

Walford Community Support Scheme

Guidance on using your car

If you are using your car for the purposes of Walford Community Support Scheme, please be mindful of the following:

- Ensure the car is safe and all the documentation is in order:
- Driving licence, insurance, tax and MOT.

- Check that the insurance covers use as a volunteer driver - this is usually free of charge but volunteers should inform their insurance company to make sure they are covered.

Do keep a record of each journey which shows:

- The date
- Service users name
- Destination
- Purpose of the journey
- Mileage

This can be used to claim a reimbursement of the cost of fuel from the scheme.

- Allow plenty of time for the journey as the service user may need extra help or to take things slowly

- Volunteers need to look after their own welfare. Do not risk yourself by lifting service users in or out of the car or lifting heavy items.

You are entitled to claim any travel costs expended on the scheme at the current rate of: 45p per mile. Please record any mileage on the Claim Form and submit to the coordinator.

Policy composed Aug 18 by Sarah Hayes

Review date Aug 19

Name:
Address:

Date:

To (Insurance Company).....
Re. (Policy Number).....

Dear,

I intend to undertake voluntary work and, from time to time, I will use my vehicle to carry passengers or to carry out other duties, as requested. I will receive a mileage allowance these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of Public Passenger Vehicles Act 1981, which exempts me from both Passenger Service and Hackney Carriage/Private Hire Car licensing laws. Such expenses will be claimed on a non-profit basis. I should be grateful if you would confirm that my existing policy covers me for such volunteer driving - please use the "tear off" slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully (Policyholder)
From (Insurance Company).....
Re. (Policy Number)..... Policy
Holder/Driver.....

This is to confirm that your insurance policy covers voluntary driving (for which a mileage allowance may be received). This also confirms that the above policy contains a clause indemnifying the agencies with which you are a volunteer against third party claims arising from the use of the vehicle on such voluntary work.

Issued by.....
Date.....

Official Stamp: