



Policy:	Northumbria Blood Bikes: Policy : Towing Exhibition Trailer and Bike Trailer		
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Approved:	13/09/2017	By:	Committee
Doc Ref:	FLEET010	Version:	3.0

A. Why do we need this policy

This document sets out the purposes and requirements for the use, towing and qualification relating NBB trailers

B. Who is responsible for this policy

The Fleet Manager of the group is responsible for the maintenance of this policy. The Executive Committee is responsible for approving this policy.

C. When will this policy be reviewed

The policy will be reviewed a maximum of two years following its approval.

D. How will the changes be notified

The latest version of the policy 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 and the executive committee.

1. Aim of Policy

To ensure the safe use of any trailer owned and operated by Northumbria Blood Bikes (NBB)

2. Driver Qualification and Training/Authorisation

- a. All drivers must hold the appropriate driving licence and details of a driving license check must be recorded in the NBB Database.
- b. All drivers must be an accredited driver according to the NBB policy in place at the time.
- c. The Training Manager has responsibility for ensuring that drivers, who tow are assessed.
- d. To tow a trailer the driver must have attended the NBB towing assessment training session/s and “been approved”

3. Towing of Trailers

- a. NBB trailers may only be used for NBB “business”, unless prior approval by the Fleet Manager is given.
- b. In normal operations a suitably rated NBB vehicle will tow the large exhibition trailer, however other suitably rated and equipped vehicles including private vehicles, may be used; subject to prior approval by the Fleet Manager.
- c. Any car equipped with suitable tow bar and lighting arrangements may tow the motorcycle trailer, subject to prior approval by the Fleet Manager.
- d. The towing vehicle registration must be displayed at all times on the rear of the trailer, during towing operation.
- e. When coupling/uncoupling the large exhibition trailer to a vehicle, two people are required
- f. When reversing a trailer, a banksman should be used, where possible
- g. Extended mirrors fitted to the towing vehicle are to be used, when towing the exhibition trailer.

4. Exceptions and Variations

- a. NONE

**Northumbria Blood Bikes
Document Version Control**

Date:	Version:	Author:	Reason for Change:
26/01/2016	1.0	C Mitchell	First Version
16/10/2016	2.0	Richard Scholfield	Updated for CIO change
10/04/2017	3.0	Michael Thompson	Updates re Driving License Checks