



Enhancing children's
quality of life
through mentoring



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Transport Policy - when using own vehicle

- Ensure you hold a Full Uk Driving Licence;
- Ensure you have the relevant insurance cover. – Often Insurance companies vary in their requirements; please ensure you contact them directly to discuss your individual policy. The usual cover required is Type 1 Business Class Insurance – this may incur a charge refundable by The Island on proof of a valid receipt/invoice;
- Ensure your Vehicle holds a valid MOT certificate and is Taxed.
- Provide The Island with a copy of your policy documents, Driving licence, insurance and MOT certificate;
- Ensure your airbags are turned on;
- If required please ensure you have the relevant car seat/booster seat in relation to your child/young persons height, weight and age. Regulations state that by Law a child should remain in some form of car seat until either the age of 12 or their height is at or exceeds 135cm. The type of car seat is totally dependent on weight. For further guidelines see: <https://www.gov.uk/child-car-seats-the-rules>. The Island will specify which car seat is required on initial assessment and this will be provided.
- Before carrying out a session ensure your vehicle is in good working order.
- Ensure your child/young person is wearing a seat belt at all times.
- Be vigilant about changes in weather in advance. Make sure you are happy driving in the conditions on the day or arrange alternate methods of transport if not.



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- Ensure you have your mobile phone and that this is charged and has sufficient credit to make a call in case of an emergency. If you do not have a mobile phone please ensure you have sufficient money to use a payphone.
- Have relevant contact details with you at all times – for example parents/carers details and the island duty phone number 01904 628449. (Please also keep your contacts list in the back of your I.D available at all times)
- In the event of an emergency or breakdown please contact the young persons parent/carer and the island duty phone to make aware of the situation.
- If you are involved in an accident 1. Make sure everyone is safe and Ok- call 999 if necessary. 2. Make contact with the Island office or duty phone to let them know what has happened. They will support you in informing the mentees carers and any one else. 3. Make contact with the Island soon after the incident to complete an incident form.
- Try to, if possible, have the details of any breakdown assistance or insurance information to hand in case of emergency.
- If travelling a long distance e.g. please inform the Island in advance of your session and make yourself aware of the most appropriate route options available to you.
- The Island expects that you will have not consumed alcohol or drugs prior to driving, even if it is much later on in the same day. The Island asks that you do not drive mentees the morning after, if you have consumed a large amount of alcohol the day before. In general, alcohol is removed from the blood at the rate of about one unit an hour. But this varies from person to person. It can depend on your size and gender, as men tend to process alcohol quicker than women; how much food you've eaten; the state of your liver, and your metabolism (how quickly or slowly your body turns food into energy). If you are in any doubt about whether you have alcohol in your system you should not drive.
- Be aware that medication may also impact on your ability to drive. Do not drive if you have taken any medication that may impact on your ability to drive safely.



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- Make the Island aware of any medical or health issues that may impact on your ability to drive.