



<b>Policy:</b>	<b>Northumbria Blood Bikes Policy: Operational Vehicle Collection</b>		
<b>Owner:</b>	<b>Fleet Manager</b>	<b>Author:</b>	<b>Jason Cooper</b>
<b>Approved:</b>	<b>28th July 2023</b>	<b>By:</b>	<b>Executive Committee</b>
<b>Doc Ref</b>	<b>VEH0001</b>	<b>Version</b>	<b>1.1</b>

**A. Why do we need this Policy**

This document sets out the requirements for the collection of vehicles early for shifts.

**B. Who is Responsible for this Policy**

The Fleet Manager is responsible for the maintenance of this policy.

The Executive Committee is responsible for approving this policy.

All members of NBB are bound by 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 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 and the executive committee.

## 1. Aim of Policy

- 1.1. The early collection of vehicles, before a night shift and the night before prior to a day shift (*Including Event use*) is to be reinstated.
- 1.2. This is to facilitate a better take up of volunteers undertaking shifts, and by implementing this policy we would expect to see an increase in shift numbers from the volunteers who avail themselves of it.
- 1.3. We need to ensure that vehicles are available for operational requirements.
- 1.4. All Riders and Drivers need to be aware of this.

## 2. Collection of Vehicles

### 2.1. Cars

- 2.1.1. Cars can be collected from lunchtime on the day of the nightshift **only**,  
**Cars cannot be collected the night before a day shift.**
- 2.1.2. The driver must request permission to collect the car early from the Fleet Manager or the Rota Manager, so we are aware that the tracker will show it at a home location rather than at the base.
- 2.1.3. Any car collected early for a night shift; it will be expected that the Driver will present themselves for duty at the RVI for 19:00hrs.
- 2.1.4. Vehicle must be returned to base at the end of the shift.

### 2.2. Bikes

- 2.2.1. Bikes may be collected from lunchtime on the day of the nightshift. However, if collecting in advance then it must be stored in a garage and therefore a garage check will be required. This will be by request, and garage checks will take time so if a volunteer expects to do this they must give notice. Garage checks will be undertaken by a visit to the site and **NOT** utilising Google or any similar application. Once a garage check has been completed, the volunteer will be notified in writing of agreement or otherwise.
- 2.2.2. Any bike collected early for a night shift, it will be expected that the Rider will present themselves for duty at the RVI for 19:00hrs.
- 2.2.3. Bikes may be collected the night before a day shift subject to the following criteria:
  - 2.2.3.1. You must have a garage within your premises where the bike can be locked away and has been formally garage checked.
  - 2.2.3.2. The bike can only be collected the night before if there is **FULL nightshift** cover booked on the Rota (Occasionally we need to have someone start later to ensure we do not suspend service, and this can be agreed late in the day and for this we need all vehicles available)
  - 2.2.3.3. The bike can only be collected after 19:00hrs subject to 2.2.3.2 above being covered.
  - 2.2.3.4. If garaging the bike at home overnight it will be expected that the rider will present themselves for duty at the RVI for 07:00hrs so we have someone ready and available immediately (irrespective of any other riders/drivers potential starting time there).
  - 2.2.3.5. The rider must request permission to collect the bike early from the Fleet Manager or the Rota Manager, so we are aware that the tracker will show it at a home location rather than at the base.
- 2.3. Vehicle must be returned to base at the end of the shift.

### 3. Garage Checks

- 3.1. Garage checks will not be undertaken automatically, and if a rider would like to be considered for collecting bikes the night before they will have to formally request this through the Fleet Manager, who will arrange the garage check.
- 3.2. A register will be kept of all garage checks carried out.
- 3.3. All requests for garage checks must be submitted by email to the Fleet Manager. Please be aware that other things may take priority. We cannot guarantee a turnaround time. However, we will endeavour to complete any request as quickly as possible.  
[fleet.manager@northumbriabloodbikes.org.uk](mailto:fleet.manager@northumbriabloodbikes.org.uk)

### 4. Exceptions and Variations

- 4.1. There are no Exceptions or Variations.

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##### Version Control and History

Date	Version	Author:	Reason For Change
July 2023	1.0	Jason Cooper	First Version
September 2025	1.1	J Cooper	Periodic Review