



Policy:	Northumbria Blood Bikes Policy: Use of Vehicles at Events		
Owner:	Fundraising Coordinator	Author:	Graham Moor
Approved:	19 May 2017	By:	Executive Committee
Doc Ref	FUND002	Version	1.0

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 Coordinators 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. Aim of Policy

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

2. General

- 2.1.** 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.
- 2.2.** Upon arrival at an event, the rider should take the lead in terms of setting the bike up for safe use by the 'customers'.
- 2.3.** 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.
- 2.4.** Once the vehicle is parked, if provided, the blue light override switch must be switched on. This allows for use of the blue lights at an event without the same drain on the battery as with ignition on. Most of our vehicles have this 'show mode' for events. Riders should be aware that excessive use of the blue lights at an event could mean that the battery power could be reduced to a point where the bike will not start.
- 2.5.** Where vehicles do not have 'show mode', the blue lights must not be used. Particularly on the newer FJR models, to use the blue lights, keys need to remain in the ignition, and this is neither safe nor good practice. Two-tone horns must not be used at any time.
- 2.6.** 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.
- 2.7.** Although it is possible to leave vehicles plugged in to the trickle charger (Optimate), for the safety of all concerned, this must not occur.
- 2.8.** When working indoors, a rubber-backed mat must be used to both protect the flooring, and to support safe movement.
- 2.9.** When working outdoors on soft ground, wooden boards must be used to stand a bike on to prevent sinking.
- 2.10.** The bike must be parked on centre stand before any 'customers' climb onto it.
- 2.11.** A chock must be used under the rear wheel of the bike to prevent rocking.

3. Exceptions and Variations

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

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Version Control and History

Date	Version	Author:	Reason For Change
15 May 17	1.0	Graham Moor	First Version