



Family Nursing & Home Care

Organisational Vehicle Policy

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Document Profile

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Date	Version	Summary of changes	Author
04/2024	1.0	New policy	Quality and Performance Development Nurse

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1 INTRODUCTION

1.1 Rationale

The purpose of this policy is to establish guidelines for the appropriate and safe use of Family Nursing & Home Care (FNHC) owned vehicles by employees for work-related purposes. This policy ensures that vehicles are used efficiently, responsibly, and in compliance with all relevant laws and regulations.

1.2 Scope

This policy applies to all FNHC employees who are authorised to and operate its vehicles for business purposes. The use of employees' own vehicles is outside the scope of this policy. The vehicle used by authorised staff in the Rapid Response and Reablement Team is also outside the scope of this policy.

This policy is linked with the Employee Handbook (2022) and the Health and Safety Policy. Relevant legislation to this policy is the Road Traffic (Jersey) Law 1956, and the Road Traffic (Speed Limits) (Jersey) Order 2003.

1.3 Role and Responsibilities

Chief Executive Officer (CEO)

The Chief Executive Officer is responsible for ensuring that:

- there are systems in place to support the policy requirements and that these are monitored
- resources are allocated for the production and implementation of procedural documents
- approving all new policies and those that have been fully reviewed

Director of Governance & Care

The Director of Governance and Care is responsible for ensuring that there:

- is an up to date Organisational Vehicle policy in place
- are systems in place to monitor the use and effectiveness of this policy

Director of Finance

The Director of Finance is responsible for overseeing financial aspects related to the organisation's vehicle policy, including budgeting for vehicle expenses such as fuel, maintenance, insurance, and depreciation. They will ensure that expenditures related to vehicles are managed effectively and in accordance with budgetary constraints.

Premises & Facilities Manager

The Premises and Facilities Manager would primarily be responsible for overseeing the logistical aspects of this policy, ensuring that vehicles are maintained, serviced, and available for authorised use as needed. This would involve coordinating vehicle servicing and repairs,

managing vehicle bookings to ensure efficient allocation of resources, and maintaining control over access to vehicle keys.

All staff involved with use of FNHC vehicles

All users of organisational vehicles have a responsibility to ensure compliance with this policy. This includes holding a valid driving licence, observing all traffic laws and safety regulations while operating the vehicle, and promptly reporting any damage, maintenance issues, or accidents. Users must also maintain the cleanliness and functionality of the vehicle during and after use, ensuring it is returned in the same condition as when received. All staff should exhibit safe and courteous driving behaviours, upholding the reputation of the organisation and contributing to a positive work environment. Additionally, they are expected to use company vehicles only for authorised business-related purposes and to refrain from engaging in any unauthorised or inappropriate use.

2 POLICY

2.1 Eligibility to use FNHC vehicles

If an employee is over 25 years old and, holds a valid Jersey driving license which has been free from endorsement for more than five years, they may be insured to drive FNHC's vehicles (which shall include any vehicle hired to FNHC) with prior permission from the Management Team. Employees must disclose whether they have had any accidents, claims or convictions in the last five years. Documentary proof of licensing may be requested at any time.

2.2 Changes to Eligibility

Endorsement / Driving Ban

If a FNHC vehicle user has received any endorsements on their driving licence or have had a driving ban imposed on them by the Magistrate's Court, this must be reported to their Line Manager, Premises & Facilities Manager and Human Resources. They may no longer be eligible to drive FNHC's vehicles. Failure to report an endorsement or driving ban may result in disciplinary action, and referral to the relevant professional body if applicable.

Medical fitness to drive

If a FNHC vehicle user has been advised not to drive on medical reasons, they must report this to their Line Manager, Premises & Facilities Manager and the Human Resources department.

Assessment by a Medical Practitioner and certification of fitness to drive will be necessary if the employee wishes to continue using a FNHC vehicle. It is important to verify the terms and conditions of the vehicle's insurance policy to ensure that the employee is covered.

2.3 Authorised use

Vehicles owned by FNHC are to be used solely for purposes relating to the organisation, including but not limited to the transportation of goods, services and personnel required for duties pertaining to their role at FNHC.

Unauthorised or inappropriate use of FNHC vehicles poses various risks to the organisation, including legal, financial, and reputational consequences.

2.4 Safety

Employees are expected to adhere to all traffic laws, regulations and speed limits while operating FNHC vehicles. In Jersey, the legislation includes the Road Traffic (Jersey) Law 1956, and the Road Traffic (Speed Limits) (Jersey) Order 2003.

FNHC does not hold responsibility for any unlawful offence committed by the vehicle user, nor will the organisation be liable for any financial implications as a result of any offence committed while an employee is using a FNHC vehicle.

Additionally, if an employee has received a parking fine while using an FNHC vehicle, the responsibility for paying the fine lies with the individual. The organisation will not be responsible for covering the cost of parking fine charges.

Any damage, maintenance issues or concerns about the safety or roadworthiness of a FNHC vehicle must be reported promptly upon discovery. Concerns should be raised with the Premises and Facilities Manager, who will investigate the issue. The vehicle should not be used until the investigation is complete and it is considered safe to use.

Keys should never be left in the vehicle or ignition while it is unattended.

Employees involved in accidents while driving a FNHC vehicle must cooperate fully with any investigations conducted by the organisation or relevant authorities. Employees must provide accurate and timely information regarding the circumstances of the accident, including details of the event, any injuries sustained, and the extent of damage to the vehicle and other property.

3 PROCEDURES

3.1 Booking use of a FNHC vehicle

First, check that the FNHC vehicle is available at the time you are requesting it. This information is available by viewing the FNHC Van shared calendar, on Microsoft Outlook. Please refer to [appendix 1](#) for access to the calendar.

Authorised personnel permitted to make bookings for the FNHC van are:

- Premises & Facilities Manager
- Stores & Procurement Support Officer
- FNHC Receptionist

Make contact with one of the authorised personnel at the earliest opportunity to book the use of the van. Await confirmation that the booking is complete.

Arrange key collection with either the Facilities Manager or the Stores & Procurement Support Officer.

Any existing damage or concerns (that do not affect roadworthiness) with the vehicle should be communicated to the driver before key collection.

3.2 Paying for parking

Information about paying for parking can be found on the Government of Jersey website.

The link for which is as follows:

<https://www.gov.je/Travel/Motoring/Parking/PayForParking/Pages/home.aspx>

Paycards

Users of a FNHC vehicle are encouraged to use parking paycards wherever possible.

These can be collected from the FNHC reception.

Information on how to use paycards can be found on the Government of Jersey website.

<https://www.gov.je/Travel/Motoring/Parking/PayForParking/Pages/Paycards.aspx>

Parking disc

Some car parks and on-street parking allow for the use of a parking disc, which all FNHC vehicles should have available. Before leaving, ensure that the parking disc is present in the vehicle.

Information about parking discs and how to use them is available on the Government of Jersey website.

<https://www.gov.je/Travel/Motoring/Parking/PayForParking/Pages/ParkingDisc.aspx>

Other methods of payment

In areas where paycards or parking discs are not accepted, it is recommended to keep a receipt for paid parking and submit it to the finance department for reimbursement.

Parking fines

Information, including how to pay for a parking fine, how much fines are and how to appeal can be found on the Government of Jersey's website.

<https://www.gov.je/Travel/Motoring/Parking/Pages/ParkingFines.aspx>

3.3 Fueling FNHC vehicles

The responsibility for maintaining fuel levels in FNHC vehicles lies with the Premises and Facilities Manager. The Manager, along with designated personnel authorised by them, has access to a fuel account solely for the use of FNHC vehicles.

Vehicle users are expected to inform the Premises and Facilities Manager if fuel levels are low.

3.4 Servicing and Maintenance of FNHC Vehicles

Proper maintenance and care of vehicles are vital to preserving their value and longevity. The Facilities and Premises Manager holds primary responsibility for overseeing the routine servicing and maintenance of FNHC vehicles. This includes regular maintenance, such as oil & water level checks, windscreen wash levels, tire pressure and tread checks, and other such inspections, to ensure that all vehicles are in optimal working condition. It should be brought to the Facilities and Premises Manager's attention if any of the above needs to be rectified.

The Facilities and Premises Manager also coordinates with external service providers and mechanics to address any mechanical issues promptly and efficiently. Additionally, they maintain detailed records of all maintenance activities, including service dates, repairs performed, and associated costs, to track the vehicle's maintenance history and ensure compliance with regulatory requirements.

In the event that servicing or maintenance costs exceed the allocated budget, the Facilities and Premises Manager is responsible for promptly reporting such discrepancies to the Finance Director. This may involve providing detailed cost breakdowns, explanations for the overruns, and recommendations for cost-saving measures or reallocation of funds. By maintaining open communication with the Finance Director, the Facilities and Premises Manager ensures transparency and accountability in financial management, allowing for timely adjustments to budgetary allocations and effective stewardship of organisational resources.

Cleaning

All users are expected to maintain the cleanliness of the vehicle, by removing any rubbish and leaving it in a clean and tidy condition. Touch points should be cleaned with a disinfectant wipe.

The Facilities & Premises Manager will arrange for vehicles to be washed and cleaned as they see appropriate, however users should report if detailed cleaning (for example spills) are required in the interim.

3.5 Accident Reporting

Accidents should be reported to the vehicle user's line manager and the Premises and Facilities Manager at the earliest opportunity.

Details of the accident should be reported on Assure.

4 MONITORING COMPLIANCE

Informally, adherence to some of the processes can be monitored by the Premises and Facilities Manager, for example reporting of damage to the vehicle, correct process for booking out the van etc. Assure incident reporting can be used to monitor the number of accidents and/or damage sustained.

5 CONSULTATION PROCESS

Name	Title	Date
Elsbeth Snowie	Head of Quality & Safety	06/03/2024
Laura Baker	Premises & Facilities Manager	06/03/2024
Amanda de Freitas	Head of Human Resources	06/03/2024
Elaine Walsh	Director of Finance	06/03/2024
Alan Keen	Stores Support & Procurement Officer	06/03/2024

6 EQUALITY IMPACT STATEMENT

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

Always:

- Putting patients first
- Keeping people safe
- Have courage and commitment to do the right thing
- Be accountable, take responsibility and own your actions
- Listen actively
- Check for understanding when you communicate
- Be respectful and treat people with dignity
- Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times. See overleaf/below for the Equality Impact Assessment for this policy.

6.1 EQUALITY IMPACT SCREENING TOOL

Stage 1 - Screening			
Title of Procedural Document: Organisational Vehicle Policy			
Date of Assessment	15/03/2023	Responsible Department	Quality & Governance
Completed by	Rachel Foster	Job Title	Quality & Performance Development Nurse
Does the policy/function affect one group less or more favourably than another on the basis of:			
	Yes/No	Comments	
Age	No	Users of organisational vehicles must be over the age of 25, for insurance purposes	
Disability <i>(Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia)</i>	No	Users of organisational vehicles must have a full, valid and clean driving licence	
Ethnic Origin <i>(including hard to reach groups)</i>	No		
Gender reassignment	No		
Pregnancy or Maternity	No		
Race	No		
Sex	No		
Religion and Belief	No		
Sexual Orientation	No		
If the answer to all of the above questions is NO, the Equality Impact Assessment is complete. If YES, a full impact assessment is required: go on to stage 2.			
Stage 2 – Full Impact Assessment			
What is the impact	Level of Impact	Mitigating Actions <small>(what needs to be done to minimise / remove the impact)</small>	Responsible Officer
Monitoring of Actions			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			

7 IMPLEMENTATION PLAN

Action	Responsible Person	Planned timeline
Policy to be uploaded to the Procedural Document Library	Education and Development Administrator	Within 2 weeks following ratification
Email to all staff	Education and Development Administrator	Within 2 weeks following ratification
Upload policy (+/- assessment tool) to Virtual College and allocate to relevant staff	Education and Development Department	Within 2 weeks following ratification
Relevant staff to sign (via Virtual College) that they have read and understood policy.	All staff notified via Virtual College.	Within 2 months of notification

8 GLOSSARY OF TERMS

Not applicable.

9 REFERENCES

Family Nursing & Home Care (2022) Employee Handbook <https://www.fnhc.org.je/wp-content/uploads/2022/09/Staff-Handbook-v2-September-2022-Final.pdf>

Family Nursing & Home Care (2021) Health and Safety Policy <https://www.fnhc.org.je/wp-content/uploads/2022/03/health-and-safety-policy-2021-final-approved.pdf>

Health and Safety at Work (Jersey) Law 1989
<https://www.jerseylaw.je/laws/current/Pages/05.300.aspx>

Road Traffic (Jersey) Law 1956 <https://www.jerseylaw.je/laws/current/Pages/25.550.aspx>

Road Traffic (Speed Limits) (Jersey) Order 2003
<https://www.jerseylaw.je/laws/current/Pages/25.550.44.aspx>

Government of Jersey (2024) New Medical Standards for Driving Licences. (Information accessed on the Government of Jersey's website)
<https://www.gov.je/Travel/Motoring/DriverLicensing/pages/applyingdrivinglicence.aspx> Last accessed 26/02/2024

Driver & Vehicle Licensing Agency (2024) Assessing fitness to drive – a guide for medical professionals. Department of Transport. Crown copyright.
<https://assets.publishing.service.gov.uk/media/65cf7243e1bdec001a322268/assessing-fitness-to-drive-february-2024.pdf>

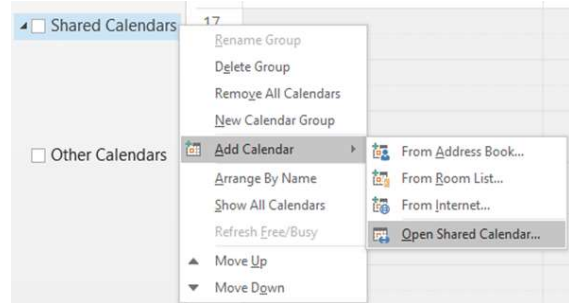
10 APPENDICES

10.1 Appendix 1 – Procedure for Accessing the FNHC Van Calendar

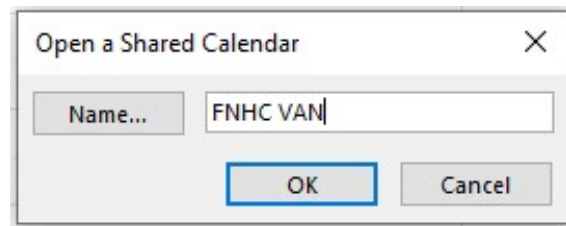
Anyone who uses the FNHC vehicle and wishes to view its availability, is able to access an Outlook Calendar which has been set up with this purpose. Only those responsible for making the bookings will have permissions to view the full details of Van bookings.

In order to view the calendar, the following procedure is to be followed.

- 1 Open the Calendars application within Microsoft Outlook
- Right click on “Shared Calendars”
- Hover cursor over “Add Calendar”, and click on “Open Shared Calendar”



- 2 This opens an “Open a Shared Calendar” window.
- Type “FNHC VAN” in the text field and click on “OK”



- 3 The FNHC Van calendar should now be visible to you.
- Most people will only see “Busy” when the van is in use.

