



Policy - Drivers Bank

Definition

This policy defines the list of requirements to be met by a driver to ensure the safe transportation of young people to and from events approved by All Saints PCC.

Requirements

Drivers must:

- Be over the age of 21 (24 for driving a minibus) and under the age of 70 and must have hold a full British driving license and have a minimum of 2 years driving experience. All Saints employees need to hold a full British driving license and have 1 years driving experience
- Ensure that the car and driver are covered for this category of driving by their own insurance company
- Ensure that all passengers wear their seatbelts when travelling
- Ensure that they have access to a mobile phone whilst on the journey, but must not use it whilst driving
- Attend a minibus driving test when appropriate, to allow them to drive such a vehicle
- Have with you a list of the names and telephone numbers of all those you are transporting on the trip
- Ensure that driving times and hours are reasonable and include regular stops / breaks
- Ensure that there is a approved co-driver for any journey over six hours
- Ensure that no smoking takes place within the vehicle whilst transporting All saints' employees or young people

It is recommended that:

- The driver and vehicle are covered by the AA, RAC, Green Flag or some other comprehensive recovery service

To register on the All Saints' driver's bank, drivers must:

- read and sign the child protection declaration form
- Complete and sign the personal details form, RC5
- Complete the drivers bank declaration form

The above forms must then be passed to the responsible Youth Worker, All Saints' Church.

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
1	Driving experience added	20/06/07	RP
	No smoking in vehicles added		
N	Recommended added to recovery service	23/05/07	RP
	Holding a full license for 1 year for staff added		
	Whole document re-typed		