

TYNESIDE WELCOMES VOLUNTEERS' POLICIES: CAR TRANSPORT

On occasions it will be appropriate for volunteers to use their cars on TW business. This will include giving lifts to members of the Resettled Family.

Volunteers willing to use their cars in this way are strongly advised to make sure its use for non-business charitable purposes falls within the terms of their motor insurance policy. If not apparent from the policy itself, they should clarify the position with their insurer. If a modest additional premium is required to allow such use, the TW Treasurer will decide whether that would be justified and could be claimed as a legitimate expense. If the car is used without insurance cover, TW will not be responsible for meeting claims arising from accidents or incidents during journeys on TW business.

It is expected that there will be a decline in the circumstances when providing lifts to Family members is justified, as the Family becomes more self-sufficient. Guidance on the purposes for which car use is justified will be developed in the light of our experience of the Resettled Family's specific needs once they have arrived.

In the interim it is anticipated that the approved purposes will include the following:

- In any emergency situations where it would be unsafe to rely on public transport;
- Where a Family member has a medical condition which makes using public transport unsuitable;
- Where a Family member would benefit significantly from a lift to receive medical treatment rather than waiting for an ambulance; and
- Where a Family member has an appointment at some distance from their home or at a time when public transport is very limited.

The mileage rate for car use by TW volunteers is 20p a mile. Claims for repayment should be made in accordance with the guidance on Expenses.

It should be stressed that volunteers are not obliged to seek repayment if they prefer not to.

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Policy review date: 16 March 2022

