



# Libertatem Healthcare Group

## **Driving of clients vehicle**

### Policy and Procedure

Notice to employees using a paper copy of this policy  
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

## Document Control

<b>Document Name</b>	Driving of clients vehicle
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<b>Purpose</b>	To provide advice and guidance for safe driving of clients vehicles
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## Version Control

<b>Version</b>	<b>Date</b>	<b>Amended by</b>	<b>Comments</b>
1.0	October 2018	Karen Hodgkinson	New document implemented
2.0	26.06.2019	Karen Hodgkinson	Reviewed and document and version control standardised.

## Contents

<b>Subject</b>	<b>Page Number</b>
Purpose	4
Responsibilities	4
Process	4

## **Purpose**

Libertatem Healthcare Group recognises that within the course of providing services, on some occasions, its staff may be required to drive a client's vehicle. During the provision of services and in these cases subject to agreement by both parties, this can be facilitated. This policy provides guidance and a framework for the driving of client vehicles by Libertatem Healthcare Staff and should be read in conjunction with all other policies and procedures.

The purpose of this policy and procedure is to provide guidance and support to all Libertatem Healthcare staff, clients, customers, stakeholders and where appropriate funding bodies regarding the use of a client's motor vehicle by Libertatem Healthcare staff while delivering a support service

## **Responsibilities**

The policy and procedure applies to all Libertatem Healthcare Staff. It is put into place whereby an agreement has been reached between Libertatem Healthcare Group and the client for staff to drive the client's motor vehicle.

## **Process**

Where in the course of providing support services to an individual client there is a requirement for Libertatem Healthcare staff to drive a client's motor vehicle (including hire vehicles whilst on supported holidays), there are requirements and obligations that must be agreed to prior to this occurring.

The requirement and request for this to be undertaken in the course of the provision of services will be stipulated within the Libertatem Healthcare support plan with the client and/or nominated client representative acting on behalf of the client.

Within this Agreement will be the following conditions that are agreed to:

- that where a request is made from a client and/or the client's nominated representative for staff to drive the client's motor vehicle such request and assessment will be the subject of negotiation between Libertatem Healthcare and the client and not the individual staff member
- the agreed terms and conditions under which an ACARES staff member may drive a client's motor vehicle will be detailed in an Libertatem Healthcare individual service plan and if such an agreement is not reached then Libertatem Healthcare staff are not permitted to drive the client's motor vehicle
- where a client's vehicle is to be driven by a Libertatem Healthcare staff member in the course of providing support services it is the responsibility of the client to maintain an appropriate level of insurance coverage for such vehicle
- that Libertatem Healthcare staff and individual staff members who drive such vehicle will not be liable for any insurance excess or other associated costs as a result of damage caused to the client's vehicle in the course of undertaking such services
- it is the responsibility of the client or the nominated client representative to ensure that the vehicle is mechanically safe and legally roadworthy at all times and that it is acknowledged that reasonable wear and tear should be expected

and it is the responsibility of the client or the clients nominated representative to meet such costs

- that it is the responsibility of Libertatem Healthcare to ensure that all staff who are required to drive the clients motor vehicle are currently licensed and have the necessary skills and experience to undertake this task as part of their duties
- where the clients motor vehicle is modified for the clients use there are requirements that both Libertatem Healthcare and the client and/or clients nominated representative agree on an appropriate training and awareness program of the modifications and the correct use of the vehicle in terms of this and determine an appropriate competency based assessment for using the vehicle
- it is the responsibility of each Libertatem Healthcare staff member to ensure that where they are driving a client's vehicle that they comply with the road laws and regulations and drive in a manner that is safe at all times