



OUTREACH VAN POLICY

Whilst driving the outreach van please be mindful that it has the StreetlightUK logo on it and how you drive reflects to all road users the sort of service we offer – PLEASE DRIVE RESPONSIBLY, POLITELY, RESPECTFULLY AND IN LINE WITH THE LAW.

GENERAL DETAILS:

1. A full risk assessment has been placed on file by the Operations Manager, detailing the specific locations the vehicle will be used for StreetlightUK outreach purposes. This includes, approved areas for parking during outreach and where the vehicle will be parked overnight when not being used. This will be updated if/when any approved changes occur and will be reviewed annually or when needed.
2. All staff/volunteers driving the vehicle must have, and continue to have, the skills and experience needed to operate a vehicle safely. If the work changes, drivers should receive the necessary training to carry out the modified task safely.
3. For new recruits: Recruitment and placement procedures should be in place to ensure all new drivers are competent, fully briefed on the Outreach Van Policy and Outreach Van Procedures.
4. All approved staff/volunteer drivers should upload their scanned driving licence onto the StreetlightUK remote system. If Volunteers, please email your scanned licence to info@streetlight.uk.com for the attention of: M Gordon – Operations Manager.
5. StreetlightUK outreach vehicle is only insured to cover the vehicles use for the charitable purposes of StreetlightUK. This means it must only be used solely for those purposes.
6. No employee/volunteer must use the van for their own personal use at any other time, as they will not be insured and will be driving in breach of the law without insurance. Any such action would be immediately responded to in line with StreetlightUK's Disciplinary Policy.
7. StreetlightUK service users, or any other persons other than StreetlightUK staff or volunteers are not permitted to travel in the vehicle. Lifts should not be offered, as insurance only covers staff and volunteers.

8. The vehicles condition should be checked thoroughly before and after each use for any scratches to paintwork, or bumps in the paintwork.
9. Any marks must be reported to the Operations Manager as soon as possible. Please include photographs of the damage, stating the date and time these occurred or were noticed.
10. Please note: The correct fuel to be used for the outreach vehicle is: DIESEL (Black pump) please note NOT unleaded.
11. Please note: The weight for this vehicle is 2.3 tons. There may be roads, bridges, tunnels you will not be permitted to drive on and a fine may be in place if you ignore this fact.
12. Please make yourself aware of the route you want to go on and make yourself aware of any roads which you will not have access to. At all times be vigilant for no entry signs or signs warning of permitted areas. Driving in unpermitted areas could result in a fine.

STREETLIGHTUK RESPONSIBILITIES:

1. To cover all general maintenance costs and to ensure the vehicle is fully fit for use by StreetlightUK staff and volunteers. Including renewal of Insurance, Road Tax, M.O.T and servicing of the vehicle.
2. To cover all petrol (Diesel) costs, oil replacement, screen wash and any other ongoing costs used for the general running purposes of the vehicle.
3. StreetlightUK will ensure any repairs or damage to the vehicle are carried out, either by an insurance claim or as seems fit to the management with general wear and tear.
4. All documents are readily available in the event of an accident, including: certificate of Insurance details, Breakdown response cover, including telephone numbers to call, Vehicle Registration Certificate and a copy of this policy and the StreetlightUK Outreach Van Procedures and Checklist for outreach use.
5. All documents to be kept in the passenger glove compartment at all times for ease of access.
6. All letters, parking fines or penalty charge notices will be sent to our Manor Royal address in Gatwick. The operations manager will communicate any documents to the driver concerned and scan them a copy. The documents will then be uploaded onto the remote system and the hard copy will be sent to the London Bridge Office. All fines and penalty charge notices will be first paid for by StreetlightUK first and then the amount will be deducted from the staff member's salary.

DRIVER: STAFF/VOLUNTEER RESPONSIBILITIES:

1. The driver is responsible to ensure that all windows are securely shut and that all doors of the vehicle are locked at all times when not in use and under their supervision. This includes ensuring that the double lock on the back door of the vehicle is also applied on all occasions whilst the vehicle is unsupervised.
2. The driver is responsible to ensure the vehicle is parked safely and in approved areas as laid out in the On-Street Outreach Risk Assessment for both Enfield and Lambeth and Pan London use and where the vehicle is being parked overnight.
3. In the event of an accident caused by the driver of the vehicle, the driver will be fully insured under StreetlightUK's fully comprehensive insurance. However, the driver is responsible to pay for the insurance excess of £100, where driver error is the cause.
4. The driver will be responsible for the payment of any speeding or parking fines incurred whilst in their use or supervision. (Please see point 6 "Streetlight responsibilities" above)
5. The driver will be responsible for the full payment of replacement of any lost keys for the vehicle whilst the keys are under their supervision.
6. The driver will be responsible for ensuring the vehicle has enough Diesel to complete the whole journey to and from outreach before outreach.
7. The driver will be responsible for any damage repair costs incurred to the vehicle by putting the wrong fuel in the vehicle as specified in this policy.
8. The driver is responsible to ensure that no service users or members of the public enter the vehicle and that all StreetlightUK resources within the vehicle are kept secure whilst on outreach.

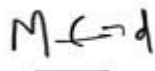
IF AN ACCIDENT OR BREAKDOWN OF THE VEHICLE OCCURS:

1. StreetlightUK Outreach Vehicle has AA Breakdown cover and Full Comprehensive Insurance cover for any accidents that may occur, whilst the vehicle is being used for StreetlightUK charitable purposes.
2. If you have an accident whilst driving the StreetlightUK vehicle you must notify the operations manager immediately on: 07771 303 261.
3. Please do not call the breakdown cover or Insurance Company unless instructed to do so by the Operations Manager. Unless she is unable to do so, the Operations Manager will contact our Breakdown cover on your behalf, as soon as you have contacted her with details of location etc.
4. Please also note the following Accident Report should be followed immediately after any accident or Breakdown occurs – copies of which will be kept available in the vehicle glove compartment at all times:

1. As instructed by our Insurers: - Even if you think the accident is your fault – you should **NOT** admit any liability – but leave that to our insurance company to mitigate.
2. You must **NOT** negotiate or make any agreement with anyone regarding your responsibility for the accident, or make or offer any payment to any third party.
3. You **MUST** make a note of the other driver’s details, their name, address, car registration number and their insurance details.
4. If you are not able to take any details of the other vehicle or its driver – ie they drive off or don’t stop, you must inform the Operations Manager immediately and she will contact the Police as soon as possible and within 24hrs to report the accident.
5. A detailed description with diagrams of where cars were and what happened, including road names and the precise times must be recorded immediately after an accident occurs.
6. Also add the names and contact details of any witnesses.
7. A list of who was driving the vehicle and who else was present from StreetlightUK Staff/Volunteers should be included and any witness statements from them of the accident.

SIGNED by the employee to confirm they have read and agree to comply with the terms laid out in this in this Policy:

NameMICHELLE GORDON (OPERATIONS MANAGER)

Signature 

Date27/05/2022.....

SIGNED by the CEO:

Signature 

Date 27/05/2022.....