



Type: Policy	Northumbria Blood Bikes: Points on Licence: Eligibility for Riding and/or Driving		
Owner:	Fleet Manager	Author:	Peter Robertson
Approved:	Oct 2015	By:	Executive Committee
Doc Ref	OPS006	Version	1.3

A. Why do we need this guide

Northumbria Blood Bikes needs to ensure that all those riding and/or driving charity 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 charity 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 guide

The Fleet Manager of the charity is responsible for the maintenance of this guide.
The Executive Committee is responsible for approving this guide.
All members of NBB Committee should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of Two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the charity website. New versions will be announced via email to all members of the executive committee.

1. Aims of the Role

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

2. Maximum Points & Type on Licence

- 2.1. No member with 7 points or more on their licence may ride or drive a charity vehicle.
- 2.2. Any points other than the **SP** endorsements will need to be submitted to our insurance company for confirmation of cover.

3. Recording Points Held

- 3.1. The charity has created an on-line Insurance Declaration Form accessed via the members' area of the website.
- 3.2. All members wishing to ride and/or drive for the charity are required to complete the Insurance Declaration Form:
 - 3.2.1. As part of the initial process of joining the Riders' and/or Drivers' Register;
 - 3.2.2. Annually (a reminder will be sent);
 - 3.2.3. Whenever the number of points on the licence change, either by points being added or when existing points expire, **members are duty bound to report as soon as they receive legal notification.**
 - 3.2.4. The insurance declaration form also requires information about any other issues that may affect insurance and/or ability to ride/drive.
- 3.3. In order to ensure that we have a robust checking process over and above self-declaration:
 - 3.3.1. Any member wishing to ride and/or drive for the charity will be required to provide temporary authorisation for on-line access to their driving licence records so that points totals can be verified.
 - 3.3.2. 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).

4. Action When Existing Points Fall Below 7

- 4.1. A member wishing to ride and/or drive for the charity who has 7 points or more on their licence will not be included on the Riders' or Drivers' Register. When their points total falls below 7 (following expiry) they should notify the Fleet Manger so that the process of joining one or both of the operational registers can be initiated.

5. Exceptions and Variations

- 5.1. There are no exceptions or variations to this policy.

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Version Control and History

Date	Version	Author:	Reason For Change
Oct 2015	1.0	Peter Robertson	First Version
Jan 2020	1.1	Ronnie Paton	General Formatting changes, Logo & Charity number updated
Sept 2023	1.2	Jason Cooper	Moved Doc ownership to Fleet Manager & reviewed procedure.
Sept 2025	1.3	J Cooper	Added 2.2 Amended 3.2.3 + Periodic Review