

Personal Vehicle Use Policy

Policy Management	
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Date of Last Review:	
Date of Next Review: <i>July 2027</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed: <i>S. Senior</i>	Date: <i>July 2026</i>

1. Purpose

This policy explains the expectations for staff and volunteers who choose to use their own vehicle while carrying out duties for Bee-Able CIC.

The policy helps to:

- protect the safety of service users and staff
- clarify responsibilities
- support safe transport arrangements
- ensure appropriate insurance and legal requirements are met

2. Scope

This policy applies to all employees, volunteers and sessional staff who use their own vehicle for Bee-Able CIC activities.

3. Our Commitment

We are committed to:

- ☒ Providing safe transport for service users
- ☒ Supporting staff to make informed choices about using their own vehicle



- ✓ Ensuring transport arrangements meet legal and insurance requirements
- ✓ Respecting that the use of a personal vehicle is voluntary

4. Choosing to Use a Personal Vehicle

The use of a personal vehicle for Bee-Able CIC activities is voluntary.

Staff are not required to use their own vehicle and may choose not to do so.

However, where a support session requires transport, priority may be given to staff who are able and willing to provide transport as part of that role. Choosing not to use a personal vehicle may therefore reduce the range of sessions available to an individual.

5. Driver Responsibilities

Anyone using their own vehicle for Bee-Able CIC activities must:

- hold a full, valid UK driving licence
- ensure their vehicle is roadworthy and safe
- maintain a valid MOT where required
- ensure the vehicle is taxed where required
- maintain appropriate business motor insurance that covers the journeys being undertaken
- inform Bee-Able CIC immediately if they no longer meet any of these requirements

Bee-Able CIC may request evidence of these documents at any time.

6. Personal Vehicle Responsibility

A personal vehicle remains the responsibility of its owner.

Staff choosing to use their own vehicle acknowledge that:

- normal wear and tear may occur through its use
- accidental damage may occur despite reasonable care being taken



- Bee-Able CIC is not normally responsible for repairing or compensating for accidental damage to a personal vehicle unless the organisation is legally liable through negligence or another legal obligation

Where damage occurs, staff should report the incident as soon as possible so it can be reviewed appropriately.

7. Safe Transport

Staff transporting service users must:

- follow the Highway Code at all times
- drive safely and responsibly
- ensure seat belts are worn where appropriate
- follow individual risk assessments where these are in place
- report any accidents, incidents or concerns immediately

Transport arrangements should always place the safety and wellbeing of everyone involved first.

8. Reporting Concerns

Any accident, damage, near miss or concern relating to transport should be reported to Bee-Able CIC as soon as reasonably possible.

Each incident will be reviewed individually to identify whether any further action or support is required.

9. Monitoring and Review

We will review our practices regularly and this policy every year, or sooner if needed, to make sure it remains safe, appropriate and effective.