

<b>OP6</b>	<b>Vehicle Usage Policy</b>
<b>Operational as of May 5th 2009</b>	<b>For review: April 4th 2010</b>

## 1 Policy Statement

Ana Liffey Drug Project (ALDP) is committed to providing safe working guidelines to protect its staff. This policy outlines such guidelines regarding the use of the ALDP vehicle.

## 2 Purpose

To ensure that the ALDP vehicle is used in a safe and appropriate manner at all times.

## 3 Scope

This policy lays out basic guidelines for the safe use of the vehicle. This policy applies to all ALDP staff members who wish to use the vehicle.

## 4 Who can drive the ALDP vehicle?

4.1 Any full-time ALDP staff member may be entitled to use the vehicle, provided that they meet the following criteria:

1. They meet the age criteria specified by the insurers (i.e., are over 25 and under 65)
2. They hold a full, clean drivers' licence for at least 2 years
3. They regularly drive a car/van outside work
4. They have not had a insurance claim made against them in relation to a driving incident for at least 2 years
5. A signed copy of the Vehicle Release Form (see Section 9) and a copy of their current drivers' licence is on their file

4.2 The entitlement to use the vehicle will be reviewed annually

4.3 Staff members must inform a manager at the earliest possible opportunity if they receive any penalty points on their licence, regardless of the vehicle they were driving at the time.

## 5 Induction

Any staff member who wishes to use the vehicle must be formally inducted in the vehicle's use by a manager who is insured on the vehicle. Induction should include:

- A review of the vehicle's instruction manual. In particular, this should include
  - A review of the location and function of dashboard and driving instruments
  - A review of the vehicle's safety features
  - A review of the vehicle's fuelling system
- A review of this policy document
- Checking and copying the staff member's driving licence
- Signing the Vehicle Release Form

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## **6 Using the Vehicle**

- 6.1 The vehicle may only be used on ALDP business, with the permission of a manager
- 6.2 There must be 2 members of staff (including the driver) on all journeys involving service users, unless otherwise authorised by a manager
- 6.3 The 'Vehicle Journey Log' (see section 9) must be completed for each journey
- 6.4 The designated driver for the journey is responsible for ensuring that:
- all lights and locking mechanisms are in good working order before starting
  - the vehicle is equipped with a first aid kit and emergency triangle
  - (s)he has the ALDP mobile phone
  - child locks on the sliding doors are on at all times during the journey
  - (s)he is the only person with access to the vehicle's keys at all times
  - the vehicle is driven with due care and consideration at all times
  - the 'Vehicle Journey Log' is completed when they return

## **7 Costs Incurred**

- 7.1 ALDP will pay for any costs reasonably incurred during the vehicles use (e.g. toll charges /parking charges / fuel charges)
- 7.2 ALDP will *not* pay for parking fines or other fines related to the improper use of the vehicle (e.g. speeding fines). These charges will be the responsibility of the driver, and may form a basis for disciplinary action.

## **8 Incidents**

- 8.1 In the case of an incident involving a service user, staff members should follow usual ALDP guidelines for dealing with the situation. The incident should be written up in the ALDP incident book upon return
- 8.2 In the case of an road traffic accident involving the ALDP vehicle, the driver should:
- In all cases, be mindful of him/herself and others. The safety and wellbeing of people is of paramount importance
  - Call the local Gardai Siochana. A list of all Dublin Gardai stations should be in the glove compartment
  - Exchange insurance details with the other party / parties involved. Copies of the vehicle's details, with space for recording the details of the other party are in the glove compartment for this purpose. The other party's insurance details can be obtained from their insurance disc
  - Call the ALDP and speak to a manager who will advise further
- 8.3 Staff members should be aware that in the event of an accident they may be required:
- To complete an accident report form for insurance purposes
  - To take photographs of the vehicle (a camera is provided in the glove compartment)

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## **9 Recording**

- 9.1 A Vehicle Journey Log is located in the glove box of the vehicle. This should be completed before and after each journey
- 9.2 All incidents should be recorded as per this / other relevant ALDP policy documents
- 9.3 The manager who completes induction with the staff member is responsible for ensuring that a copy of all relevant documentation is placed on the staff member's file
- 9.4 The manager who authorized the journey should ensure that the Vehicle Journey Log is completed after each journey
- 9.5 See attached form:
- Vehicle Release Form