



# Vehicle Use Policy

**Date:**

4<sup>th</sup> March 2026

**Review date:**

4<sup>th</sup> March 2027

**Approved by:**

Rob Grays – Chief Executive Officer



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## Purpose

Prospero Group is committed to the safety and welfare of Children, Adults at Risk, and our Temporary Workers. The purpose of this Temporary Worker Vehicle Use Policy is to:

- Provide Temporary Workers with guidelines for using their own vehicle where required as part of their role and placement through Prospero Group.
- Outline the safer recruitment checks that Prospero will carry out on any Temporary Worker who is required to use their own vehicle as part of their role and placement through Prospero Group.

## Scope

This policy applies to all Temporary Workers who are required to use their own vehicle as part of their role and placement through Prospero Group. This includes, but is not limited to:

- Commuting to multiple work locations within the same day – for example: Domiciliary Care Workers
- Transporting Service Users as part of support – for example: Tutors or Support Workers

## Definitions

**Adult at Risk** – any person aged 18 years and over, who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

**Child/Children** - any person under the age of 18.

**Prospero Group** – is comprised of three entities: Prospero Teaching, Prospero Health & Social and Prospero Integrated.

**Service User** – is defined to mean Child, Children or Adult at Risk.

**Temporary Worker** – an individual receiving Work-Finding Services, delivered by Prospero Group. This includes, amongst others: Teachers, Tutors, Teaching Assistants, Care Assistants, Support Workers and Nurses.

**Work-Finding Services** – taken to mean recruitment activity, advertising of roles and provision of work-related training, provided by Prospero Group.

## Temporary Worker's Expectations and Responsibilities

The use of a personal vehicle for the purposes of an assignment is entirely voluntary and is not a mandatory requirement of registration or engagement. However, where an individual chooses to use their own vehicle in connection with any assignment or work-related activity, they must comply fully with this Vehicle Use Policy and all associated requirements.

We expect all Temporary Workers who are required to use their own vehicle as part of their role and placement through Prospero Group to adhere to the below conditions:

- Drive safely.
- Obey traffic laws and violations.
- Be courteous towards other road users and pedestrians.
- Monitor gas, tire pressure and fluid levels, and take action if required.

- Keep Vehicles MOT'd and serviced.
- Provide Prospero Group with proof of a full current UK driving licence, as required - overseas licences (including EU/EEA) will not be accepted.
- Provide Prospero Group with proof of current motor insurance (for business use), as required.
- Provide Prospero Group with consent and details to check vehicle MOT status and full UK driving licence history including; details of any endorsements, offences and disqualification, as required.
- Inform Prospero Group and the DVLA immediately of any:
  - Damage or problems which would make the vehicle either un-roadworthy, unsuitable or unsafe to transport service users.
  - New, or changes to existing, 'notifiable' medical conditions or disabilities.
  - Changes to your licence including endorsements, offences, disqualification and expiry.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any vehicle whilst transporting a service user.
- Do not use a phone or text while driving.
- Do not allow unauthorised drivers to use your vehicle unless required by an emergency.
- Wear glasses or contacts when driving (if required).
- Follow client policies and procedures – especially if transporting Service Users and / or using a vehicle provided directly by the client.
- Ensure all passengers are wearing a seat belt before and while the vehicle is in motion. This includes any legally required child seats, boosters, or harnesses as per safety plans - the Temporary Worker is responsible for ensuring these are fitted correctly.
- Only transport Service Users where pre-agreed in writing by both Prospero Group, and the client.
- Never transport Service User's friends and/or family – unless pre-agreed in writing by both Prospero Group, and the client.
- Seat Service Users in the back of the vehicle, behind the passenger's seat, to block escalations if needed.
- Activate child locks, where available, to ensure the passenger safety during transportation.

## Emergency Situations and Breakdown Procedure

In the event of an emergency, accident, vehicle breakdown, or any incident occurring whilst using your/the Client's vehicle as part of your role, you must:

- **Ensure safety first** - stop as soon as it is safe to do so. Switch on your hazard warning lights and, where appropriate, move to a safe location. Check for injuries to yourself, passengers, or third parties and contact the emergency services on 999 immediately if there is any risk to life, injury, fire, or danger to other road users.
- **Comply with UK legal requirements** - where an accident involves injury, damage to another vehicle, property, or animals, you must stop and exchange details in accordance with the requirements of the Highway Code and the Road Traffic Act 1988. If details cannot be exchanged at the scene, the incident must be reported to the police as soon as reasonably practicable and within 24 hours.
- **Notify your insurer** - you must inform your motor insurer of the incident as soon as possible and in line with the terms of your insurance policy.
- **Inform Prospero and the Client (if applicable)** - you must notify your Consultant (or Prospero's out-of-hours contact where applicable) at the earliest safe opportunity if the incident affects your ability to attend or continue an assignment.
- **Breakdown assistance** - if your vehicle becomes unroadworthy, you are responsible for arranging recovery through your own breakdown provider. Please note - Prospero is not responsible for recovery, repair, onward travel costs, or any associated expenses.

- **Do not continue to drive an unsafe vehicle** - under no circumstances should you continue to drive a vehicle that is not roadworthy or safe.
- **Record keeping** - you should obtain and retain relevant details where possible, including:
  - Names and contact details of involved parties and witnesses.
  - Vehicle registration numbers.
  - Insurance details.
  - Photographs of the scene (where safe and appropriate to do so) – please do not photograph third parties or Service Users.

## Lone Working

To ensure the safety of both our Services Users and Temporary Workers, lone working whilst transporting Service Users should be a final resort only when another responsible presence is not possible.

## Sickness

Temporary Workers who are fatigued and/or sick should avoid driving if they feel their driving ability is impaired. If sickness occurs during a placement which requires transport of service users, the Temporary Worker should take regular breaks whilst driving and contact Prospero Group if needed.

## Accidents

If a Temporary Worker is involved in an accident whilst transporting a service user, they must contact Prospero Group immediately.

Temporary Worker should follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.

## Disqualification

If a Temporary Worker is disqualified from driving, they must contact Prospero Group immediately.

## Prospero Group's Responsibilities

To ensure the safety of both our Services Users and Temporary Workers, Prospero Group will:

- Conduct regular checks on the Temporary Worker's suitability to transport Service Users – this includes current motor insurance, vehicle MOT status and full current full UK driving licence / history checks.
- Provide a copy of this policy to all Temporary Workers who are required to use their own vehicle as part of their role and placement through Prospero Group.

Prospero Group are not responsible for:

- Paying fines that a Temporary Worker receives, including whilst transporting Service Users. This includes, but is not limited to, driving fines, parking fines and or any other traffic fines.
- Posting bail for a Temporary Worker who is arrested, including whilst transporting Service Users.
- Any damage to a Temporary Worker's vehicle, including damage caused whilst supporting the Service User.

- Fitting of child seats, boosters, or harnesses as required by law and any safety plans.
- Any other costs related to the Temporary Worker's own vehicle – including, but not limited to, business insurance.

## **Consequences**

Failure to adhere to this policy may result in termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

## **Data Protection**

Prospero Group will treat all Temporary Workers' data confidentially and in accordance with the requirements of the Data Protection Act 2018 and the General Data Protection Regulations 2018.

## **Enforcement**

This policy will be enforced by Prospero Group's CEO, Managing Director, Operations Directors, Head of Compliance & Safeguarding, Head of HR and Data Protection Officer.

Failure to adhere to this policy may result in suspension / termination of the Temporary Worker's Work-Finding Services and referral to the Disclosure and Barring Service / relevant professional body, if applicable.

## APPENDIX A - Children's Educational Services

Additional Expectations and Responsibilities for Temporary Workers in Children's Educational Services:

- Prior to transportation, Temporary Workers must complete, for each Service User, both a *Transport Risk Assessment* and the *Consent form for Student Transportation*.
- Temporary Workers are responsible for updating these documents as needed and sharing the latest copies with their Prospero Consultant and the parent/carer.
- Temporary Workers must not transport the Service User until **both** the Parent and Client have reviewed, agreed to, and signed the *Transport Risk Assessment* and the *Consent Form for Student Transportation*.