

Beyond Limits provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits, to make good, safe decisions.

Beyond Limits expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

## Use of Vehicles Policy

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This policy should be read in association with Employee Handbook and Finance Policy. If you are going to be driving a vehicle owned by the person you support, their mobility vehicle or your own vehicle you must read and sign this policy. There will be a copy of this policy kept in the Health and Safety Folder of the person you support and this is the copy that you must read, sign and date. The signing sheet is at the rear of this policy.

### Use of Vehicles Policy – what this means to Beyond Limits

To safeguard the people we support and employees who drive any vehicles belonging to the person supported, including mobility vehicles or staff's own vehicle used to take a person out. This policy details the usage of vehicles, recording of mileage, claiming expenses, and fueling.

At Beyond Limits, we aim to increase people's independence and enable people to be part of their communities. To this end, you should take every opportunity to support and grow a person's skills to use a range of public transport (including walking). If on occasion, however a car or similar vehicle is agreed to be the best form of travel then the route and activity should be planned carefully, and fuel used wisely as travel is expensive.

The person you support has a support monies account, the No. 2 account, into which travel expenses and support expenses for the team are paid by direct debit on a monthly basis. The money in this account is there to allow the staff to help the person they support travel about, going out socially etc. Every

person is different, and we encourage teams to talk to their Service Leader about being creative about how they put the support expenses to best use.

To safeguard yourselves, and the person you support any money used for travel must be accounted for using Beyond Limits procedures.

### **What this means to Beyond Limits**

The following details around staff using a vehicle (either their own or one owned by the person) must be explained within the Working Policy.

- Use of their vehicle or the vehicles belonging to the team
- Recording of mileage
- Budget for fuel for their vehicle
- Where fuelling will take place and how often e.g. a fuel account at a specific garage or agreement on the amount of fuel to fill up with each time.

You can only use your own vehicle if Beyond Limits has an up to date copy of your driving license, proof of insurance (business) and valid MOT. You must also sign a car/vehicle disclaimer. If you are unsure about any of this, please ask a Service Leader. Where you are required to drive a mobility car, these details will be shared with the insurers with your agreement and their own policies are to be followed.

There will be specific details included in the Working Policy of the person being supported; you should always refer to this document.

If any of your details or circumstances change, for example: change of address, penalty points, change of license, change of vehicle etc. you must let your line manager know. Any failure to do this in a timely manner will be considered a breach of this policy.

Any claims for the purchase of business insurance must be discussed with the Director, Doreen Kelly, prior to any such purchase being made.

Each vehicle owned by a person being supported should have a bound mileage logbook kept in the vehicle. When a member of staff takes a person we support out in a vehicle belonging to the person supported, they will record the following in a logbook which must be kept in the vehicle:

- Initials of the person being supported (if they take more than one person out)
- Start and end mileage

- Nature of trip and destination (shops, work etc. and whether fuel has been bought during the trip)
- Signed and dated by employee member recording the information

## Vehicle Safety Checks

Vehicle safety checks must be carried out by staff each week for any vehicle owned by the person supported. Completed check lists must be kept in the Health & Safety Folder. Staff may need to read the manufactures manual to complete some of these checks or confirm any additional ones that need to be completed. Any issues or problems must be acted on immediately to ensure the safety of the person being supported and staff. Staff driving a person supported in their own vehicle must ensure it is legally roadworthy. Any failure to do these checks will be considered a breach of this policy.

## Audits

As part of financial audits, there will be a reconciliation of the mileage logbook – looking for discrepancies in mileage, high mileage, fuel amounts etc. This will also act as a check on whether the person we support is accessing activities in the community, what is recorded in their working policy. Vehicle safety checks lists will also be audited to make sure they are being completed weekly.

## Claiming Mileage

You can claim for fuel only if it is business related and you have been authorised to do so. A typical example of this is driving the person you support in your own vehicle (business insurance cover required). You can claim £0.35 per mile and take this directly from the support funds **only** when authorised to do so. **You must** also complete and sign a mileage claim form attaching this to the petty cash voucher and complete all other relevant paperwork. This must then be signed by your line manager typically your Team Leader or Service Leader if the Team Leader is making a claim.

Always remember to use safe methods of transport and use safe routes, if in any doubt use a recognised route planner, such as the AA or Satellite Navigation.

