

WEST LIMERICK INDEPENDENT LIVING CLG

Transport and Vehicle Use Policy

Policy Reference	WLILP33
Category	Operational Policies — Health & Safety
Version	2.1 (mobile phones and driving added as Section 4.6)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP33 - Transport and Vehicle Use Policy
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All employees, volunteers, and contractors of West Limerick Independent Living CLG ("WLIL") who use vehicles for work purposes
Related Policies	WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP11 - Financial Procedures Policy; WLILP19 - Lone Working Policy; WLILP30 - Incident Management & Reporting Policy; WLILP39 - Digital Communications and Social Media Policy; WLILP55 - Disciplinary Policy
Review Cycle	Annually, or following any transport-related incident, regulatory change, or update to WLIL's fleet

1. Purpose & Scope

The purpose of this policy is to provide clear guidance on the safe, responsible, and lawful use of vehicles by employees, volunteers, and contractors of West Limerick Independent Living ("WLIL"). It applies to all WLIL-owned, leased, or hired vehicles, as well as private vehicles used by staff for work-related purposes, including travel to clients in dispersed or rural locations.

2. Legislative and Regulatory Framework

- Road Traffic Acts 1961 to 2025, as subsequently amended — this area of law is updated frequently; staff should check for more recent amending Acts at each policy review rather than assume this citation remains current indefinitely
- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Guidelines from the Health and Safety Authority (HSA)
- WLIL Health & Safety Statement and Risk Assessments

3. Policy Statement

WLIL is committed to ensuring that transport arrangements are safe, reliable, and compliant with legal requirements. Employees required to drive as part of their duties must hold valid licences, use roadworthy vehicles, and follow WLIL's procedures for travel, client safety, and reporting incidents.

4. Procedures

4.1 Use of WLIL Vehicles

- WLIL vehicles must only be used for official business
- Drivers must be authorised and hold the appropriate licence
- Vehicle checks must be carried out before each journey

4.2 Use of Private Vehicles

- Staff using their own vehicle for work must have valid insurance covering business use
- Vehicles must be taxed, insured, and have a valid NCT certificate
- Mileage claims may only be made for authorised journeys, and are processed in line with WLILP11 - Financial Procedures Policy

4.3 Client Transport

- Drivers must follow WLIL's Passenger Safety Guidelines (Appendix C)
- Seatbelts must be worn at all times by both drivers and passengers
- Assistance must be provided to clients with mobility impairments, including wheelchair users — see the service user's own care plan for individual requirements

4.4 Travel to Dispersed Clients

- Staff required to travel to rural or remote clients must notify their manager of routes and expected times
- Where lone working applies, staff must comply with WLILP19 - Lone Working Policy

4.5 Accident and Incident Reporting

- Any accident, near miss, or vehicle fault must be reported immediately using the SBAR incident report form in WLILP30 - Incident Management & Reporting Policy, Appendix 3, rather than a separate transport-specific form
- In case of an accident involving clients, emergency services must be contacted and client safety prioritised

4.6 Mobile Phones and Driving

- Hand-held mobile phone use while driving is an offence under road traffic law and is not permitted when driving on WLIL business, whether in a WLIL vehicle or a private vehicle. This includes calls, texting, email, social media, photographs, video, and handling a phone to navigate or to use the CarePlanner (clock-in) app
- Where a call must be made or taken, the driver must park in a safe and legal place first and switch off the engine where appropriate. Other than hands-free use as set out below, calls must not be made or taken on the move
- A phone used for navigation must be set up before the journey starts and held in a fixed cradle. Drivers must not handle or adjust it while driving
- Hands-free use is not recommended on WLIL business. Where a fully compliant, fixed hands-free system is fitted, it may be used only for brief essential calls, and the driver must stop if the conversation becomes complex or distracting

- Staff must not call or message a colleague who they know is driving, except in an emergency. Lone working check-ins under WLILP19 must be made once the driver has stopped safely
- When driving a service user or another passenger, the driver must give the journey their full attention. Photographing or recording passengers, service users or other people while driving is not permitted
- Fines, penalty points and any prosecution arising from phone use while driving are the personal responsibility of the driver. Breaches of this section may also be dealt with under WLILP55 - Disciplinary Policy

5. Roles and Responsibilities

- All Drivers — ensure compliance with road safety laws, vehicle checks, and WLIL procedures
- Managers — verify staff driving documentation and approve use of vehicles
- Health & Safety Officer, or designated role — monitor transport risk assessments and incident reports
- Board of Directors — ensure oversight of transport safety and compliance

6. Training and Awareness

Staff expected to drive as part of their duties will receive training on:

- Defensive driving techniques
- Client passenger safety
- Emergency procedures
- Safe use of wheelchair-accessible vehicles

7. Records Retention

Driver declarations, vehicle safety checklists, and related documentation generated under this policy are retained in accordance with WLILP7D - Data Retention, Rectification and Erasure Policy, which is the single authoritative source for WLIL's retention periods.

8. Monitoring and Review

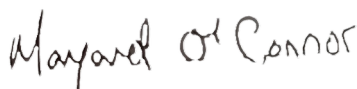
This policy will be reviewed annually, or following any transport-related incident, regulatory change, or update to WLIL's fleet.

This policy reflects the Road Traffic Acts and current HSA guidance, checked as accurate as of drafting. Given how frequently road traffic legislation changes, this citation should be re-verified at each annual review. It is not a substitute for legal advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed: 09-10-2026

Appendix A — Vehicle Safety Checklist

- Tyres, lights, brakes, mirrors checked
- Fuel and oil levels adequate
- Seatbelts and safety restraints working
- First aid kit and fire extinguisher present
- Wheelchair restraints and ramps functional

Appendix B — Driver Declaration Form

I declare that:

- I hold a valid driving licence for the class of vehicle required
- My vehicle (if used) is insured for business use, taxed, and roadworthy
- I will comply with WLIL's Transport and Vehicle Use Policy
- I will not use a hand-held mobile phone while driving on WLIL business, as set out in Section 4.6

Name: _____

Signature: _____

Date: _____

Appendix C — Passenger Safety Guidelines

- Always ensure passengers wear seatbelts
- Assist wheelchair users safely using approved securing systems
- Never leave passengers unattended in a vehicle
- Allow additional time for boarding and disembarking
- Communicate clearly with clients about travel routes and times

Appendix D — Incident Reporting

Staff should use the SBAR incident reporting form in WLILP30 - Incident Management & Reporting Policy, Appendix 3, rather than a separate transport-specific form, so that all incidents are recorded consistently in one place.

Appendix E — Staff Acknowledgement Form

I acknowledge that I have read and understood the WLIL Transport and Vehicle Use Policy. I agree to comply with its requirements and understand that breaches may result in disciplinary action.

Name: _____

Signature: _____

Date: _____