NEWCASTLE WEST END FOOD BANK

Use of Food Bank/Private Vehicles Policy

Version No.: 2
Effective From: 16 September 2019
Review Date: 16 September 2020

Signature:	Signed by:	Position:	Date:
	Rev D Coad	Chairman	3 September 2019

1 Rational

From time to time the Newcastle West End Food Bank (WEFB) may require staff or volunteers to undertake journeys using either the Food Bank vehicles or their own personal transport.

This policy, along with the associated paperwork, provides a framework to ensure compliance with regulations, the safety of staff and volunteers and to offer clear guidelines re subsistence allowances and the claiming of mileage allowances.

2 Organisational Responsibility

The Food Bank Manager, or other member of the Management Team will have responsibility for the planning of any journeys, liaising with the volunteer driver(s) and ensuring the Food Bank vehicle is correctly resourced and road worthy. They will also provide, where necessary, a subsistence allowance to cover overnight accommodation and meals. All journeys will be recorded on the **Mileage and Vehicle Check Record Sheet** (Appendix 1).

3 Local Journeys

A **weekly schedule of regular journeys** (Appendix 2) will be created to ensure the work of the Food Bank continues if there is a change of driver.

All local journeys should be agreed with the Food Bank Management Team prior to undertaking such journeys to ensure they do not put at risk the main focus of the Food Bank in supplying food to people in need.

Volunteers may undertake local journeys using their own vehicles and claim a mileage rate of 45p per mile, however, please see paragraph 5 below concerning insurance cover. Such journeys must be agreed with the Food Bank Management Team prior to the journey. The appropriate claim form must be completed and be signed by both the volunteer and a Food Bank Manager.

4 Return Journeys over 100 miles

It may be necessary for staff or volunteers to undertake long-distance journeys to further the work of the Food Bank.

- Planning for such journeys is vital to allow for proper organisation of resources. Where possible Food Bank vehicles should be used.

- Drivers will be need to adhere to regulations requiring drivers to take appropriate breaks and rest periods and to record them on the **Driver Break and Rest Period Record Sheet** (Appendix 3).

- A subsistence allowance of up to £20 per day will be paid for return journeys of 200 + miles. Receipts will need to be submitted and any underspend return.

- An overnight allowance of £60 per night will be paid for journeys over 400 miles in total.

- On very rare occasions staff or volunteers will be required to undertake longer journeys in their own vehicles. A mileage rate of 45p per mile will be paid along with the subsistence allowance and where necessary the overnight allowance, where appropriate.

5 Insurance Cover

Employees and volunteers should be aware that anyone who uses their own vehicle for the purposes of their work needs to take out business car insurance. This is different to a standard policy, which only provides cover for social use and commuting.

Business car insurance can cover a wide range of uses, such as travelling between different work locations, visiting clients and suppliers or driving around other employees: anything, in fact, that is on behalf of WEFB.

Staff and volunteers cannot use their own vehicle and claim expenses unless they have provided evidence that they have business use insurance in place before they commit to making a journey

If business car insurance is not in place and an accident does occur, staff and volunteers need to note that this could lead to their policy being invalidated.

Vehicles belonging to WEFB will have appropriate insurance in place.

6 Accidents & Emergencies:

All accidents and emergencies need to be reported to the Food Bank Manager as soon as possible. Drivers will need to complete the Food Bank Accident Book and where necessary an Incident Form.

7 Equality and Diversity

WEFB is committed to ensuring that it treats its employees and volunteers fairly equitably and reasonably and that it does not discriminate against individuals or groups on the basis of their ethnic origin, physical or mental abilities, gender, age, religious beliefs or sexual orientation. This policy has been appropriately assessed.

8 Monitoring and Compliance

WEFB will maintain effective monitoring systems to ensure implementation of this policy, including the following:

Standard/ process / issue	**Monitoring and audit**			
	Method:	**By:**	**Reporting to:**	**Frequency:**
Mileage and Vehicle Check Record Sheets completed correctly and kept up to date	Audit	Line Manager	CEO	Quarterly
Weekly Schedule of Regular Journeys completed correctly and up to date	Audit	Line Manager	CEO	Quarterly
Driver Break and Rest Period Record sheets completed correctly	Audit	Line Manager	CEO	Quarterly

NEWCASTLE WEST END FOOD BANK

Mileage and Vehicle Check Record

A visual inspection of the vehicle should be carried out each time it is used. Lights, tyres and windscreen wipers should be inspected to ensure they are undamaged and working in accordance with regulations. Managers should be informed of any concerns.

A record of the mileage of the vehicle should be recorded on the chart below.

	Lights	Tyres	Wipers	Other	Destination	Mileage Start	Mileage End	Initials

Weekly Schedule of Regular Journeys (Example)

Monday

- Tesco
- Greggs
- Food parcels up to Bede if needed
- Empty trays/ donations/ returns to Newburn

Tuesday

- Food parcels to Lillia if needed
- Empty trays/ donations/ returns to Newburn
- Grainger Market
- Greggs

Wednesday

- Food parcels to Lillia if needed
- Empty trays/ donations/ returns to Newburn
- Greggs

Thursday

- Food parcels to Bede if needed
- Greggs
- Empty trays/ donations/ returns to Newburn

Ad Hoc collections

- Waitrose Ponteland
- Newcastle building society West Denton
- Civic Centre
- Sainsburys Throckley
- And/or any others

When needed collect or take food to North Shields warehouse for John in Newburn

NEWCASTLE WEST END FOOD BANK

Driver Break and Rest Period Record Sheet

Date	Driver name	Destination	Approx. mileage	Start time	First break	Restart time	Second break	Restart time	Third break	Restart time	Arrival time

You must not drive for more than 10 hours per day and need to take a minimum of 45 minutes break.