

Millennium Farm Trust

GN14 Transporting Farm Helpers

Policy and Practice

Next review date: January 2025



Version Control

Version number	Date of changes	Who	Review summary
02	April 2021	T Freathy	Scheduled review. Minor changes/ typos
	February 2023	T Freathy	Scheduled review. No changes.

Introduction

Depden Care Farm provides routine transport for farm helpers to visit other farms and experiences and to attend working parties at other locations (contract work). In addition, the Trust occasionally provides transport to enable farmhelpers to attend the farm on a regular basis. This service is paid for by the farm helper.

This policy sets out how the Trust expects those transporting farm helpers to behave and the practice to follow when transporting those under the Trust's care.

Policy Statement

1. Safeguarding is everyone's responsibility and that extends to all staff and volunteers when they are transporting vulnerable adults and children. All Drivers will be trained in the Trust's Safeguarding policy.
2. All drivers will be required to undertake a DBS check before they will be allowed to transport farm helpers.
3. All drivers must ensure that they hold a current driving licence that is valid for the vehicle they drive. Drivers must report to the Director any driving convictions or other circumstances that affect your ability to drive. Drivers must produce a driving licence to the Director or to any other authorised person on request.
4. It is the driver's legal responsibility to make sure the vehicle they are driving is in a roadworthy condition before taking it out on the road. Drivers must not drive a vehicle if they know it is not roadworthy in any way. If passengers are concerned about the roadworthiness of a vehicle, please contact the Director as soon as possible.
5. Passenger numbers and equipment must not exceed the number / weight for which their vehicle is designed.

6. Drivers must ensure that they are trained and are competent to safely use the controls, equipment and other features of their vehicle. Vehicles fitted with rear child proof locks must ensure they are working and in the locked position.
7. All vehicles used to transport farm helpers must have a first aid kit and the driver or a responsible adult passenger must have access to a mobile phone.

Transport of Farm Helpers to Depden Care Farm

Transport may be provided by DCF to local service users in exceptional circumstances where there is no suitable alternative and without which the farm helper would not be able to attend. Provision of this service is at the discretion of the Director in conversation with staff and Trustees. A charge is made for the provision of this service.

How Charges are Calculated.

Once the decision to offer transport to a farm helper has been made, the charges for collecting at the start of the day and returning them home at the end of the day are made as follows.

$[(\text{Total number of miles for return journey}) \times 90p] + \text{staff time @ current rate/hour.}$

The charges made for an individual's transport are bench marked against other transport providers, e.g., local taxi charges.

Good Practice check list

Do

- ✓ Know the route, pick up / drop off points
- ✓ Know the plan for emergencies
- ✓ Model good behaviour by what you do and how you speak
- ✓ See something, say something!
- ✓ Make sure passengers are kept safe; wear seatbelts; luggage stored securely; drive considerately
- ✓ Passengers should sit in the rear of the vehicle where possible.
- ✓ Comply with all MFT policies whilst driving on behalf of the Trust.

Emergencies

- ✓ Make sure you understand how to use the vehicles emergency equipment.
- ✓ Telephone the office, to inform them of the issue and can pass on messages.
- ✓ Ring for emergency services when necessary.
- ✓ Know what to do in the event of a breakdown or accident
- ✓ Care for passengers and make them safe.
- ✓ Reassure passengers and keep them calm

Don't...

- ✗ Drop off clients early.
- ✗ Gossip about clients
- ✗ Communicate with farm helpers when they are not traveling with you (e.g. on social media sites)
- ✗ Smoke in the vehicle or immediately before the pick up or in sight of farm helpers.
- ✗ Don't leave farm helpers on their own.

If there is no responsible adult there:

- Ring the office
- Return the farm helper to Depden Care Farm
- If the above option is not possible, call the non-emergency police number (101) and request assistance in arranging a suitable person for the passenger to be left in the care of.

If the farm helper has a medical emergency:

- Call an ambulance (999)
- If you are a trained first aider, apply first aid.