****

|  |
| --- |
| Wider World ProjectTransport Policy |

* All vehicles must be insured to carry passengers
* Drivers are responsible for going over safety rules with their passengers
* All Passengers must wear seatbelts at all times whilst in the vehicle
* Drivers to ensure that the vehicle is safe to carry passengers
* Drivers to ensure that relevant paperwork is kept in the car while carrying passengers.

If staff are using their own cars with no other member of staff in the vehicle then they must follow the lone worker policy below.

Inform a colleague of:

* Who they are working with
* Details of the session/task
* Estimated finish time
* Travel plans

For Personal Safety, staff should have:

* A mobile phone with them
* A knowledge of where they are visiting or working (roads, directions, shops, building etc.)

If staff are not returning to a session where other staff are or meeting up with staff after their lone worker session then they must text the informed colleague to inform them that they have finished the session.

14/5/2019