



PEOPLE OF PEONY'S VEHICLE SAFETY POLICY AND PROCEDURE

We want everyone to be safe when we use cars for transport.
This guide explains how we keep you, staff, and the community safe when a car is used for services.

Why This Matters

When staff drive a car:

- They must follow the law
- The car must be safe
- Everyone must wear seat belts
- Everyone must be treated with care

When We Use Cars

Sometimes, staff drive cars to:

- Take you to appointments or activities
- Provide support at your home
- Help you travel safely

Our Safety Rules

To keep everyone safe, staff:

- Must have a valid driver's licence
- Must not be drunk or high when driving
- Must follow the road rules
- Must take breaks if driving for a long time
- Must not use a phone while driving
- Must wear a seatbelt and make sure you do too



Car Checks

Before using a car, staff check:

- Are the lights, mirrors, and windscreen clean and working?
- Is there enough oil, water, and fuel?
- Are the tyres okay?
- Is the car safe to drive?
- If something is wrong, the car is not used.

Cars Must Have

- First aid kit
- Fire extinguisher (if needed)
- Torch
- Emergency contact numbers
- Safety gear like vests and warning triangles

Seatbelts and Car Seats

Everyone must wear a seatbelt.
If you cannot wear a seatbelt, your doctor must give us a certificate.

Child Car Seats

If we drive a child, we:

- Use the right car seat for their age and size
- Only use new car seats (no second-hand ones)
- Must be trained if we need to fit the car seat ourselves
- Take breaks if driving more than 2 hours

Children under 7 must use special seats. The law decides which one is needed based on age and size.



If a Child Has a Disability

If a child can't use a regular car seat:

- A doctor or occupational therapist will give us a written plan
- We follow this plan every time we drive the child

Transporting You Safely

We do a **risk check** to see if:

- It's safe for you to travel alone with a staff member
- You need help with a wheelchair or mobility
- You should sit in a specific seat

If you have behaviors of concern, you might not sit behind the driver for safety.

If There's an Accident

If there's a crash or the car breaks down:

- Staff will report it
- They'll get help quickly
- They'll take the names, licence, and details of other people involved
- They'll tell the police if needed



We Keep Learning

We check this policy every year to make it better.
We use feedback from:

- You
- Staff
- Families

This helps us keep you safe.

DOCUMENT CONTROL

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