



<b>Procedure:</b>	<b>Northumbria Blood Bikes: Policy : Towing Exhibition Trailer and Bike Trailer</b>		
<b>Owner:</b>	Fleet Manager	<b>Author:</b>	Chris Mitchell
<b>Approved:</b>	19/2/2015	<b>By:</b>	Committee
<b>Doc Ref:</b>	OPS010	<b>Version:</b>	0001

**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 Secretary 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 one year 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.

**Northumbria Blood Bikes**

Registered Charity Number 1152745

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## **1. Aim of Policy**

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

2. The rules on what can be towed are different depending on when you passed your driving test.

You can [view your driving licence information online](#) to see if you're allowed to tow.

Generally you need a B + E entitlement on your licence

## **3. Driver Qualification and Training/Authorisation**

- a. All drivers must hold the appropriate driving licence (see 2 above)
- b. All drivers must be authorised by the committee, and authorisation recorded on the NBB membership database
- c. All drivers will hold an advanced driving qualification and undertaken an NBB in house assessment drive
- d. The Training Manager has responsibility for ensuring that drivers, who tow are assessed and re – assessed annually.
- e. To tow a trailer the driver must have attended the NBB towing assessment training session/s and “been approved”
  - i. Session content to include but not limited to
    1. Attaching trailer
    2. Pre driving checks
    3. Driving forward with trailer
    4. Reversing with trailer
    5. Uncoupling
    6. Setting up at a location
    7. Derigging the trailer after use
    8. Speed Limits/ legal requirements

## **4. 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.

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- 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

**5. Validation of Drivers Licence Qualification**

- a. Driving licence validation checks will be carried out by the NBB IT Manager, in conjunction with the Membership Secretary.
- b. Records of these checks will be held on the NBB database.
- c. A sample of 10% of the driver membership will be randomly checked annually, unless increased sample size is deemed necessary by the committee

**6. Exceptions and Variations**

- a. NONE

<b>Northumbria Blood Bikes Definition:</b>			
<b>Date:</b>	<b>Version:</b>	<b>Author:</b>	<b>Reason for Change:</b>
19/02/2016	<b>1.0</b>	C Mitchell	First Version

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