

## The Royal Air Forces Association Volunteer Programme

### Car Policy for Volunteers

Volunteers required to use a car for the purposes of their volunteering will be asked to comply with the following policy. For the purposes of the following policy, both Branch and Association volunteers will be referred to as 'volunteers'.

#### Statement of policy

##### 1.0 Using your own car

- 1.1 Volunteer drivers are those who drive but do not receive any payment for their work. Some of our volunteer roles, such as Caseworker and Branch Honorary Welfare Officer, use their own vehicle to carry out voluntary work for the Association.
- 1.2 It is your responsibility to ensure you have the appropriate comprehensive insurance cover which includes any passengers when using your own car. If you are a volunteer driver you may not automatically be covered by your regular motor insurance policy.
- 1.3 Some insurers cover volunteer driving within regular motor insurance policies while others may charge an extra premium or impose a higher excess for volunteer drivers. If insurers are not informed that you are using your car for voluntary activity, the policy may be null and void in the event of an accident whilst volunteering. If an additional charge is made by your insurer you should claim this as a valid expense although please be aware we cannot pay to upgrade your insurance from third party fire and theft to fully comprehensive. Some insurers require you to tell them that you are using your vehicle for volunteer driving even though they do not charge an extra premium.
- 1.4 If you use your own vehicle for volunteer driving:
  - contact your insurer to find out if you are covered by your regular motor insurance policy
  - include your volunteer driving miles when declaring your annual mileage to your insurer.
- 1.5 Mileage is paid at a rate of 45p per mile (at the time of printing – December 2015 – and is subject to change) and subject to HMRC limits. Mileage claims should be made through either the Branch (for Branch activities) or the relevant assigned manager.

##### 2.0 Using an Association branded vehicle

- 2.1 On occasions, volunteers may be asked to drive an Association-branded vehicle or Hotels minibus. This will be outlined under a volunteer's duties and volunteers will only undertake the driving if they feel comfortable to do so. If a volunteer uses an Association vehicle for undertaking their volunteering duties, they will be covered by the Association's insurance policy.

Volunteers must also be at least 25-years-old to drive an Association-branded vehicle.



### 3.0 Using hire cars

- 3.1 On occasions, trustees and other volunteers may need to hire a car for longer journeys associated with the voluntary activity for the Association. All hire cars (and any cancellations) should be authorised by a local Association manager and then booked through reception at Leicester Head Office 0116 266 5224.
- 3.2 A group D (Vauxhall/Ford/VW 1.6 or similar) will be booked in all cases: a higher grade vehicle will only be booked if approved by the Secretary General.
- 3.3 If a number of people are travelling to the same event, transport should be coordinated wherever possible.
- 3.4 Hirers should check the vehicle as soon as possible after delivery and notify the hire company of any damage, cleanliness problems etc. It is difficult to rectify problems after you have commenced your journey.
- 3.5 Check the fuel level. All hire cars should be delivered with a full tank of fuel and should be refuelled before returning the vehicle to the hire company. Check carefully what fuel the vehicle takes as mis-fuelling is very expensive.
- 3.6 Ensure you know what time the vehicle goes onto hire and when it comes off hire. You are not permitted to drive the vehicle anywhere outside the booked times as you will not be insured to do so.
- 3.7 Insurance covers only the named drivers. Other drivers are not permitted to drive as this will void any insurance.
- 3.8 Should you be involved in an accident or incur a speeding penalty whilst driving a hire vehicle, please notify the Head Office, at Leicester, as soon as possible. You are responsible for any speeding fine, parking fine, congestion charge etc. you incur.
- 3.9 Smoking is not permitted in any hire vehicle.
- 3.10 Mobile phones are not to be used when driving any vehicle for Association purposes.