

Advice for Vehicle Use for Volunteers

NWT Company Vehicle usage

When using a NWT company vehicle, you will need to abide by these points to be covered under the NWT's car insurance policy.

- Prior to driving for the first time, NWT must keep a photocopy of both parts of your driving licence, which will be reviewed annually. However, if there are any changes with your licence you must inform your line manager as soon as possible.
- There is a vehicle information pack kept with the keys which must be taken with you on each occasion. It includes things like breakdown procedures and fuel usage.
- Ensure that the first aid kit and safety bag are inside the vehicle.
- Pre-use checks must be carried out each time prior to using a vehicle. (oil level, tyre tread, lights etc.) Initial in the vehicle folder to confirm these checks have been completed.
- It is your responsibility to familiarise yourself with any vehicle before using it.
- You must report any vehicle defect immediately to your line manager.
- Only line managers have the authority to authorise driving of trust vehicles. Therefore do not allow anyone else to drive instead of you (unless it has been authorised by your line manager).
- You must not smoke in the vehicle.
- The cars must be used for business purposes only. No personal use is authorised.
- You must inform us if you have more than 6 points on your driving licence as this will need to be referred to our insurance company.

Using your own vehicle for business use

- Line managers must take a photocopy of your driving licence, MOT and your insurance document which must show that you are insured for business use.
- To define business use: if commuting to and from a single permanent place then it is not business use. If going between sites either on your own, or carrying people or goods this is classed as business use.
- Insurance can be very complicated. You are responsible to check with your insurance company what you are covered for and to ensure you have adequate cover for your needs. It is a good idea to get confirmation in writing from them.

General Rules for either using a company vehicle or a private vehicle for business use

- You must not use a mobile phone whilst driving. You must be parked (in a safe place) with the engine off prior to using a phone.
- Seatbelts must be worn at all times.
- General road rules apply.
- You must report any accident you have to your line manager immediately.
- If you receive a penalty notice (speeding fine/points etc) whilst you were driving the vehicle you are fully responsible and accountable for this.