



## PITSTONE PARISH COUNCIL

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# Pitstone Community Car Scheme

## POLICY CONFIRMATION AND DECLARATIONS

**Name:** .....

I confirm that I have received, read, understood, and agree to comply with all the following policies and documents:

- Health and Safety policy
- Lone worker and personal safety policy
- Confidentiality policy
- Data Protection policy
- Equal Opportunities policy
- Safeguarding policy
- Mobile Phone policy
- Complaints policy
- Risk Assessment
- General guidelines and information relating to drivers, vehicles, and passengers
- Do's and Don'ts

### **Confidentiality Declaration**

The Confidentiality Policy of the Pitstone Community Car Scheme has been explained to me. I declare that I have read and understood it, and had the opportunity to seek clarification, and that I will operate within its boundaries.

I understand that during the course of my involvement with the car scheme I may come to be aware of personal information about users or volunteers within the organisation. I understand that this information is of a confidential nature and agree that any such information must not be shared with any other person outside those specifically stated within the Confidentiality Policy. I agree not to disclose any of this information without the specific consent of the person to whom the information pertains, within the guidelines of the Confidentiality Policy.

I understand that this declaration constitutes a contract between me and the Pitstone Community Car Scheme.

### **Personal Data Declaration**

I give my consent for the Pitstone Community Car Scheme to record my personal information about me electronically and manually.

I understand my information will not be passed onto another organisation or person without my permission.

I also give permission for the car scheme to contact me via email, phone and text.

I give permission for my name and car registration number to be given to hospital parking coordinators, for the purpose of facilitating free on-site parking when driving for the scheme.

I also declare that the information given in relation to my application is true and complete to the best of my knowledge and belief.

**Volunteer Drivers Declaration**

I wish to offer my services as a volunteer driver. I have been informed of the procedures and I understand fully what I may be asked to do.

I confirm that I hold a valid driving licence and motor insurance. I have advised my insurance company of my intention to drive on a voluntary basis. Should either my licence or insurance lapse or my licence be endorsed, I will inform the co-ordinator.

My car is taxed and has a current MOT. (if required) and it will be kept in a safe and roadworthy condition. I will at all times comply with relevant legislation governing the use of motor vehicles. I undertake to inform the organising committee of any material changes to my health or any other circumstances affecting my ability to carry out voluntary driving work.

Signed.....Date.....

Please return the completed form to the scheme co-ordinator.