in the Minibus you must have the Company Mobile Phone allocated for these journeys – 07721 062404 with you at all times. There is a hands free facility in the Minibus, and this will automatically connect to the phone subject to the Bluetooth connection on the phone being switched on. It is the driver’s responsibility for ensuring the phone is sufficiently charged for the journey. (Please also see mobile phone policy).
* The driver is responsible for ensuring that the vehicle is locked when the vehicle has been left after use, or whilst unoccupied during trips, and is parked in a suitable place and manner.
* A sat nav is available for the driver to use where they wish to be directed to their destination. This must not be moved from the set position, except when it needs to be removed for system updates. Please inform the Zac’s Club, Escrick Manager should this flag up on the system.
* Our insurance cover holds a greater excess for drivers under the age of 30, so where a driver over the age of 30 is available for any journey, they should be the driver on that occasion.

**What to do in the event of a Breakdown**

* In the first instance, if you are able to, pull to the side of the road, or off the road entirely if safe and possible to do so.
* Ensure that all passengers are safe and remain calm. Passengers should stay inside the vehicle unless it is unsafe to do so, such as on a motorway, where the safe place is to retreat to high up on the embankment, well away from the vehicle. Check that no one has been injured or requires any medical attention. (If they do, please follow procedure for an accident).
* Call your destination to advise of a delay. This is crucial if you are undertaking a journey with children on your own. If you do not arrive at your destination, your colleague will phone you to find out why you have not arrived, but you must endeavour to phone them first in order that can assist you, and inform others on your behalf if necessary.
* Call the Director on 07796 265978. If you are on your own, the Director will attempt to come to you if able to do so to assist. Alternatively, they will arrange for another colleague to come and assist.
* In the event of you needing mechanical assistance, and you being unable to continue your journey, the Director will arrange for the appropriate vehicular assistance, and for the re transportation of any children and/or the driver and other staff to a safe place or their destination.
* Await assistance, and instruct the colleague you have phoned to inform parents from the contact details on the system at each setting of what is happening and how the situation will be resolved.

**What to do in the event of an Accident**

* Ensure that you and all of your passengers are safe and unhurt. If there are any injuries at all, including to the driver, then dial 999 requesting the emergency services, giving as much information as possible to ensure that all of the services you need are sent to assist you.
* Once emergency services arrive, follow their instruction.
* If safe to do so, phone the Director on 07796 265978 who will try and attend to assist you and/or make phone calls to assist you, including phoning your destination.
* A first aid is kept in the bag for emergencies, which should be used if needed.
* If the accident is relatively minor, and there are no injuries of any kind (eg a car park scrape) then ensure that all passengers stay calm and in the vehicle if safe to do so. If you require breakdown assistance, please follow the procedures for breakdown in addition to the procedures for accident.
* If there are any other vehicles involved, then take full details of the other drivers, and provide your own details and any information they may need from your driver pack. You need to obtain/provide name, address, contact details, vehicle details and registration number, and insurance details.
* If possible, take photos of the positioning of the vehicles, and any damage. Also capture the registration details on camera.
* Obtain witness details where possible.
* Call the insurance company on 0370 0607 122.

**Maintenance of the vehicle**

* The vehicle is the Company Vehicle of the Zac’s Club Escrick Manager, and as such he takes responsibility for the maintenance of the vehicle. He will ensure:
  + The vehicle is MOT’d and Insured
  + Oil and water are checked each week
  + Tyre pressure is checked regularly
  + The vehicle is kept clean and tidy (but he will expect you to clear out any rubbish from your trips out please!)
  + The vehicle is serviced at regular intervals laid out by the manufacturer
* All drivers of the minibus must ensure that they take care when using the minibus, and report any issue to the Zac’s Club, Escrick Manager.

Policy written 7/1/19 by Ruth Newton, Director

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Updated 04/10/2021 and on 20/09/22 by Lauren Moughan, Deputy Manager

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