



July 2025

## Volunteer Driver Guidelines

If you have told us you are happy to use your personal car for volunteering with KNS (which we are very thankful for), please read these guidelines too:

- Please ensure your car is roadworthy with up to date Road Tax and insurance. You will need to inform your insurance company that you are using your car to transport clients as a volunteer. This should not increase your insurance premium.
- Please ensure that your personal health is suitable for being a driver - that any glasses/contact lenses are up to date and you have no medical or injuries which would stop you from safely driving. Please tell us if you have any concerns.
- Please make sure you have:
  - > a charged mobile phone (but do not use while driving)
  - > the address or directions of your journey
  - > any additional items the client may need (appointment letters, mobility aids etc)
- It is the law that every adult passenger wears a seatbelt if one is fitted. Children under 12 (or under 135 cm) must also use a suitable car seat with correct restraints – the car seat should be provided and fitted by the child's parent/guardian.
- We would ask you not to carry clients if you usually smoke in your car, and you should never smoke around clients when you are volunteering.
- We do not expect any volunteer to travel with a client if you do not feel comfortable doing so, but please let us know so we can help.
- Please keep a record of your journey with mileage, date and purpose of the trip so we can reimburse your travel expenses.
- It is unlikely you would be expected to drive for two hours continuously, but if driving for 2 hours then you need to take a 15 minute break.



## Volunteer Driver Self-Declaration

Please initial and date in each box to confirm that you have read and meet the criteria to be a volunteer driver. If not, please can you give details.

Volunteer Name: \_\_\_\_\_

Date of declaration: \_\_\_\_\_

|                                                                                                                                                                                                                                     | Initials |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| I have car insurance and have informed my insurance company that I am using my car for volunteering                                                                                                                                 |          |
| I have a valid driving license and am allowed to drive on UK roads                                                                                                                                                                  |          |
| I am fit to drive. I do not have a medical condition or disability that affects my ability to drive. If one develops, I will inform the DVLA in a timely manner and let KNS know that I am no longer able to volunteer in this way. |          |
| I have a current MOT certificate for my car and I will continue to get this renewed each year. If my car fails the MOT, I will not use it for volunteer driving until it is fixed and successfully retested                         |          |
| I will keep clear records of journeys taken as a volunteer driver, with the mileage, time/date and purpose of the journey                                                                                                           |          |
| I will ensure all passengers wear the appropriate seatbelts while in my car. For children, checking that the parent/guardian has provided and fitted a car seat.                                                                    |          |
| I will not drink any alcohol for 12 hours before starting a volunteering driver journey                                                                                                                                             |          |
| I will not smoke in my car or at any point whilst volunteering for KNS                                                                                                                                                              |          |