



Girlguiding

DRIVERS' HANDBOOK

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1. Introduction

If you use your own vehicle for Girlguiding volunteering, activity or business, please read this handbook as it provides information on your responsibilities.

Girlguiding **volunteering** is defined as travelling to and from meetings, trainings, activities or residential events as a volunteer leader or unit helper, including transporting other members, including children. See 7 below

Girlguiding **activity** is defined as visits or trips as a member of a committee, sub-committee or working party, to area, County, Country/Region, TAC/Trading or CHQ meetings where you claim expenses but are not paid staff. See 7 below

2. General Information

Compliance with current legislation is your responsibility.

Accidents involving vehicles fall under the Road Traffic Act, so you would make any claim under your own Motor Insurance (see below). Motor Insurance in the UK is compulsory.

3. Driving Licences

It is a condition under motor insurance policies that the driver of an insured vehicle must hold (or have held and not be disqualified from holding) a licence that allows them to drive the vehicle of the type in question.

An exception to this condition applies in circumstances where a licence is not required by law, meaning places where Road Traffic Act requirements do not apply. Examples would be use of a vehicle on own business premises or on private land to which the public in general do not have a right of access. With some insurers however this unlicensed drivers extension still requires the driver to be of an age where they would be eligible to obtain the appropriate licence.

Like all insurance policies, motor policies have a duty of disclosure condition requiring the policyholder to disclose facts material to the risk. Relevant facts include medical conditions that affect driving ability (especially those resulting in restriction or suspension of a driver's licence), and details of driving offences. The offences that must be declared vary depending on the insurer and type of policy. For motor fleet policies the requirement normally relates to serious offences such as those that involve drink or drugs, or dangerous or reckless driving, or offences which have resulted in a period of disqualification, including those incurred under the 'totting up' procedure.

Failure to comply with policy conditions may result in the insurer repudiating a claim or, where they are unable to avoid the claim due to their statutory obligations, taking steps to recover their outlay from the policyholder or driver concerned.

4. Highway Code

You should be thoroughly conversant with the Highway Code and current laws and regulations, including the Health and Safety at Work Act, which govern the operation of cars, and you should comply with these in all respects

5. Mobile Phones

Mobile phones **MUST NOT BE USED** whilst driving vehicles. There is evidence from the Transport Research Laboratory and RoSPA that both instances can create sufficient distraction whilst driving to create a dangerous situation. It is a criminal offence to use a hand held phone whilst driving. The Police may prosecute a driver if in their opinion the vehicle is not being driven with due care and attention. We suggest that the mobile phone is switched off whilst driving and only activated when the vehicle is parked.

6. Child car seats

Compliance with child seat legislation is mandatory - please see www.childcarseats.org.uk

7. Use of Own Vehicle for Girlguiding Volunteering and Activities

If a private car is used for driving to and from your own local guide meetings, and occasionally other activities, such as camp, county or district meetings, and attending training in the area, there should already be cover under your private motor policy, but you should check that the policy includes social domestic and pleasure and business use by the policy holder and spouse. If the policy is not in your own name, it must include you as a spouse, or as a named driver. You should inform insurers that you use the car for Girlguiding activities.

If the vehicle is provided by your employer, or your spouse/partner's employer, you should check with the employer that you are authorised to drive the vehicle for Guiding or other volunteer work.

Insurers should not levy any additional premiums as this should be deemed to be social, domestic and pleasure, or personal business use.

It is also suggested that volunteers arrange their own protected no claims bonus if available.

Girlguiding do not arrange motor insurance cover for volunteers' vehicles.

8. Motoring/parking offences

You are personally responsible for any fines resulting from the above. If you are convicted of a driving offence and consequently lose your driving licence you may not drive until it has been restored.

9. Maintenance

It is your responsibility to ensure that the vehicle is kept in good working order at all times.

Vehicles should be serviced in line with the manufacturer's recommendations

You should regularly check tyres. To have tyres which are defective and have insufficient tread constitutes an offence for which the police could prosecute you.

Please see the vehicle handbook for instructions on use and care.

10. Accident reporting procedure

Accidents involving injury must be reported to the local police within 24 hours.

The following action should be taken at the scene of the accident and subsequently:

- a. Obtain names, addresses and, if possible, motor insurance details from each third party driver involved in the accident. Make a note of the make, description, e.g. van, car or bus, and registration details of every vehicle involved. If any vehicle is, or appears to be, owned by a company or business, obtain the name and address of the owner.
- b. Give your name and address.
- c. At no stage admit liability. Make no comment or statement on the accident (except to a police officer).
- d. Notify the police if personal injury has been sustained by anyone in the accident; or if the third party did not stop or drove off before giving you personal details; and in cases of theft.
- e. Obtain the names and addresses of as many independent witnesses as possible.
- f. Pace out (measure) the position of vehicles on the road and take pictures of the scene if possible.
- g. Do not remove your vehicle under its own power if this could cause further damage. Contact your Insurers or Broker who will make arrangements for the removal of the vehicle.

11. Accidents - miscellaneous

If a third party who was involved in the accident admits liability and is willing to sign a statement to that effect, it will obviously assist your insurers to make an appropriate claim, but such a statement must be given entirely voluntarily.

Do not offer a similar statement yourself to any third party.

Accidents involving lampposts, telegraph poles, bollards, manhole covers, road signs or other public property must also be reported. They must also be reported to the police either at the scene of the accident or the nearest police station.

Whenever possible the owner or occupier of the property should be notified. If they are not available notify the accident to the police. This action applies to accidents involving any unattended third party vehicles. Remember that if you fail to stop after an accident or fail to report to the other party or to the police you may be prosecuted.

Accidents involving animals must also be reported to the police

13. Helpful websites and contacts

www.childcarseats.org.uk

www.dvlc.co.uk

Girlguiding Insurance service 0870 2403706 option 5