

Driver Familiarisation Support for Ukrainian Guests

1. Information.

Rural Dorset Wheels to Work (RDW2W) is a not for profit Community Interest Company run by a board of seven directors set up to assist those in rural Dorset wishing to engage in work, education or social mobility to access transport to achieve those purposes. For the purpose of this document the 'Host' is the UK resident who is the host for the Ukrainian guest and the 'Guest' is the member of the Ukrainian family who wishes to take advantage of the offer outlined below.

2. Intention.

RDW2W has funding available to support Ukrainian guests, who already have a full Ukrainian driving licence to drive in the UK, to take familiarisation lessons about driving in the UK and in the process to learn the locations and routes to and from places they may wish to visit in the future. The intention is to enhance driving confidence in those who have come from a stressful environment and are now in an unfamiliar environment and so improve safety for all.

3. Method

- a) RDW2W will arrange a small group of local, mostly female, driving instructors who are willing to take on Ukrainian guests as clients in sessions of one or two hours at dates and times convenient to the driving instructors and to the guests. RDW2W will pay the instructors direct on behalf of the clients up to a total of £300 per guest, which would equate to around 4 two hour sessions.
- b) The offer of this support will be circulated by Cllr Carole Jones via the Dorset Host Support WhatsApp Group and take the form of the circulation of this memo.
- c) The availability of cars available for the Ukrainian guests to use after the familiarisation is entirely a matter for the host and guest families. The driving instructors will use their own vehicle for the familiarisation training.
- d) It will be the responsibility of the host/guest to contact RDW2W (details below) to give an expression of interest and to be interviewed to establish a number of factors in order that all necessary administration is in place (4a) below) and that a suitable instructor and vehicle can be allocated.
- e) It will be the responsibility of the host/guest to agree familiarisation dates and times with their allocated instructor once introduced.
- f) It will be the responsibility of the instructor to confirm with RDW2W that each guest has been approved by RDW2W for financial support prior to undertaking familiarisation instruction.
- g) It will be the responsibility of the instructor to invoice RDW2W in writing by email for each session and they will be reimbursed via electronic banking. (details below)
- h) This support is initially only available to those in Cllr Carole Jones's Host Group but could be extended in wider rural Dorset once established.

- i) It should be noted that this is not an offer to pay for driving lessons for a novice driver, only those who need familiarisation with the UK roads and our local area.

4. Administration

- a) Ukrainian guests will need to produce a full Ukrainian driving licence and to indicate if they passed their Ukrainian driving test on a manual or automatic vehicle so that a suitable instructor vehicle can be allocated.
- b) It will be the responsibility of the guest to contact their Instructor and to make their own appointments. One option for guests is to offer to also accept last minute cancellations by the instructor's other clients.
- c) This document is the agreement for RDW2W to pay approved driving instructors for familiarisation sessions for Ukrainian guests applying to the scheme on receipt of an emailed invoice from the driving instructor to RDW2W detailing the information required in 5g) below.
- d) Guests or Hosts who feel they can afford their own familiarisation and so save funding for those less fortunate, are free to contact instructors via the scheme and to pay for their own familiarisation.

5. Communication

- a) **GUESTS TO RDW2W** Those guests (assisted by hosts when language may be an issue) who wish to take advantage of the scheme should in the first instance contact Paul Stredwick by email on p.stredwick@gmail.com and include in the email the following information:
 - i. The name of the Host
 - ii. The Telephone number of the host
 - iii. The name of the Guest
 - iv. The telephone number of the Guest
 - v. An indication of which of the above should be contacted
 - vi. The type of Ukrainian driving licence held, ie Manual or Automatic
 - vii. The UKR driving licence number
 - viii. A request to be included in the scheme
- b) Paul Stredwick (PS) or Allan Peters (AP) (author of this document) will make contact with the indicated person to confirm if they can be included in the scheme.
- c) If approved then PS or AP will provide the indicated person with a list of driving Instructors with whom they can make contact to make appointments.
- d) **GUEST TO DRIVING INSTRUCTOR**. The guest (assisted by the host if necessary) should make their own date, time and place arrangements concerning where to meet the instructor for each familiarisation.
- e) Exchanging mobile telephone numbers would be an advantage.
- f) The guest will need to produce their driving documents to the Instructor when they first meet
- g) **DRIVING INSTRUCTOR TO RDW2W**. At the conclusion of each session (or group of sessions) the driving instructors are requested to email an invoice to p.stredwick@gmail.com which is to include the following information:
 - i. Name of the Driving School

- ii. Name of the Instructor
 - iii. Name of the Guest
 - iv. Date and Times of the familiarisation
 - v. Places visited
 - vi. Number of Hours
 - vii. Price per Hour
 - viii. Total Due
 - ix. Bank Name
 - x. Name on the Account
 - xi. Sort Code
 - xii. Account Number
- h) Payment will be made by electronic banking into the account of the instructor
- i) Any enquiries concerning the scheme can be referred to
p.stredwick@gmail.com or allan@apcr.co.uk

Allan Peters
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