



TRANSPORTATION POLICY (SERVICE USERS) AND USE OF PRIVATE VEHICLES - DSDT

	Date	Name/sig nature
Last updated	5/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	14/6/23	SS
Date for next review	regularly	

INTRODUCTION

Many charities and nonprofit organisations utilise vehicles as an everyday part of their operations. Transport is a vital concern for many businesses, whether they are solely used to move from site to site, for trips to those who use their services, or even to transport service users in private cars.

Health and safety law applies to all charities and community organisations, and DSDT must manage the risks involved with these activities.

EMPLOYER REQUIREMENTS

Prior to transporting any service user, staff must ensure that they satisfy each of the requirements outlined below:

DSDT requires all vehicles belonging to the charity to be driven with the prior authority of the Managing Director, who must ensure that the following statutory requirements are met:

- a full UK Driver's License
- all staff must submit a copy of their license

- Under the Road Vehicles (Construction and Use) (Amendment)(No.2) Regulation 1996 (SI No. 163), all minibuses carrying three or more children must be fitted with seat belts; and a forward-facing seat with a seat belt is to be available for each child when minibuses are used to take children on organised trips.
- Full and up to date insurance of the vehicle
- A designated charity vehicle will be used and not private cars of members of staff
- Vehicle registration papers
- National Police Check Certificates for reportable driving offences
- Any baggage should be safely stored away without blocking any gangways or exits (or luggage should be transported separately).
- Ensure employees driving the vehicle carry a mobile phone in case of an emergency.
- Obeying the standard driving rules and regulations in each jurisdiction
- ensuring annual maintenance is undertaken on the vehicle
- notifying the service provider of any medical condition which could affect their ability to transport service users
- Notifying the service provider of licence cancellation or other restriction that may affect their ability to transport clients

These documents will be reviewed annually or during a staff assessment.

- A full safety check to be undertaken prior to any trip.

EMPLOYEE REQUIREMENTS

- Assure that a passenger escort is accompanying the driver.
- Any additional adults should be dispersed evenly throughout the vehicle.
- Children should not be seated in the front seats.
- All passengers are required to use a seatbelt (minibuses without seat belts are not permitted).

Service users will not travel in staff's personal cars at any time unless they have business insurance and it has been previously agreed with parents and senior staff

Maintenance of privately-owned vehicles must be maintained to a legally roadworthy standard.

Insurance must be current and allow for the vehicle to be used in the course of employment.

- These include striving to keep the vehicle as clean as possible
- Driving defensively



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- Treating service users with politeness, courtesy, helpfulness and honesty
- Taking responsibility for traffic offences
- Taking the most direct route to reach the destination (not making any detours that would allow them to run personal errands or tasks outside of the scope of normal service delivery)

Contact details:

Registered charity and correspondence address: 13 Saltwood Road, Seaford East, Sussex BN25 3SP

Main office: Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Second office: Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

Tel: 01323 893 323 / 01323 890 654

Website:
www.downsyndromedevelopment.org.uk

Email:
hello@downsyndromedevelopment.org.uk

[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

Down Syndrome Development Trust

Company Number: 08346182

Registered Charity Number: 1155830

If any parent/carer or child/young person being supported by DSDT has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with:

If you have any concerns about breaches to the transportation policy, please refer to:

Senay Smallwood (designated vulnerable persons' protection contact)

- SENAY SMALLWOOD DSDT DESIGNATED SAFEGUARDING LEAD ON 01323 893323

sensmallwood.dsd@gmail.com

DSDT registered charity and correspondence address: 13 Saltwood Road, Seaford, East Sussex, BN25 3SP

Website:
www.downsyndromedevelopment.org.uk

Email:
hello@downsyndromedevelopment.org.uk

Name of Deputy Safeguarding Lead:

Marianne Robinson, Operations/Office Manager DSDT
Tel: 01323 890 654
marianne.dsd@gmail.com

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