# T.2. GUIDE FOR VEHICLE USERS

## T.2.2 PERSON RESPONSIBLE FOR VEHICLE

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### 1. GENERAL NOTE

T.2.2. deals with the main areas of responsibility for those looking after fleet vehicles. It should not be read in isolation to the other parts of "Guide for Vehicle Users" or other parts of Policy Manual.

### 2. RESPONSIBILITY

In the case of every vehicle, one member of staff will be designated as the person directly responsible for the vehicle ("responsible person").

For establishment or office vehicles the responsible person will normally be the person in charge of the establishment or project to which the vehicle is attached (e.g. Children’s Services Manager). For vehicles based at offices the DCS/RFM, as appropriate, will designate the responsible person. For maintenance teams the Building Surveyor will be responsible.

The immediate responsibility for a pool vehicle rests with the user or last users of the vehicle but one person shall be designated for overall responsibility by the DCS/RFM or Corporate Transport and Insurance Manager in order to ensure that the necessary servicing and overview of the vehicle is maintained.

Responsibility for a personally allocated vehicle rests with the individual member of staff to whom the vehicle is allocated.

Responsibility for new vehicles or vehicles returned to Corporate Transport and Insurance at Head Office will rest with the Transport Office except when these vehicles are on temporary loan when the above provisions shall apply according to the appropriate category. The above provisions shall also apply in respect of trailers and any other vehicles not registered for road use such as tractors etc.

Where a vehicle is used by many drivers, such as establishment or office vehicles, the responsibility for the immediate good order and use of the vehicle changes hands with the keys of the vehicle. However the responsible person must still ensure that the requirement of this guide and Policy Manual are followed.

A copy of the latest version of the guide shall be kept in each vehicle in a suitable binder. Any person approved to drive the vehicle should familiarise themselves with the procedure.

**In the event that the Guide for Vehicle Users is missing please call Corporate Transport on 020 8498 7531 /7391 to arrange for a replacement guide to be sent as soon as possible.**

**The person directly responsible for the vehicle/s must ensure that periodic checks are carried out on tyres, lubricant and coolant levels and replenished where necessary.**

**These checks must be carried out in between the manufacturers recommended service schedules.**

### 3. DRIVER ELIGIBILITY

No person may drive until **approved**. Responsible persons shall ensure that no person drives the vehicle unless an approved copy of Form T700 is held by Head Office in respect of that person. All approved drivers must read this guide and be familiar with its contents.

Driving approval is for Barnardo's business purposes only (except as explained under "Private Use").

It is an offence to drive a vehicle without possessing a valid driving licence to cover the type of vehicle being driven. In such circumstances Barnardo's and the responsible person could be prosecuted for causing or permitting a vehicle to be driven by an un-licensed driver. In the event of an accident the claim on the insurance company might also be affected.

**Persons driving in the UK under current foreign driving licences (excluding EU licences)**  can be allowed to drive only for restricted periods (in addition to the usual approval procedure). This means:

a) for three months from date of becoming an official resident, after which a UK licence must be held;

b) for one year from the date of entry of a visitor (not of British nationality).

Driving approval will be given on the basis of the information on form T700 which does not examine this issue, and it is the responsibility of the senior officer making the application to ensure that the above conditions are complied with.

### 4. ROADWORTHINESS/SERVICIng/WARRANTY

All vehicles must be maintained in roadworthy order and regularly serviced in accordance with the manufacturers instructions which are given in the vehicle handbook and/or in an associated manufacturers' record book of servicing. This includes servicing, mechanical repairs, and warranty work and should be arranged via In2Fleet

a. In2Fleet

**In the event that your In2Fleet card is lost or stolen, please call 020 8498 7531/7391 and arrange for a replacement to be sent as soon as possible.**

b. Authorised Servicing Outlets

We have elected to utilise the fixed cost aspect of the In2Fleet Card. To facilitate the necessary price control, Fleet Support Group have established throughout the United Kingdom and Northern Ireland, a network of garages and suppliers. They are able to deliver a range of services that comply with the disciplines necessary to ensure that vehicles are properly and regularly serviced and to control our vehicle costs. It is important to note that the majority of In2Fleet Fixed Price Independent Suppliers provide collection and delivery (within working hours, wherever possible) as an inclusive benefit. **PLEASE NOTE** this facility is rarely available from main dealers when carrying out warranty work and for the first free service.

If, after using the system, you feel that the In2Fleet garage/supplier is not suitable or convenient, then you may nominate an alternative by telephoning The Transport Office on 020 8498 7531/7391

c. Services Provided

The following services are provided through the In2 Fleet Card:

i. Servicing and mechanical repairs (excluding tyres and accident repairs)

ii. Breakdown/Recovery

d. To Use Your In2Fleet card

In order to obtain any service you **MUST FIRST TELEPHONE 0191 4353 811 (Option1)**

**Remember, NO WORK CAN BE CARRIED OUT UNLESS YOU CONTACT THIS NUMBER FIRST.**

Please ensure that you give the In2Fleet Controller as much information as possible. In particular, be specific about:-

• What work is required on the vehicle

• Suitable times for collection and delivery

• Addresses and vehicle location

• Telephone number and time for In2Fleet to call back with confirmation in the event that an automatic confirmation cannot be made

In2Fleet will then make all the arrangements and advise accordingly. The above telephone number is the same as that displayed on your car sticker and is available 24 hours a day, 7 days a week. The In2Fleet Control Centre has strict instructions regarding what they can and cannot do on Barnardo's behalf, so whenever you make a request on In2Fleet, they will automatically refer to these instructions.

It is important to note that the in2Fleet provides a **SUPPORT** facility for Barnardos policy, please co-operate as fully as possible.

e. Garage vouchers/invoices

On receiving/collection of the vehicle following repairs, the garage will either produce a voucher, or occasionally an invoice, for signature and you should retain your copy as evidence of the agreed work.

Invoices will be sent by In2Fleet to the Corporate Transport Office for centralised payment and an advice note distributed to you for information only. Your cost will be debited centrally at Head Office to your cost centre. Check the advice but only contact us if you have a query.

Only the In2Fleet Control Centre is authorised to give instructions to garages. If you instruct a garage yourself, you will be liable for any charges incurred.

f. Concerns

If you feel concerned about **any** matter regarding the servicing of your vehicle, then please contact In2Fleet Centre within 48 hours of the incident and where possible, support the complaint with written documentation to In2Fleet. If, after full consideration with In2Fleet any matter is unresolved please speak to the Barnardos Transport Office at Barkingside.

**Services available outside the Fleet Support System**

**Tyres, exhausts, batteries**

 - National Tyres – 0800 708070

#### Windscreen

**National Windscreens:** Telephone 0500 300255 quoting your vehicle details, e.g. make and model.

### 5. TYRES - LEGAL REQUIREMENTS

The responsible person must ensure that all tyres (including the spare) conform to current legal requirements. Min. 1.6mm all round and on 75% of width.

Tyres must be checked regularly for tread depth and to ensure the correct pressures are applied. It is important to point out that in the event of your tyres failing to meet the required minimum legal specification on tread depth or condition the driver is responsible and can be prosecuted even when the vehicle being used is a company vehicle.

For detailed information on tyres contact National Tyres or the Corporate Transport Office.

### 6. TRANSFER OF VEHICLES

Barnardos has a legal obligation to keep accurate allocation records of all vehicles, particularly in relation to cars that are personally allocated to employees for their personal and business use, as personally allocated vehicles have taxation implications. Therefore, please ensure that the form T882 (Vehicle Exchange/Transfer) is sent to the Corporate Transport and Insurance Manager immediately by post or fax on the date of transfer. The transfer of vehicles within the organisation **MUST** be approved by the Corporate Transport Office.

Form T882 (vehicle exchange/transfer) is available from the Transport Office. When making the exchange a copy should be sent to the Regional Office, and a further copy retained by the Signatory.

(See also T.1.3. regarding condition of vehicle at transfer, and T.4.5. Procedure for Managers and Certifying Officers paragraph 5, change of vehicle user).

New or Replacement Vehicles

When accepting a new vehicle the responsible person or a nominee will complete the vehicle exchange/transfer form at hand-over. This must be forwarded to the Corporate Transport Office immediately by post , email or fax..

All drivers must familiarise themselves with the contents of the manufacturers manual for the vehicle before driving. This applies even when replacement of an existing vehicle is with a similar make and model as there are often changes in controls or specifications.

### 7. MOT ANNUAL VEHICLE TEST

NOTE: Although the test is known as the "MOT" test it is now controlled by the Department of the Environment.

MOT test certificates (when applicable) are held by the Corporate Transport Office who will request the responsible person to arrange renewal when appropriate. The new certificate must be forwarded to the Corporate Transport O as soon as available as the vehicle cannot be re-taxed without them.

Some regions keep a copy of the MOT certificate at the Regional Office.

Great Britain

In Great Britain cars need an annual test certificate from three years old and minibuses from one year old. Large minibuses (14 or more seats including driver) must be tested by prior appointment at an LGV test centre and the responsible person will be notified with more details before the test is due.

Northern Ireland

With effect from 1 April 1996 Northern Ireland cars registered before 1 April 1992 need an annual test certificate from five years old and vehicles registered after 1 April 1992 need an annual test certificate from 4 years old; minibuses from one year old. Cars coming into the mainland between three and seven years old, but registered in Northern Ireland, do not need a GB test certificate until re-registered at Swansea.

All Goods bodied vehicles registered in Northern Ireland require a Goods Vehicle Certificate. Application to be made locally on Form GV2A up to 30cwt unladen, GV2B - over 30cwt. The vehicle will be tested at a Large Goods Vehicle Test Centre and a windscreen disc issued which must be displayed on the vehicle at all times.

Goods Vehicle Plating and Testing

Few vehicles come into the Plated category and those responsible will be aware of procedure. If in doubt contact Corporate Transport and Insurance.

### 8. ROAD FUND LICENCE

Taxing is undertaken centrally at the Corporate Transport Office

### 9. HIRING/LOANING OF VEHICLES

 General

To comply with statutory requirements and take advantage of preferential rates, all external hire vehicles must be booked centrally through Corporate Transport Office.

 Replacement Hire - personally allocated vehicles

Hiring cars in place of personally allocated cars for solely private use at Barnardos expense is not permissible. If hiring is agreed for Barnardos purposes and private use occurs during the hire the user shall pay pro-rata for their private use and Barnardo's shall pay pro-rata for the business use.

Insurance Cover - Hired Vehicles - All Categories

If it is found to be necessary to hire or loan a vehicle, the statutory insurance cover may be arranged through Corporate Transport Office who must be contacted prior to the use of the vehicle. They will need to know the make, model, engine size, approximate value, registration number of the vehicle, and the duration of the hire/loan.

Vehicles must be in good condition and roadworthy in all respects.

Loan of Barnardos vehicle - see Policy Manual T.1.2.

### 10. MODIFICATIONS AND ACCESSORIES

Equipment must not be added to or extracted from the vehicle without the knowledge and prior consent of the Corporate Transport Manager - for example: Compact Disc Player. If approval is given installation will be at the individual's expense and on condition that the vehicle is returned to its original state of trim etc at the individual's expense when the fitment is eventually removed. Any aerials or towbars fitted must be left in place and no compensation will be made.

Installation must be carried out by a suitably qualified mechanic/electrician in accordance with the current legislation.

### 11. RECOMMENDED ARRANGEMENTS FOR THE SAFE OPERATION OF MINIBUSES

GENERAL

 The requirements concerning the use of minibuses first used after 1 April 1988 are given in Regulations 42 to 44 and part IV of the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078). For earlier vehicles Regulations 29 to 34 of the minibus (Conditions of Fitness, Equipment and Use) Regulations 1977 (SI 1977/2103) apply.

The following rules apply to the use of a vehicle.

a. Passengers must not:

• unnecessarily obstruct any entrance, exit or gangway; or

• unnecessarily obstruct the driver to take his attention away from controlling the vehicle.

b. The vehicle must not:

• be used to carry any inflammable or other dangerous substance unless it is properly packed so that it will not cause any damage to the vehicle or injury to passengers;

• be used unless all windows are clean and in good condition;

• while the engine is running be either filled with fuel or have the fuel tank cap removed; or

• be used to draw a trailer unless all passengers have access to a nearside exit.

c. From 13 April 1995 buses carrying children to and from school will be required to display a yellow reflective sign showing two children in silhouette.

**Driver Training** - The responsibility of driving a minibus is one which should only be undertaken after careful consideration and proper training. Driving a minibus requires additional skills in order to be able to handle the vehicle safely; it is not simply like driving a large car. Try to go on a specialist minibus driver training course. Both RoSPA, MIDAS and the CTA run these. It is also worth contacting your local authority to find out if they run a suitable course. If it is not possible to go on a course, get plenty of practice driving the vehicle so you are fully familiar with it before taking out any passengers (See T.3.4).

**Driver Fatigue -** When planning a trip, work out journey times and distances in advance in order to structure your journey and avoid the risk of driver fatigue. Bear in mind that non-professional drivers (especially if they only drive a minibus occasionally) are likely to find driving more stressful than professionals. It is therefore important to plan more frequent rest breaks than those laid down in the EC Regulations for drivers' hours and, whenever possible, take another driver to share the driving.

Do not agree to drive unless you are fit: free from illness, medication and alcohol. If you are in any doubt as to your fitness to drive, you should seek the advice of a doctor.

Emergencies - Make sure the vehicle carries a fully equipped first aid kit and a fire extinguisher and know how to use them. Drivers should know and understand what to do in the case of an emergency such as illness, vehicle breakdown or accident. Before leaving on a longer trip, arrangements should be made for a telephone contact point in the home base area.

Luggage - Stow luggage and equipment carefully in order not to obstruct gangways and exit doors. If using a roof rack, make sure luggage is securely fastened and be aware of the additional height of the vehicle.

Passengers - Passengers should remain seated while the vehicle is moving and seatbelts should be worn if fitted. Keep doors closed until you have brought the vehicle to a complete stop.

Always park so passengers can alight on the pavement not on the road. Where passengers have to exit from the rear of the minibus, they should be supervised until safely away from traffic hazards.

**Escorts -** It should be normal practice to provide escorts for passengers with mobility problems or special needs and it is also good practice to take an additional adult to help supervise parties of children on long journeys. Where specialist equipment is fitted, such as wheelchair restraint systems and passenger lifts, it is essential that both drivers and escorts know how to use them safely.

The Duties of an Escort

Supervise the passengers when boarding or leaving the vehicle, taking particular care if they are leaving the rear exit.

Ensure no passenger boards or leaves the vehicle until it is at a complete standstill, and safely parked by a pavement or other traffic–free area.

Ensure the driver does not move off until everyone is safely seated, passengers travelling in wheelchairs are safely secured and wheelchairs not in use are securely stored.

Ensure that passengers behave in an appropriate manner (where possible) during a journey and do not obstruct the driver in any way. Passengers must remain seated and wearing seat belts (if fitted) throughout the journey.

Ensure that all luggage is securely stored and that all gangways and exists are kept clear.

Ensure that when passengers are dropped off, they leave the vehicle safely, that no parts of their clothing are caught in the vehicle’s doors.

Only operate the passenger lift and other specialist equipment if qualified to do so.

**Defect Reporting** - It is important to establish an effective system for reporting defects, particularly when several drivers are making use of one vehicle, so that any defects detected are reported and attended to before the vehicle is taken out again.

**Maintenance** - Vehicles must be regularly maintained and checked before starting a journey.

There are two separate sets of vehicle checks and inspections that should be carried out. These are:

• daily running checks; and

• vehicle safety inspection and routine maintenance checks.

**Daily running checks**

These are usually carried out by drivers before a vehicle starts its journey. They are checks on engine oil, brakes, tyre pressures, warning instruments, lights, windscreen washers and wipers.

**Vehicle safety inspections and routine maintenance checks**

Routine checks should be done at set intervals, which are time rather than mileage based e.g. every 6 weeks. The following items should be inspected; wheels, tyres, brakes, steering, suspension, lighting, etc. Specialist equipment such as tail lifts should be inspected and serviced every 6 months in accordance with LOLER regulations 1998 and according to the manufacturers' recommendations (see Para.12). The "owners manual" supplied with your vehicle should set the minimum recommended maintenance checks advised by the manufacturer. However, bearing in mind that passengers are to be carried on your vehicle, and possibly a number of different drivers used, you should carry out more frequent safety checks. The Department has published a Guide to Maintaining Roadworthiness, which is available from HMSO.

Vehicle safety inspections are **additional** to a routine maintenance check. You should do both. Under no circumstances should vehicle safety inspections be at longer intervals than manufacturers recommended routine maintenance.

Whoever carries out the maintenance checks should be able to recognise the faults they find, such as parts wearing out too quickly. They should also know what the standards of performance and normal wear of parts are. They should have the power to make sure that any vehicles with defects, which are, or could be, dangerous, are not used.

**Records -** You should keep records of all safety inspections to show the history of each vehicle. They should show:

• When and by whom an inspection is carried out;

• the results of that inspection; and

• when and by whom any work is done, and details of that work.

These records can be quite simple as long as they give enough detail so that the inspection history of each vehicle can be followed. These records should be kept for at least 15 months. You should still keep records even if an outside garage does the work. You are responsible for the condition of any vehicle owned by your group and used under your permit.

**Drivers' Reports -** Drivers should tell the person in charge of vehicle maintenance of any faults in a vehicle. These reports should be copied to the Corporate Transport Office, and kept with the vehicle records. Owner-drivers should note any faults and put them in their vehicle records as they happen.

### **12.** MINIBUS LIFTING REGULATIONS (LOLER)

 It is a legal requirement that lifting apparatus of all types are inspected for compliancy under the LOLER regulations every 6 months. (See T.2.2. para 4).

 Inspections must be carried out by approved and qualified engineers. Approved centres can normally be obtained by calling In2Fleet.

 **Please note that vehicle lifting apparatus inspections are not carried out during MOT tests and must be organised separately.**

 All inspection certificates must be forwarded to the Corporate Transport Office.

### 13. FIRST AID EQUIPMENT TO BE CARRIED IN MINIBUSES

 The requirements concerning the equipment of a minibus are given in Schedule 7 to the Road Vehicles (Construction and Use) Regulations 1986 (S1 1986/1078) as amended by (S1 1989/2360).

 The following items of equipment must be carried.

a. At least one fire extinguisher which complies in all respects with the specifications for portable fire extinguishers issued by the British Standards Institution, numbered BS 5423: 1977 or BS 5423: 1980 or BS 5423:1987 and which:-

• has a minimum test rating of 8A or 21B and

• contains water or foam or contains, and is marked to indicate that it contains, halon 1301, or halon 1211.

b. A suitable, clearly marked, first aid box, which is readily available for use and kept in good condition. The following items must be kept:

• Ten antiseptic wipes, foil packed;

• One conforming disposable bandage (not less than 7.5cm wide);

• Two triangular bandages;

• One packet of 24 assorted adhesive dressings;

• Three large sterile unmedicated ambulance dressings (not less than 15.0cm x 20.0cm);

• Two sterile eye pads, with attachments;

• Twelve assorted safety pins; and

• One pair of rustproof blunt ended scissors.

The vehicle must also have a notice showing the maximum number of passengers it can carry painted in letters at least 2.5 cm high. This must either be on the outside of the vehicle at the back, or inside the vehicle as long as it can be seen from the outside.

The seating capacity notice should also include the maximum provision for passengers in wheelchairs.

Relevant notices under this section will be provided as a standard item with all new minibus acquisitions

### 14. SEATBELTS/ SAFETY HARNESSES

1. GENERAL

Barnardo's requires persons in its vehicles to use the seat belts/restraints provided at all times. Responsible persons should ensure compliance. All persons must occupy a proper seat in accordance with the vehicle manufacturers design and instructions. Passengers must not be carried in the load compartment of estate cars.

1. IN LAW:

You MUST wear a seat belt if one is fitted. There are few exceptions to this and the driver is liable to prosecution if a child under 14 years does not wear a seat belt.

IT IS ILLEGAL to carry an unrestrained child in the front seat of any vehicle.

Children under three years travelling in the front of any vehicle MUST be carried in an appropriate child restraint. The adult belt may not be used.

If an appropriate child restraint is fitted in the front, but not in the rear, children under three MUST use that restraint.

If an appropriate child restraint or seat belt is available in the front, but not in the rear, children between 3 and 11 and under 1.5m in height MUST use the front seat restraint or seat belt.

When there are not enough seat belts available the law does not prevent the carrying of more passengers than there are restraints, but available restraints shall be used wherever possible. (Vehicles may not be overloaded - one seat/one person). Only one person per safety belt. If no child restraint is available for children aged under three years of age, it is generally safer for them to wear an adult belt alone, in the back seat, rather than no restraint at all.

### SEAT BELT PROVISION

**Fleet Vehicles**

The policy of the organisation has been to fit safety equipment in advance of legislation and seeks to take a wide view in favour of its provision and use.

Cars are equipped with adult seat belts to all seats. Minibuses will be equipped with seat belts and restraints\* to all seats. Special restraint equipment will be provided for wheelchairs.

\* (It is not technically possible to provide belts and fittings to all minibus seats which give the same level of strength and protection as that provided in a car. Nevertheless it is generally true that any protection is better than no protection).

**Other Vehicles**

When considered necessary by the DCS at specific projects, for the purposes of safety and control, appropriate restraints will be provided for children in the care of Barnardo's, in privately owned vehicles. Barnardo's will pay fitting/re-fitting costs no more frequently than at two year intervals. The equipment shall remain the property of Barnardo's.

### SEAT BELT USE (CAR)

The law is summarised in the table and the caveats must also be observed.

**SUMMARY OF THE LAW**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **FRONT SEAT** | **REAR SEAT** | **WHOSE****RESPONSIBILITY** |
| **Driver** | Seat belt must be worn if fitted | - | Driver |
| **Child under 3 years of age** | Appropriate child restraint must be used | Appropriate child restraint must be used if available | Driver |
|  | **FRONT SEAT** | **REAR SEAT** | **WHOSE** **RESPONSIBILITY** |
| **Child ages 3 to 11****And under 1.5****Metres (approx.****5' ) in height** | Appropriate child restraint must be worn if available. If not, an adult seat belt must be worn | Appropriate child restraint must be worn if available. If not, an adult seat belt must be worn if available | Driver |
| **Child aged 12 or 13 or younger child 1.5 metres (approx 5ft) or more in height** | Adult seat belt must be worn if available | Adult seat belt must be worn if available | Driver |
| **Adult passengers** | Seat belt must be worn if available | Seat belt must be worn if available | Passenger |

The above applies to the front seats of all vehicles and the rear seats of cars and small minibuses (with an unladen weight of less than 2540 kilos).

Wheelchairs must not be occupied unless special restraint equipment is in use.

Barnardo's requires staff and children to use safety equipment provided.

### CHILD RESTRAINT SYSTEMS

Injuries to children can be significantly reduced if they use a suitable child restraint. Child restraints come in a wide variety – baby seats, child seats, booster seats and booster cushions – and they must carry the United Nations “E” mark or BS “Kitemark”. The latest version of the United Nations standard is ECE Regulation 44-03, and restraints which are approved to this version carry an approval number starting with ‘03’. Allow plenty of time when fitting a child restraint in your car and **always** follow the manufacturers instructions thoroughly. Make sure your child restraint is properly fitted **every** time you use it.

Before buying a child restraint you should try it in your car to make sure it can be fitted properly. A properly installed restraint **must** fit tightly into the adult seat – push your weight against it while tightening the seat belt. The seat belt buckle should not be bent and should not rest on the restraint frame.

Beware of old or second-hand baby and child restraints which may be damaged or worn out and which may not have the correct fitting instructions.

Rear-facing baby seats provide very high levels of protection and are generally safer than forward-facing seats.

#### WARNING

**NEVER use a rear-facing child restraint in the front seat of a car fitted with a passenger airbag. This is because the restraint will be too close to the dashboard and in an accident the expanding airbag is liable to cause serious or fatal injury to the child.**

For the very young child, this is the safest type of restraint available. A baby seat rear-facing can be fitted in the front or rear of a car using the adult lap-and-diagonal seat belt, following the manufacturer’s instructions. It is slightly safer to use the seat in the rear than in the front of the car. A portable baby seat can be convenient to use and to carry, and you are more likely to use it on every journey.

Some baby seats can be converted into forward-facing child seats and may therefore be usable until your child is about four years old.

**Child Seat**

A child seat is a separately-framed seat designed to be secured either by an adult seat belt through its frame, or by its own retention straps. The child is then restrained by the seat’s integral harness which has the advantage of being specifically designed for a child. Remember to follow the manufacturer’s instructions when fitting the restraint. A child seat can be forward or rear-facing.

A child seat integral harness should include a ‘crotch strap’ which will prevent the child from sliding out feet first under the belt in an accident.

**Booster Seat**

A booster seat raises and locates a child so that an adult seat belt can be used effectively. It incorporates slots to guide the adult seat belt straps around a child and must be used as instructed by the manufacturer. Both the booster seat and the child are restrained by the adult seat belt.

**Booster Cushion**

This is for a child who is too large for a child seat or booster seat. It is designed to raise a child so that the adult seat belt can be used. It must be used as instructed by the manufacturer.

Some booster cushions have guides to improve the position of the adult seat belt across the hips and shoulder.

**Carrycots**

Carrycots with restraint straps are not designed to withstand the considerable forces generated in an accident. A baby seat is safer and more convenient than a carrycot, although doctors may occasionally advise the use of carrycots, e.g. for premature babies. The best advice is that carrycots should be used only if the alternative is for a child to travel without any restraint at all.

Never put a child in the luggage space of hatchbacks or estate cars except in a restraint specifically designed for the purpose.

**For more information please write to:**

Department of the Environment, Transport and the Regions

Zone 2/11, Great Minster House,76 Marsham Street

London SW1P 4DR

Tel no 0300 330 3000

Barnardo's requires persons in its vehicles to use the seat belts/restraints provided at all times. Responsible persons should ensure compliance.

### 15. PRIVATE USE

Private use of fleet vehicles is not a right of any member of staff and Barnardo's may, at its own discretion, restrict the use of any vehicle without explanation. Private use must be fully recorded in the normal manner as published in Staff Notes. Responsible persons shall ensure that any private use is compatible with the organisations interests. Private use of vehicles constructed or adapted to carry ten or more persons, inclusive of driver, **is** **not allowed** as such use would render the vehicle, driver and Barnardo's subject to PCV (Passenger Carrying Vehicle) regulations. See also Policy Manual 1, sections T.3. Driver Policy and T.1.2. Loan of Fleet Vehicles.

### 16. TOWING

Towing is not permitted without the prior knowledge and consent of the Corporate Transport Manager. Any additional equipment that is necessary to comply with the manufacturers recommendations or the legal requirements are the responsibility of the user. Speed limits for towing combinations vary considerably and these must be ascertained and observed by the user.

### 17. VEHICLE REGISTRATION DOCUMENTS (V5)

Vehicle registration documents (V5) are held by the Corporate Transport Office

### 18 change of speedo

If it becomes necessary to change a ‘speedo head’ the onus is on the responsible person to ensure it is reported to the Corporate Transport and Insurance Office as soon as possible. A note should be made on the current vehicle expense form. This is to ensure that the vehicle is replaced at the appropriate mileage.

### 19 TRACKERS

Some of Barnardo’s owned vehicles have trackers fitted to them. This is primarily to help towards reducing our insurance premium as it may aid the recovery of any vehicles that may be stolen. Trackers are not fitted to any passenger cars either those used as pool cars or allocated to an individual member of staff . Vehicles generally fitted with trackers are:

High value vehicles such as minibuses

Retail vans, which are susceptible to theft

### 20. MOBILE PHONES

The following represents Barnardo’s’ policy on the use of mobile phones on the road. This applies to all categories of driving including private vehicles being used on Barnardo’s’ business, as well as fleet vehicles.

#### Policy

* The charity recognises that mobile phones are a valid business tool, but people must not make or take calls that might place them or others in danger or cause them to break the law.
* Drivers must not use the mobile phone at all whilst driving, even if they have a hands free set, due to mental distraction as well as the physical interface with the phone.

#### Hands Free Sets

* The use of a mobile phone causes both physical and mental distraction and therefore while the use of a hands free kit may reduce the physical distraction, the mental distraction is still a risk factor. Therefore, if important calls are expected, they will require full concentration so the vehicle must be parked to take the call. If the call is trivial and will not distract, this call can wait until the driver is parked.

#### Before setting off

* Consider whether being in touch is essential.
* Call into your base to collect any messages and state when you will call in again.
* If you may be needed in an emergency, have your phone switched on with the message service activated so you can hear when you are called, so you can then stop in a safe place to call the person back.

#### Policy – When you are driving

* Never initiate calls while driving, this includes at traffic lights and in queues.
* Never pick up the handset while driving.
* Never text or call voice mail or services requiring key strokes while driving.

#### Policy – For those placing calls to mobile phones

* The call originator is responsible for asking if it is safe for the person to talk and that they are not driving.

#### Before placing the call

* Consider whether the message is so urgent that you need to use the potentially hazardous mobile phone route, rather than email or calling to a fixed location.

**When you get through**

* First, ask the person, “Are you driving?”
* Terminate the call if it is clear that the person is driving.