



## Transport Policy

Part of the Epsom & Ewell Refugee Network (EERN) support for refugees may involve providing transport to and from appointments. This transport is provided by volunteers in their own vehicles. This policy outlines our obligations to ensure that transport services are provided by trusted people and in a safe manner.

EERN seeks to ensure that :

- Transport services are provided only by fit and proper persons and does not pose a threat to the public;
- Vehicles used to convey passengers are safe and fit for the purpose;
- Where transport is provided for children, that an appropriate adult is with them at all times (in addition to the volunteer);
- Where children are in the vehicle, that appropriate and safe child car seats are used;
- The people we support feel confident to report any concerns relating to transport provided;

Any volunteer offering transport to those we support must confirm the following :

- That they hold a full and valid driving licence;
- That their insurance company is aware that the vehicle is being used for this purpose (usually classed as business use);
- That the car is in a roadworthy condition and has a valid MOT and insurance in place.
- That the car has working seat belts which will be used by all passengers during the journey
- The volunteer must agree to drive with consideration and within the legally prescribed speed limits

Transport for children or vulnerable adults :

- Where transport is provided for children, an appropriate adult must be in the car with them at all times. This in most cases will be a parent.
- Where transport is provided for a vulnerable adult, the volunteer offering transport must be DBS checked by EERN.
- All volunteers providing transport must be fully vetted and checked by EERN as volunteers and have signed to confirm that they will adhere to our code of conduct.

In order to provide transport services to those we support it will be necessary to share the address and contact details of the client with the volunteer. The volunteer agrees to treat this information as confidential and not share it with others, adhering to our Code of Conduct at all times.