



Type: Policy	Northumbria Blood Bikes: Eligibility for riding or driving for Northumbria Blood Bikes		
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Approved:	29 th Oct 2016	By:	Executive Committee
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A. Why do we need this policy

Northumbria Blood Bikes needs to ensure that all those riding and/or driving group vehicles are both competent, and also seen to be competent, to do so. In addition, it may not be possible to obtain insurance at all, or at a reasonable cost, for those persons who have points on their licence. The group therefore needs to know who has points on their licence and this information needs to be up to date.

B. Who is responsible for this policy

The Membership Officer of the group is responsible for the maintenance of this policy. The Executive Committee is responsible for approving this policy.

All members of NBB Committee and any holder of the Driving Licence Check Assistant role must be familiar with the information in this policy.

C. When will this policy be reviewed

This policy will be reviewed a maximum of Two years following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all qualified riders, drivers, shift coordinators, the executive committee and holders of the Driving Licence Check Assistant role.

1. Aim of the policy

- 1.1.** All members to be aware of this policy regarding eligibility to ride/drive, points on licence and the associated processes so that legal and insurance requirements are met and reputational damage prevented.

2. Who does this policy apply to

- 2.1.** Any member who has volunteered to ride or drive a Northumbria Blood Bikes vehicle.

3. High level requirements

- 3.1.** To be able to ride or drive for Northumbria Blood Bikes a member must:
 - Meet the minimum age requirement
 - Hold the relevant driving licence categories
 - Hold a recognised riding/driving qualification
 - Meet the criteria relating to points and accidents, so that they will meet the requirements of the insurance provider.

4. Minimum age requirements

- 4.1.** To be able to ride or drive for Northumbria Blood Bikes a member must be a minimum of 25 years old.

5. Driving licence category requirements

- 5.1.** To be able to ride or drive for Northumbria Blood Bikes the member must have held the relevant driving licence category for a minimum of 2 years.
 - Drivers require category B which must not have code 78 limiting it to automatic transmission vehicles only
 - Riders require category A (this is not the same as A1 or A2).
- 5.2.** To tow the exhibition trailer using an NBB vehicle a driver must have category B+E.

6. Driving and Riding qualifications

- 6.1.** In addition to the driving licence category each rider and driver must hold a recognised qualification for each of the roles they wish to undertake. For example, a driver must hold a recognised driving qualification and a rider must hold a recognised riding qualification. A member wishing to volunteer as a rider and driver must hold both a recognised riding and recognised driving qualification.
- 6.2.** Each member is required to undertake an observed ride or drive, dependant on the role being volunteered for, with the Training Officer. This is to ensure that the members riding/driving meets the standard expected. Assessments are required before undertaking a role for the first time and then annually.
- 6.3.** Recognised Driving Qualifications
 - IAM driving
 - ROSPA driving
 - Police Advanced Driving Certificate
 - Police Standard Response Driving Certificate

- Emergency Fire Appliance Drivers (EFAD)
- Ambulance Driver (IHCD D2)
- Regimental Staff Car course (Leconfield)
- Defence Staff Car course (Leconfield)
- Wedgewood Vehicle Advanced course (Leconfield)
- Car/LGV/PCV Examiner's Warrant (DSA)
- Car/LGV Examiner's Warrant (DDE)
- Fire/Ambulance Service Instructor's Certificate
- Armed Forces driving Instructor's Certificate
- Bentley Chauffeur's Certificate
- Grade A Cardington Special Driving Test
- National Express PCV Advanced Driver Course

For qualifications other than IAMs or RoSPA, the member will be required to join IAMs and submit their qualification for an exemption from the IAM advanced driving test. The cost of IAM membership will be covered by NBB on production of the appropriate receipt.

6.4. Recognised Riding Qualifications

- IAM motorcycle
- ROSPA motorcycle
- Police Advanced Motorcycle Certificate
- Police Standard Response Motorcycle Certificate
- Motorcycle Examiner's Warrant (DSA)
- Motorcycle Examiner's Warrant (DDE)
- Armed Forces motorcycle Instructor's Certificate

For qualifications other than IAMs or RoSPA, the member will be required to join IAMs and submit their qualification for an exemption from the IAM advanced riding test. The cost of IAM membership will be covered by NBB on production of the appropriate receipt.

7. Points on licence

7.1. No member with 7 points or more on their licence may ride or drive a group vehicle.

7.2. Any member with 1-6 points on their licence will be informed by the Fleet Manager whether or not they will be able to ride or drive a group vehicle. This decision will be taken by the Fleet Manager after consultation with the vehicle insurance company.

8. Recording of points and accidents

8.1. The group has created an on-line Insurance Declaration Form accessed via the members' area of the website.

8.2. All members wishing to ride and/or drive for the group are required to complete the Insurance Declaration Form:

- As part of the initial process of joining the Riders' and/or Drivers' Register
- Annually (a reminder will be sent)
- Whenever the number of points on the licence change, either by points being added or when existing points expire.

- The insurance declaration form also requires information about any other issues that may affect insurance and/or ability to ride/drive.

9. Driving Licence Checks

9.1. In order to ensure that we have a robust checking process over and above self-declaration:

- Any member wishing to ride and/or drive for the group will be required to provide temporary authorisation for on-line access to their driving licence records so that points totals can be verified;
- Thereafter members will be asked on a randomised basis to provide further temporary authorisation for on-line access to their driving licence records (normally no more than one request in any one year).

9.2. Driving licence checks are undertaken by verifying the details of a members driving licence using the government website <https://www.gov.uk/view-driving-licence>

9.3. Driving licence checks will normally be undertaken by the Driving Licence Check Assistant

9.4. To get a 'check code' to allow temporary authorisation to check their licence on-line a member must go to the [gov website](#) and supply their driving licence number, National Insurance number and the postcode on their driving licence. 'Check codes' are only valid for 21 days so should be sent to the Driving Licence Check Assistant as soon as possible.

9.5. If a member fails to provide the necessary 'check code' within a reasonable time the committee may choose to suspend the member from operational riding/driving duty until such times as the driving licence check is satisfactorily completed.

10. Exceptions & Variations

10.1 Any exceptions or variations will be at the discretion of the Fleet Manager, or a Committee Member.

**Northumbria Blood Bikes:
Driving Licence Policy - Driving Licence Check Assistant**

Version Control and History

Date	Version	Author:	Reason For Change
Oct 2015	1.0	Peter Robertson	First Version
Oct 2016	2.0	Barry Bullas	Second Version
August 2023	2.1	Suzanne Hitchinson	Periodic Review – no major changes
February 2025	2.2	Jason Cooper	Addition to section 6.3 & 6.4 – IAM exemptions