

## Community Car Schemes



How to set up a community car scheme	
<b>WHAT?</b>	E.g. - Voluntary car scheme where volunteer drivers provide...journeys for...
<b>For WHO?</b>	E.g. - Have limited access to private/public transport/have mobility problems/have a transport need...
<b>JOURNEYS covered?</b>	E.g. – Journeys within a certain area/Journeys to GP surgeries and hospitals...
<b>WHEN will it operate?</b>	E.g. – Mondays, Wednesday and Fridays only/7 days a week/weekends only
<b>HOW will it operate?</b>	<b>Need volunteers/staff/trustees to be on the management committee and to be drivers.</b>

### Organisation

- Constitution - a simple document outlining the purpose and operation of the scheme. A small scheme will not benefit from becoming a registered charity – it is not necessary.
- Management committee – minimum of 5 members including organiser, a volunteer driver(s), chairman, secretary and treasurer. Committee to decide on:
  - Eligibility criteria for passengers (e.g. cannot use public transport)
  - Eligible journeys (e.g. journeys to GPs and hospitals only)
  - Recruitment of volunteers (DBS check? Age limit? Training?)
  - Cost to the passenger (£ per mile), set fares (e.g. to the JR return = £10)
  - Reimbursement to the driver (£ per mile)
  - Reimbursement to Co-ordinator for administration costs
- Management committee responsible for getting public liability insurance.

### Co-ordinator (+ relief co-ordinator to cover for holidays, illness etc)

- Register of all volunteer drivers (**application form** - name, contact details, when they can provide lifts, where they'll take people e.g. hospital journeys, photocopy of their driving licence,

if they can take fold-up wheelchairs etc). They'll need to inform their car insurers (no extra charge will be made for this)

- Each driver to have their own file/folder
- Provide drivers with envelopes (with driver details, passenger details, journey, date, fare and mileage) on a regular basis. This will depend on how you decide to run the scheme.
- **Journey register**/diary (passengers' details, date and time of journey, journey from and to, mileage, fare, any special requirements, disabilities etc)
- Phone (could be a mobile phone if the co-ordinator does not want to use their home phone number) and answer phone facility.
- Match journeys with volunteer drivers:
  - Receive journey requests from clients.
  - Contact appropriate drivers and get a match. Inform driver of journey details, passenger details, mileage and fare.
  - Call back client to confirm journey and inform passengers of charge for the journey to avoid confusion later.
- To collect in payment envelopes on a regular basis from drivers and pass them to Treasurer (on a monthly basis)

**Treasurer** – the role depends on how you run the scheme (e.g. you may decide to ask clients to reimburse the driver directly, for example a 20mile journey would be £9 for the client).

If the scheme reimburses then you will need;

- To receive payment envelopes from Co-ordinator each month and record 'income' from journeys.
- To match envelopes against the co-ordinator's journey register.
- To reimburse drivers and co-ordinator on a monthly basis (Treasurer to have contact details for drivers).
- To prepare and present the accounts at the annual general meeting.

### **Drivers**

- List of journey fares in vehicle
- Envelopes for payment from passengers
- To take envelopes to co-ordinator at regular intervals
- To collect reimbursement on a monthly basis from Treasurer

**It is recommended that a car scheme is set up with a management committee (including a Chairman, Secretary and Treasurer) and a simple constitution.** This set up provides a more robust and organised scheme where responsibilities are shared and all volunteers are supported. It also sets out clear guidelines for the scheme to adhere to. Also, car schemes should not rely on grants to continue running – after initial kick-start funding, they should be sustainable and therefore it is advisable that if, for example, 50p per mile is charged to the client, 45p goes to the driver and 5p goes to cover scheme administration costs.

### **Next steps?**

Once the above questions have been discussed by the group, the following actions can be followed:

- Organise a management committee and first meeting date –at the first meeting, the members need to decide on how the scheme will operate (taking on board what was discussed during the group meeting) and draw up a **constitution, relevant policies, volunteer recruitment forms**.
- Draw up a list of volunteer drivers and send them registration forms and carry out DBS checks.
- Decide on a start date for the scheme
- Hold a meeting for volunteer drivers – go through how the scheme will work etc.

- Publicise locally
- Start the scheme!