



Version History

Version	Date	Author	Changes
1.0	November 2022	H McGill	Initial Policy
1.1	October 2024	H McGill	Add Own Vehicle Allowance

Aims & Scope of this Policy

This policy sets out the minimum best practice approach, behaviours, and requirements to ensure the safety of drivers, passengers, pedestrians and other road users when vehicles are used in support of any City of Norwich AC's approved activities.

The scope of this policy is any vehicle being driven, with the approval of trustees, by any club officer, member, volunteer or parent, to transport third parties and/or CoNAC equipment for the purpose of travelling to and from organised and approved events and/or providing set up services. It does not cover drivers taking their own families and friends to and from events/activities, although these guidelines should be followed by all club members in all circumstances.

This policy must be viewed in conjunction with our DBS and Safeguarding policies in all cases where children under the age of 18 are being transported.

The Driver

The driver is fully responsible for ensuring that they:

- hold a current valid driver licence for the class of vehicle they are driving at the time of the journey and that this licence is carried when driving a vehicle on behalf of the club
- be responsible and accountable for their actions when driving for the purposes of club activities
- display the highest level of professional conduct when driving a vehicle for the purposes of club activities
- comply with traffic legislation when driving
- drive within the legal speed limits, including driving to the conditions
- wear a seat belt at all times
- assess hazards while driving and anticipate 'what if' scenarios
- never drive under the influence of alcohol or drugs, including prescription and over the counter medication if they cause drowsiness
- avoid distraction when driving – the driver will adjust car stereos, mirrors , satellite navigation systems etc before setting off, or pull over safely in order to do so
- carry emergency supplies such as warm clothing, water and refreshments in the event of an unforeseen delay to the journey
- report any near-hits, crashes and scrapes to Trustees, including those that do not result in injury, and follow the Road Traffic Incident procedures outlined in this policy

In addition, it is required that all drivers:

- take regular and adequate rest breaks, at least every two hours
- stop when tired
- plan their journeys, taking into account pre-journey activities, the length of the trip and post-journey commitments

The Vehicle

Hire Vehicles

The club will hire vehicles as required and suitable to the intended purpose. Drivers must still ensure the following:

- that any vehicle hire is approved in advance by Trustees
- that they do not withhold or provide false or misleading details to any hire company
- that the vehicle supplied is suitable for the intended purpose and reject it if deemed unsuitable
- that the vehicle must not carry loads for which it is unsuited, nor must they carry more passengers than there are available and working seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)
- that basic checks of oil, tyre pressures, tyre tread and condition, radiator and battery levels. Etc are conducted before each journey
- that the vehicle has sufficient fuel to complete its journey

Personal Vehicles

Volunteers may use their personal vehicles when convenient and appropriate, providing drivers ensure the following

- that any personal vehicle use is approved in advance by Trustees
- that they are the registered keeper/owner and/or they are driving the vehicle with the registered keeper/owner's full knowledge and consent
- that the vehicle is legally registered, taxed, insured and serviced to manufacturer's guidelines for the purpose of the journey
- that the vehicle has a valid MOT certificate and is roadworthy. Older vehicles not requiring MOTs and not fitted with seat belts must not be used
- that the vehicle is suitable for the intended purpose
- that the vehicle must not carry loads for which it is unsuited, nor must they carry more passengers than there are available and working seat belts
- the vehicle must not be used in conditions for which it was not designed (such as off-road)
- that basic checks of oil, tyre pressures, tyre tread and condition, radiator and battery levels etc are conducted before each journey
- that the vehicle has sufficient fuel to complete its journey

Road Traffic Incidents

In the event any vehicle you are driving on behalf of the club is involved in a road traffic incident, please follow these guidelines:

Immediately stop the vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.

Try to get the following information:

- details of any other vehicle(s) and registration number(s)
- name(s) and address(es) of any other vehicle owner(s) and driver(s)
- name(s) and address(es) of any witness(es)
- name(s) of insurer(s).

Give the following information:

- your name and address.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police if:

- there are injuries
- there is a disagreement over the cause of the crash
- you damage property other than your own

Follow-up

If there is an injury or major damage, report the incident to the Club Secretary as soon as you can.

Expenses

The club will re-imburse hire charges and out-of-pocket expenses for journeys made in support of club activities when pre-approved by trustees and providing this policy has been strictly adhered to.

The club will not fund vehicle ownership, wear & tear expenses, use and abuse costs and will re-imburse fuel costs in line with HMRC fuel rates, unless approval has been given by trustees to allow fuel at cost, where specialised vehicles are used for the carriage of goods and/or event set-up.

The club's expenses policy is documented as part of the Expense Claim Form and within the Club's Finance Policy, both of which are available on the club website.

Drivers should be familiar with the above policies and not undertake any journey on behalf of the club in any vehicle if they are not prepared to abide by them