



# SVC Car Guidelines for Volunteers

## Before use:

- Book out one of the SVC cars on the online registration form: <https://airtable.com/shrYZTwiu7wP2x6o1>
- Access the car keys from a lock box in the SVC car park (we will send you instructions and code details).
- Collect the SVC car you have booked from the car park and check the car for any notable dents or scratches.
- Wipe down the inside of the car with wipes provided by SVC (E.g. Gear stick, steering wheel, etc.)

## During use:

- Clean your hands using the anti-bacterial gel provided in the car.
- Check and note down current mileage.
- Always ensure you lock the car when leaving it to carry out an activity.

## After use:

- Return the car to the SVC car park and park the car in either space 3, 19 or 20.
- Clean your hands using the anti-bacterial gel provided.
- Wipe down inside of car with wipes provided by SVC (E.g. Gear stick, steering wheel, etc.)
- Fill in mileage forms, including any costs of filling up the car.
- Check the car for any notable dents or scratches that may have occurred during your session.
- Return the keys to the appropriate lock box in the SVC car park.



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**Give a little, Gain a lot!**



## Do

- ✓ Drive carefully
- ✓ Respect other drivers on the road, being aware that you are representing SVC
- ✓ Report any accidents/incidents including any minor bumps/scratches to an SVC staff member
- ✓ Use the one-way system on Museum Place
- ✓ Follow all the instructions outlined above

## Don't

- ✗ Drive if you do not feel comfortable. Book in a test drive with a staff member first if necessary. If doing a test drive, please wear your own mask, and gloves provided by SVC. (please see section below regarding test drives).
- ✗ Drive or volunteer if you have had any recent symptoms of Covid-19



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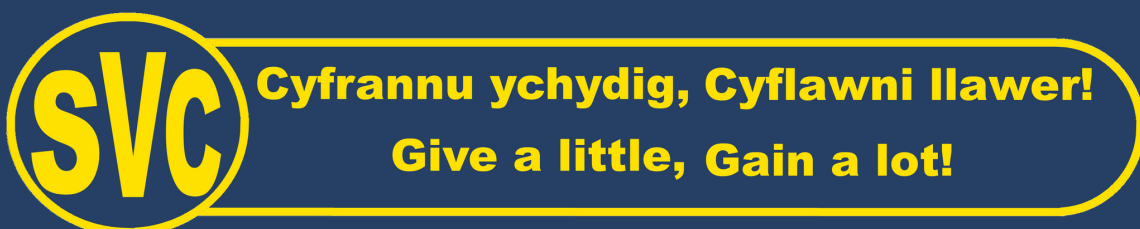


## Test Drives

If you wish to book in a test drive to gain more experience in one of the SVC cars then you have the following options:

- 1) An SVC staff member can run you through key information about the car before you take the car for a test drive on your own.
- 2) An SVC staff member can accompany you on your test drive, sitting in the back seat, with a mask on and windows down to protect against the potential spread of Covid-19.

When booking your test drive, please let an SVC staff member know which option you would prefer.





## Reimbursement

### Petrol:

SVC will reimburse volunteers for petrol costs when it goes to filling up the SVC cars.

### How to claim expenses:

In order to claim back volunteering expenses, please send SVC your bank details including full name, account number and sort code, alongside a picture of your receipt/s. This can be sent to your SVC staff member, or to [info@svccymru.org](mailto:info@svccymru.org).

SVC will reimburse volunteers via bank transfer.



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## Contact

**SVC Manager**

Adrienne Earls:

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**The SVC Team**

[info@svccymru.org](mailto:info@svccymru.org) / 02921 676780



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