RAISE

ALTERNATIVE PROVISION

Driving RAISE-AP Vehicles

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Approved by: RAISE-AP Educational Directors

Approval Signatures

RAISE-AP
Directors

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Introduction

This advice applies to everyone who works at RAISE-AP, who is over the age of 21 and are holders of a full valid UK driving licence. You also need to have had a licence check completed.

If you are under 21, you are not able to drive a RAISE-AP vehicle as you are not covered by our insurance. If you work for an agency or you are a consultant (including self-employed contractors), you are not permitted to drive RAISE-AP vehicles.

RAISE-AP Responsibilities

It is the responsibility of RAISE-AP to provide insurance cover, road fund licence and servicing of the vehicles. RAISE-AP also has to ensure that any additional maintenance or MOTs required are completed.

RAISE-AP will also meet the cost of repairs and replacement parts, subject to prior approval being obtained. Some costs may be recovered from employees based on the nature of the damage; further details can be found in the Vehicle Policy.
They will also pay the cost of fuel, oil and other consumables incurred on RAISE-AP business.

RAISE-AP does track vehicles to monitor journeys, times, dates and speed to ensure compliance with the law, appropriate use of vehicles etc. This may result in disciplinary action if the law or our policies are found to have been broken.

RAISE-AP will pay any parking, congestion or related fines immediately within the normal payment period. These fines will then be deducted by payroll from the person who was responsible for the vehicle (driver) at the time the charge was incurred. Further details can be found in the Vehicle Policy.

If you would like to dispute a charge, then you must let us know immediately and you will need to support this being taken up with the relevant authority.

Driver Responsibilities

It is your responsibility to make sure that any vehicle you drive on behalf of RAISE-AP is in a roadworthy condition prior to each journey. This does mean that you need to check the following:

- Tyre tread and pressure.
- Windscreen damage and windscreen fluid levels.
- Seatbelts are working.
- Lights and indicators.
- Engine warning lights.
- Oil and coolant levels.
- General overall condition.

You should make sure that you report any faults, damage or warning lights. If there are any chips to the windscreen, you should report them before a crack appears.

There are weekly checks that need to be completed and recorded. These include checking tyre pressure and tyre wear, along with maintaining oil, water, anti-freeze and battery levels as per the manufacturer's schedules.

You should also check that all of the lights are working.

You should keep the vehicle clean and tidy at all times (inside and out). Smoking or vaping in a RAISE-AP vehicle is prohibited and against UK law.

You need to make sure that you drive safely. Do not drive when tired or after consumption of any substance which will impair your ability to drive safely, including alcohol, medication and drugs.

When you leave the vehicle, you should make sure it is secure and you need to pay due diligence when parking the car to make sure you have left it in a safe and suitable location.

It's your responsibility to make sure that you fully comply with road traffic laws, regulations, health and safety legislation, insurance requirements and best practice guidelines.

For multi-use vehicles, you need to complete the vehicle log book at the start and end of each journey and/or log into any other fleet management device.

Insurance

Our insurance covers all employees who are over the age of 21 and have a full UK driving licence (subject to existing endorsements). You will need to have had your licence checked before you can drive a RAISE-AP vehicle.

You will need to ensure your licence is renewed prior to its expiration date, or you will be suspended from driving until this has been done.

The insurance covers passengers, provided that the number of passengers being carried does not exceed the number specified as suitable by the manufacturer.

RAISE-AP laptops and valuable items are covered only if locked away securely. Do not leave articles of value in the car where they can be seen. Please avoid leaving valuable items, especially laptops in vehicles where possible. All doors and the boot must be locked when the car is left unattended.

Our insurance only offers very restricted cover for personal possessions. It is recommended that you put in place your own insurance cover for loss or damage to personal items.

You need to make RAISE-AP aware of any medical issue or any other impediment that may affect your ability to drive. This includes historic concerns or incidents that may have taken place prior to employment at RAISE-AP. It is the same if your licence is endorsed or if you are disqualified from driving; you must notify the RAISE-AP immediately.

RAISE-AP do make regular checks with the DVLA.

Accidents

If anyone is in danger or injured, you should contact the emergency services as quickly as possible. If you are in doubt, give them a call. Stop your vehicle when and where it is safe to do so or ask a passenger to make the call.

Make certain you or your passenger are able to describe where the accident or incident is by referring to the last place or junction. On a motorway, use emergency roadside telephones as the emergency services will be able to locate you more easily.

You must obtain the following essential details at the time of the accident:

- Third party name and address, car registration number, insurer's name, address and policy number. Any witness' name and address.

- Location – note names of roads, road signs, position of other traffic, condition of road surface etc. It may be useful to draw a brief diagram.
- Damage – also note any damage for which you are not responsible. Take a photograph, if possible.

As soon as it is safe to do so, you should contact the Head of Provision.

If you or anyone else incur any losses/expenses as a result of the accident (e.g. emergency taxi home from hospital, prescription/medical charges, bus/train fares, replacement spectacles, etc), you need to obtain and keep these receipts as these will need to be copied and sent to the insurance company as part of the claim. If damage is incurred to personal property as a result of the accident, receipts will also be required.

Never admit liability.

If anyone is in danger or injured, you should contact the emergency services as quickly as possible.

Roadside Recovery

In the event of breakdown, please contact the AA roadside recovery in the UK, unless otherwise stated in your car logbook.

Courtesy cars are not provided as part of the lease agreement.

If there are any chips to the windscreen you should report them before a crack appears.

On all non-UK journeys, the following documents must be carried:

- Letter from RAISE-AP authorising you and any member of the party to use the car.
- The completed VE103 authorisation form supplied by the leasing company.

Documents necessary for the countries to be visited.

- Insurance and breakdown cover information.
- You are also responsible for making temporary adjustments, such as headlights, to the
- car.

Where any overseas travel is for private purposes, any costs incurred by RAISE-AP as above will be recovered from you. This includes costs of repairs due to breakdowns and faults.

This will include recovery if it is felt the mileage is excessive oversees travel.

Personal Tax (Allocated Vehicles)

If you have been allocated a vehicle, then under current HMRC guidance, you are personally liable for the tax benefits arising from any personal use of the vehicle. This personal tax liability is a matter between you and the Inland Revenue.

RAISE-AP does not offer tax advice nor does it indemnify against any changes in tax rates or charges. At the end of each tax year, RAISE-AP is required to return a P11D form to the Inland Revenue, which will include the taxable benefit applicable to the vehicle(s) allocated during the tax year.

Company vehicles fall into the following categories

1. RAISE-AP provides you with a vehicle. This is solely allocated to one individual and the vehicle can be used for private use. This is seen as a taxable benefit and will appear on your annual P11D.
2. RAISE-AP provides you with a vehicle, which is allocated to one individual. The vehicle can be taken home, but not used other than driving to and from work. This is seen as a taxable benefit and will appear on your annual P11D.
3. RAISE-AP provides a vehicle for multiple users for work use only. It cannot be taken home; it must be collected and dropped off each day unless on call. This is not seen as a table benefit.
4. RAISE-AP provides a vehicle, which is allocated to one individual. The vehicle can be used for private use and the employee contributes to the cost. This will be reported as a taxable benefit (P11D); however, the exposure will be reduced in relation to the employee contribution.

Business Mileage

Business mileage is defined as 'miles travelled wholly, exclusively and necessarily in the performance of Company duties. Therefore, your usual mileage to and from work must be deducted from the mileage claimed. All business mileage must be itemised on the appropriate form.

The cost of fuel for private mileage will not be met by RAISE-AP.

Health and Safety

You are required to follow the guidance below:

- You remain responsible for your own and other's safety on the road when behind the wheel.
- You must have proper control of your vehicle at all times.
- Prosecution can be made for careless driving, inconsiderate driving and dangerous driving.

- The penalties include an unlimited fine, disqualification and up to 2 years' imprisonment.
- Consider schedules to avoid driving long hours.
- Avoid night driving and adverse weather if possible.
- Plan and organise road journeys:
- Consider journey length, route and time of day.
- Break long journeys with rest breaks or an overnight stay if appropriate and authorised.
- Where possible, share driving.
- Ensure that the vehicle complies with roadworthiness requirements in the Highway Code.

If carrying tools or samples in your car, these should be loaded and secured in your car boot.

Check that the weight of tools and spares are not excessive. Do not leave bags or laptops on car seats while driving. These should be secured in the car boot or in the foot wells behind the front seats.

Drugs and Alcohol

You must NOT drive under the influence of drugs, alcohol or medicines.

Research shows that reactions slow down, confidence is reduced and your driving ability is reduced, even if the alcohol levels are below the legal limit.

The time that alcohol leaves the body system should be considered prior to driving. For example, driving after drinking the night before.

Another mode of transport should be considered if there is any doubt.

Conclusion

Safe driving is a serious obligation to both the Company, our service users and the general public. Your conduct when driving should always comply with the Highway Code.

Raise Values

Our RAISE-AP values (Resilience, Attitude, Interest, Self-Confidence and Empathy) are key in everything we do, specifically with attitudes (positive attitudes towards learning and wider life) and empathy (valuing and caring about each individual) which are linked to our Driving RAISE-AP Vehicles guidance.
