



Community Car Scheme

Important information for drivers

Driven by the community

CVS for Broxbourne & East Herts

Important information for voluntary Community Car Scheme Drivers

1. As a voluntary Community Car Scheme Driver, you will be in contact with vulnerable people and obtain confidential information. Due to this, we will carry out an **enhanced DBS check** (formerly CRB) for all of our volunteers at the expense of the CVS.
2. It is very important to **keep all information** and data you obtain through your work as a volunteer driver **confidential at all times** and do not share it with other people including family members of the client. This refers to addresses of clients, personal and health information or any other details that are shared with you.
3. You must **inform your insurance** company that you are using your car occasionally to transport people on a voluntary basis (unless your particular insurance does not require it, which will be checked by the Car Scheme Co-ordinator). This procedure must be repeated if you change your insurance or car.
4. You will be issued with a Community Car Scheme identity badge and a sign to put behind your windscreen when driving for the community. This is to aid during drop off and collection, but **WILL NOT** prevent a ticket if illegally parked. Please note that the **CVS will not accept responsibility for any fines incurred**, including tickets for speeding!
5. We need to see and **take a copy** of verification of your current driving documents: **driving license, insurance policy and registration certificate**. We will ask you to present these annually or when a document is renewed, whichever applies first. The status of your **MOT certificate** can now be checked online and we will check that ourselves. If there are **any changes** to your documentation (including endorsements on you license) you must inform the Car Scheme Co-ordinator immediately.
6. The mileage allowance of 50 pence per mile and any other cost such as parking fees will be paid directly to you by the client after completing the journey. You must **issue the client with a receipt if requested**.
7. Please note that **all journeys must be organised via the Car Scheme Co-ordinator**. Journeys which are arranged on an individual basis will not be covered by our insurance. Therefore, the CVS can accept no responsibility for you, your passenger or any other party. While driving for the scheme, volunteers are covered by our public liability insurance.



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8. Please ensure that **regular walk around checks** are carried out on your car.
9. The **use of hand-held mobile phones is not permitted** by law and we ask you to observe this while driving for the Community Car Scheme.
10. In the interest of the health of drivers and clients, **smoking is not appropriate** during voluntary driving.
11. You must inform the Car Scheme Co-ordinator of any **changes to your health** that influence your ability to drive.
12. We operate on a **“no belt, no trip” policy**. Unless you or your passenger have a medical exemption certificate from seatbelt wearing you have to buckle up without exception.

I have read and understood the above:

Date: _____ **Signature:** _____

Name in block letters: _____