



Type: Policy	<b>Northumbria Blood Bikes Policy: Use of Vehicles at Events</b>		
Owner:	Fundraising Coordinator	Author:	Graham Moor
Approved:	19 May 2017	By:	Executive Committee
Doc Ref	FUNDS002	Version	1.1

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

This document sets out the requirements for using fleet vehicles at events when representing NBB.

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

The Fundraising Officer of the group 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 when representing NBB.

**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, shift coordinators and the executive committee.

## **1. Exceptions and Variations**

- 1.1.** There are no Exceptions or Variations.

## **2. Aim of Policy**

- 2.1.** We need to ensure that we operate safely and effectively with vehicles at events.
- 2.2.** All riders and drivers need to be aware of this for setting up professionally at events

## **3. General**

- 3.1.** Many events (talks, fundraising, and publicity, internal and external) require the use of an NBB fleet vehicle. Vehicles undoubtedly attract a premium in terms of visitors and donations. However, it is our responsibility to ensure the safe use of these vehicles.
- 3.2.** Upon arrival at an event, the rider should take the lead in terms of setting the bike up for safe use by the 'customers'.
- 3.3.** When at an event, inside or outside, once the vehicle is in situ, the engine must be turned off, and keys removed from the vehicle, to a place of safety. If the rider/driver is with the vehicle throughout the event, they should retain the keys. If for any reason the rider/driver needs to leave the event for any period, they must leave the keys securely with another member, or in a secure location.
- 3.4.** At no point in time should an engine be started when a qualified rider is not on the bike, or the qualified driver is not in the driver's seat. This is to ensure the safety of all concerned.
- 3.5.** When working outdoors on soft ground, a metal plate must be used to stand a bike on to prevent sinking. The metal plate can be found in the back of the events van or with the gazebo kit.
- 3.6.** The bike must be parked on centre stand before any 'customers' climb onto it.
- 3.7.** Chocks must be used under the rear wheel of the bike to prevent rocking. These are provided and can be found in the merchandise boxes.

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Use of Vehicles at Events**

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
15 May 2017	1.0	Graham Moor	First Version
14 May 2026	1.1	Kirsty Lawrence	Full Review