

RNOH Volunteer Services Volunteer Buggy Driver Policy

Although the roads within our hospital are not public highway, they are used by public road vehicles. The safety of you, your passengers, pedestrians, our buggies and other road users is our priority.

To this effect, all Buggy Drivers must:

- a) Comply with all aspects of this Policy and the volunteer's induction.
- b) Have a current, full UK driving license.
- c) Inform RNOH Volunteer Services immediately if disqualified from driving or are unable to drive for any reason.
- d) Obey the UK Highway Code at all times.

In particular:

- **Stop at all the marked roadway pedestrian crossings.** There are several designs in the hospital, but they must be treated the same as any crossing on the public highway.
 - Only enter the car park via the entrance and exit via the exit.
 - **Always follow the correct flow around the car park,** and never double back or drive against the correct flow.
 - **Do not enter the yellow hatched area** e.g. outside Outpatients Department.
 - **Keep to the onsite speed limit and slow down** when cornering or changing camber. The rear facing passengers cannot see what is coming so may not be fully prepared.
 - Allow passengers to board or alight the buggy **only when and where it is safe to do so.** i.e. not on a hill or in a traffic jam.
 - **DO NOT answer or use the radio or your phone whilst you are driving.**
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- e) Assist passengers boarding or alighting from the buggy and in putting on their seat belt. Please request permission beforehand as they may feel you are invading their personal space.
 - f) Offer passengers reasonable assistance with baggage or walking aids but you must not lift passengers or heavy objects, or push wheelchairs.
 - g) Behave in a civil, orderly and responsible manner at all times. You may be the first RNOH representative a patient or visitor meets, so you have an important unofficial ambassadorial role for our hospital.
 - h) Do not undertake servicing or repair of vehicles. Report any defects or problems to RNOH Volunteer Services.
 - i) **Failure to abide by the Highway Code may result in you being asked to leave the service.**

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Driver Dress Code

Buggy Drivers have a responsibility to dress professionally and appropriately whilst onsite

- a) Always wear your RNOH ID badge in a visible place, never loan it to anyone, wear your yellow polo shirt/volunteering fleece and a hi-vis coat or vest when driving the buggy.
- b) Do not wear clothing which is not clean, is torn or damaged or contains words or graphics. This includes clothing prompting sport clubs, religion, politics and some brands.
- c) Your feet and toes must be completely enclosed at all times to protect your feet.
- d) Shorts are permitted providing they are tailored and are not tight fitting.

This policy has been written in response to issues that have been raised and therefore may change over time.

I hereby confirm I have read, and understood this policy and will adhere to its contents:

Buggy Driver Name (please print)	
Buggy Driver Signature (within the box please)	
Date	