

# Volunteer Use of Motor Vehicles

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## Guidelines

Your Parish or Ministry Unit is legally responsible for the safety of your volunteers and may also be legally responsible for the actions of your volunteers that cause injury to others or property damage.

Your Parish or Ministry Unit owes its volunteers certain legal obligations to provide and maintain a safe working environment. There are also laws which provide that, in certain situations, your organisation will be held legally responsible for the actions of its volunteers.

Therefore, it is crucial for your Parish or Ministry Unit to have good volunteer management practices, policies and insurance in place.

This information bulletin provides a general guide when volunteers use their own motor vehicle on your organisation's behalf.

### **Screening volunteer drivers**

Screening volunteer drivers is an important risk management process. Organisations that use volunteer drivers must determine the level of screening that is appropriate for the role that volunteer drivers will play. For instance, drivers who transport clients, especially minor children, people with disability or mobility challenges and those transporting multiple clients in vans, should and must in some circumstances, be subject to much more stringent screening, background checking, and supervision, than a volunteer who drives his or her own car for deliveries or collections on your behalf.

The age of a driver can always be a challenging discussion and is not as simple having a policy that people over a certain age cannot be a volunteer driver. Each volunteer should be assessed for their individual capabilities against the volunteer work and the motor vehicle they intend on using.

### **Basic core qualifications**

These should be requested as a minimum and on an annual basis. Every driver should be asked to provide proof of:

- A valid and current driver's license;
- Current motor vehicle registration;
- Current Compulsory Third Party Insurance.

### **Training**

To avoid injury to volunteers and the parties they are transporting, training in proper lifting and handling techniques if a passenger requires assistance in and out of the vehicle should be considered. The volunteer may also need training in relation to dealing with medical emergencies that may arise while transporting a client or member of the congregation.

### **Volunteer Driver Agreement**

Consider using a Volunteer Driver Agreement to manage your volunteer drivers' expectations and enlist their cooperation for a safe transportation program. This should include the following:

#### **Create Guidelines for Conduct**

There are a host of issues that should be addressed with volunteers, such as how and whether they are responsible for assisting passengers in and out of vehicles, whether they should be alone and how many passengers may be transported at one time.

### Insurance Coverage

It is important to note that insurance for damage to the volunteer's vehicle and/or damage to third party property including other vehicles plus Compulsory Third Party (CTP) Insurance is the volunteer's responsibility. The ANIP Motor Vehicle Fleet Insurance does not provide coverage.

### Incident and Accident response

Volunteers need to know what emergency procedures to follow if there is an accident while they are driving on your behalf and simple procedures for keeping themselves and any passengers, as safe as possible.

*Source: Anglican National Insurance Program (ANIP) Information Bulletin Volunteer Use of Motor Vehicles*