

SECTION	People and Culture
POLICY	Transport
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1. Purpose

The purpose of this policy is to ensure the safe, legal and efficient use of transport for all Club Doncaster staff. This includes travel between the Club Doncaster Sports Village Stadium, the Club Doncatser Elite Performance Centre, and the use of any company-owned vehicles such as the company van.

2. Scope

This policy applies to all Club Doncaster staff, including Employees and volunteers, who drive or travel in vehicles for work purposes, whether in a company vehicle or their own.

3. Modes of transport

Staff may be required to:

- Use the company van for transporting equipment or personnel.
- Use their own vehicle for business travel (subject to approval).
- Use public or shared transport where appropriate.
- Travel between the Club Doncaster Sports Village Stadium and the Elite Performance Centre as part of regular duties.
- Travel from the Club Doncaster Sports Village Stadium to an alternative, external venue, as part of regular duties.

4. Driving at work

Club Doncaster recognises its duty of care to all staff who drive for work purposes and aims to ensure compliance with road safety regulations.

Manager's responsibility:

Management at Club Doncaster must:

- Ensure all staff who drive company vehicles or claim expenses for driving for work purposes have valid and up-to-date driving licences.
- Confirm that staff are aware of and comply with this transport policy.
- Assign responsibility for conducting vehicle checks before use.
- Maintain all vehicle related documentation to payroll for expense claims including: MOT certificates and proof of business insurance.
- Oversee the completion and review of the sign-in/out log and vehicle check sheets.
- Address any breaches of the policy or safety concerns promptly.

Drivers licence and MOT checks

For employees who use their own vehicle for work purposes and claim mileage back from the company must provide the payroll manager with their latest MOT certificate, proof of business insurance on their policy and a valid driver licence.

The above mentioned must be sent into payroll every time any of the documentation is updated/renewed.

Vehicle check sheet

Before any use of the company van, a vehicle check sheet must be completed.

Checks must include, but are not limited to: start mileage, end mileage, visual checks/comments and description of what the van is being used for.

Any issues must be reported immediately to the manager and the vehicle must not be used until declared roadworthy.

The completed sheet must be filed and retained for auditing purposes.

The check sheet can be found on main reception with the receptionist.

Vehicle sign-in and sign-out book

Staff must complete the vehicle sign-in/out book each time they take or return the company van.

The book can be found on the main reception desk with the receptionist.

Failure to complete the book may result in disciplinary action.

5. Use of personal vehicles for work

Staff using personal vehicles must ensure they are roadworthy and legally compliant (MOT, tax, and insured with business use).

Club Doncaster is not liable for costs arising from the use of personal vehicles unless previously agreed in writing.

Travel expenses may be reimbursed in line with Club Doncaster's expense policy.

6. Safety and conduct

All staff must adhere to the Highway Code and drive in a safe and considerate manner.

The use of mobile phones while driving is strictly prohibited unless via hands-free systems.

Seat belts must be worn at all times.

Drivers must not litter from the van or smoke while inside the van.

Drivers must not drive under the influence of alcohol, drugs or medication that impairs ability.

7. Being green

Club Doncaster encourages, where possible, that employees car share when travelling to the same location to save on fuel emissions.

Employees are also encouraged to attend off-site meetings virtually when that is an option.

Club Doncaster Employees are also entitled to sign-up to the cycle to work scheme which can be accessed by emailing payroll@clubdoncaster.co.uk.

As per Club Doncaster's Flexible Working Policy, employees can request flexible working which includes requesting to work from home. If approved, Employees can work from home on agreed set days or permanently.

8. Accidents and incidents

Any accidents, damage or incidents occurring during work travel must be reported immediately to the line manager and head of safety.

An incident report must be completed within 24-hours.

Insurance documentation must be completed where applicable.