



Use of Cars / Suspension of Bike Service due to Low Temperature or other Weather Conditions

This process set out the arrangements for use of 4 wheel vehicles to replace bikes due to low temperatures or other weather conditions. It will normally be in operation between November and March, and at other times subject to the exigency of the service provided by Northumbria Blood Bikes.

1. This procedure will be activated, when required by the Rota Manager, in consultation with the Fleet Manager on behalf of the Executive Committee.
2. Temperatures used shall be the PREDICTED temperatures taken from the Met Office website for the following control locations
 - a. Boulmer
 - b. Leeming
 - c. Albemarle
3. Weather warnings from the Met Office Web site shall also be used to trigger actions
4. The Rota Manager, or other delegated committee member shall be responsible for ensuring that
 - a. NBB Coordinators and / or
 - b. Security Centre
 - c. Have access to the predicted temperatures / weather warnings and the information required to be able to suspend the carriage of blood, motorcycle use or total service suspension, etc as appropriate.
 - d. Ensuring that the riders and drivers are informed at the same time.
5. In the event of Bikes being suspended, and cars used. Cars will be used for the remaining duration of the shift.
6. Re - enabling use of Bikes, this will be at the discretion of the Coordinator or Security Centre, when conditions are deemed suitable and safe.
7. The Car driver rota shall run
 - a. Monday to Sunday Nights
 - b. Saturday to Sunday Days
 - c. Bank Holidays (7 am until 7am the following day)Drivers may sign up for individual shifts, however will be encouraged to commit to as many consecutive shifts as possible but not including two shifts together which would effectively lead to a 24 hour shift (subject to personal circumstances)
8. Cars will be kept at bases wherever possible. Where this is not possible the 'handover' system will operate.

N.B. This does not apply to the Newcastle Trust owned Nissan Leaf which is kept at the Freeman Hospital. **See appendix 2** for details of the collection and return process for this car
9. The Newcastle Trust owned Nissan Leaf is to be used solely for Newcastle trust work.



Use of Cars / Suspension of Bike Service due to Low Temperature or other Weather Conditions

10. Those on both the Rider's and Driver's register may sign up to shifts covering the same period meaning that they would ride unless the bike service was suspended and then move onto delivering the car service.
11. Whilst this procedure is primarily to manage vehicles and drivers on stand - by for weather conditions, subject to workload and emergencies drivers may be called on to support the motorcycle service.
12. In rare very severe extreme conditions, the service we offer may be totally suspended. However this will only occur after consultation with the Highways Agency and or Police by the Rota Manager/Chair/Vice Chair/Fleet Manager
13. The rotas will be "frozen" * at 2 weekly intervals, drivers wishing to withdraw from a shift in that period, will be required to complete the online webform (NBB Website, Operations Home page) to notify the Rota Manager of the change (this is to ensure consistent reporting).
* "Frozen" means that the rota calendar will be locked and only the administrator will be able to make changes.
14. The Rota shall be accessed via the NBB website, Operations Home page.

Attachments -

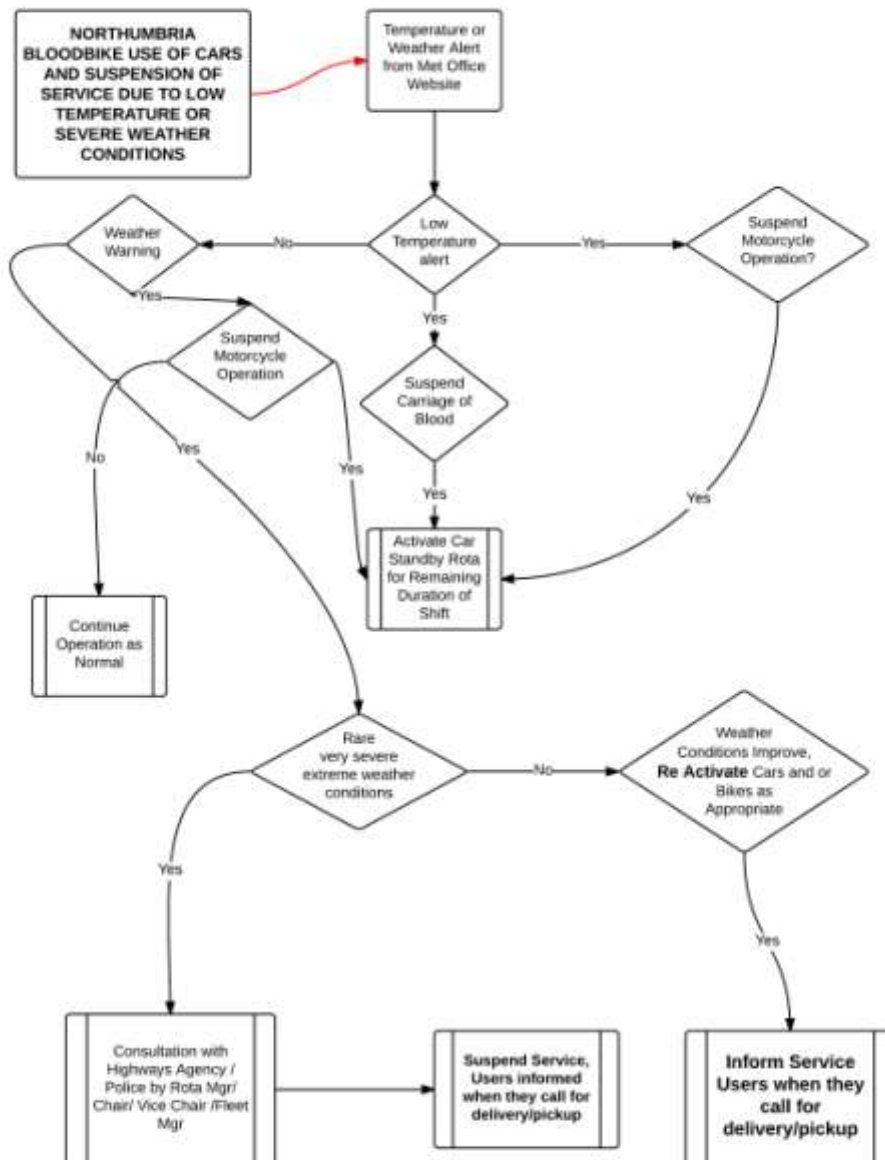
Appendix 1 Flow Chart and Decision tree

Appendix 2 Northumbria Blood Bikes Use of Trust's Nissan Leaf Pool Car



Use of Cars / Suspension of Bike Service due to Low Temperature or other Weather Conditions

Appendix 1





Use of Cars / Suspension of Bike Service due to Low Temperature or other Weather Conditions



Appendix 2

The Newcastle upon Tyne Hospitals
NHS Foundation Trust



Northumbria Blood Bikes Use of Trust's Nissan Leaf Pool Car

A temporary agreement is in situ to allow Northumbria Blood Bikes volunteers use of the Trust's Nissan Leaf Pool Car. This provision is made to ensure that services which transport items on behalf of the Trust can be maintained in conditions which mean the motorbike may not be used.

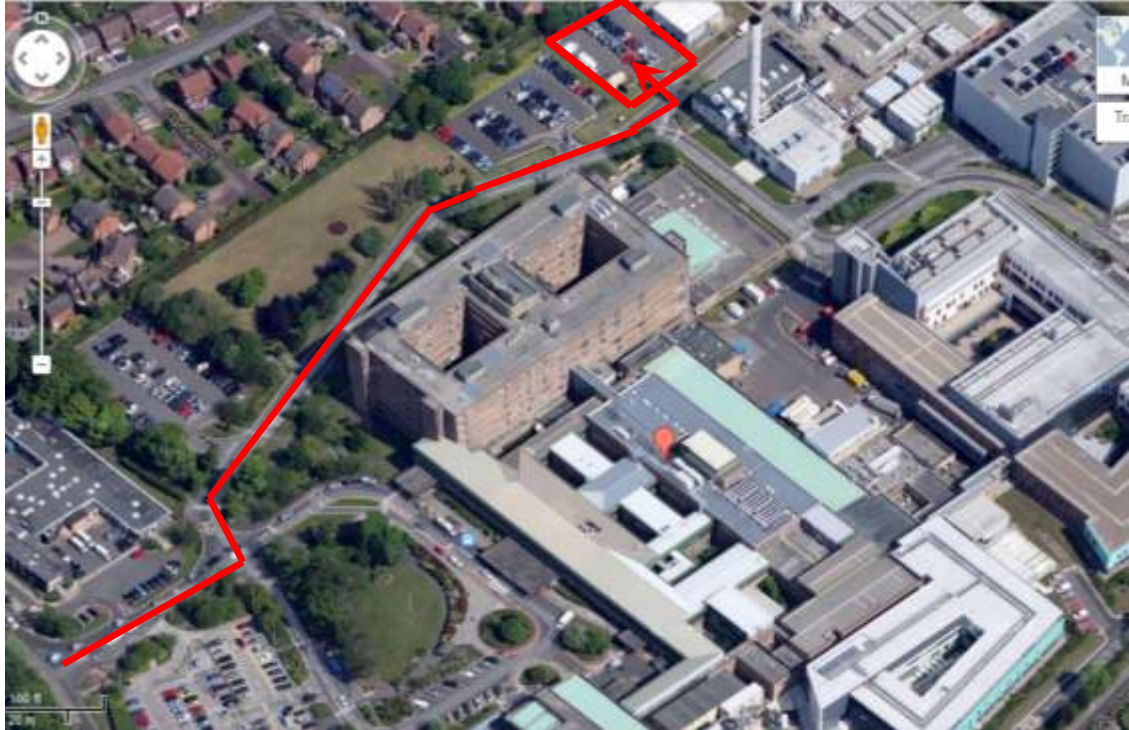
The process

1. The Blood Bike volunteer will attend Freeman Hospital Main Reception and advise that the car is required.
2. The Receptionist will request completion of Volunteer Pool Car Request Form.
3. The volunteer **must** complete all fields and sign the form.
4. The Receptionist will provide the volunteer with the Pool Car Envelope containing keys, charge card, guidance and inspection sheet.
5. The volunteer will proceed to the Red Car Park and leave their own vehicle (i.e. motorbike or car) in this car park and leave the site in the pool car following inspection and recording of mileage.
6. The volunteer will return the car to its designated space in the Red Car Park and if range remaining is below 20 miles place the car on charge.
7. The volunteer should return the keys, charge card, guidance and inspection sheet to the Main Reception at Freeman Hospital and advise if there have been any issues.
8. The Receptionist should provide the volunteer with the Volunteer Pool Car Request Form to confirm the vehicle is returned.
9. A member of the Transport and Facilities Team will collect all items on the morning of the next working day.

Location of Pool Car – Red Car Park



Use of Cars / Suspension of Bike Service due to Low Temperature or other Weather Conditions





Use of Cars / Suspension of Bike Service due to Low Temperature or other
Weather Conditions

VOLUNTEER POOL CAR REQUEST FORM

To be completed prior to key handover before departure

Volunteer Name: _____

Date: _____

Time of Arrival: _____

Declaration: *I can confirm that that I am a volunteer for Northumbria Blood Bikes and that I have provided my identification to the NuTH employee to verify my identity. I can confirm that I require the vehicle for the purposes of Northumbria Blood Bikes work requests.*
I can confirm that the guidance provided for the use of the NuTH Nissan Leaf has been read and understood and that I am aware that whilst driving this vehicle as a volunteer for Northumbria Blood Bikes I am providing a service for the Newcastle upon Tyne Hospitals NHS Foundation Trust in accordance with the Service Level Agreement.
I understand and agree that in the event of any accident or damage that any excess due is payable.
I can confirm that I have been provided with keys, charge point card, vehicle guidance and inspection sheet.

Signed: _____

Vehicle Registration: _____

NUTH Employee: _____

Job Title: _____

To be completed on return of vehicle and keys

Date: _____

Time of Return: _____

Declaration: *I can confirm that the vehicle has been returned and is on charge / off charge (delete as appropriate), with / without incident (delete as appropriate) and the keys, charge point card, vehicle guidance and inspection sheet are also returned.*

Signed: _____

NUTH Employee: _____