

Putney Town Rowing Club – Club Vehicle Policy and Procedures

Policy

The Club has purchased a club vehicle for the benefit of club members attending regattas and UK based training camps and to assist with transporting equipment for purchase/repair. In doing so, the Club has taken on additional risk and responsibility. Procedures are outlined below to manage those risks and responsibilities.

The Club will maintain the vehicle at its expense but expects members benefiting to contribute to the cost on a per use basis and comply in full with the procedures below.

The Club Secretary will maintain the procedures below and review each year for approval by General Committee.

Note:

1. It is not expected that the vehicle will leave the UK – it is quite old and the issues involved with getting stranded overseas are considerable.
2. The vehicle cannot be used ‘for hire or reward’ – ie borrowed by members for any commercial use. This invalidates the club’s position on tachograph use and the insurance policy.

Procedures

Tax, insurance and MoT

The Club Secretary is responsible for ensuring that the vehicle has current road tax, insurance and MoT certificate and complies with any other statutory requirements.

The date of expiry of these shall be displayed in the vehicle. All drivers are responsible for checking that none have expired before every journey.

Servicing, maintenance and breakdown recovery

The Club Secretary is responsible for ensuring that the vehicle receives an annual service and any faults notified by drivers are investigated.

The Club Secretary is responsible for ensuring that the breakdown recovery service is maintained each year. The date of expiry shall be displayed in the vehicle and drivers are responsible for checking that the policy is current before every journey.

Approved Drivers

The vehicle may only be driven by those who are 25 years of age or older and have been **pre-approved** by the General Committee. Approval may be granted for use with or without a trailer.

Requests to be added to the approved list must be submitted to the Club Secretary at least 3 days before a meeting of the General Committee (typically the first Monday of each

month) and include a copy of their Driving Licence and current driving record from the DVLA.

Approval shall be at the discretion of the General Committee.

Drivers must have:

- A maximum of 3 penalty points on their licence
- Read the trailer towing guidance on the British Rowing RowSafe portal
- Signed a copy of these procedures to record agreement and provided it to the Club Secretary
- Provided a copy of their Driving Licence and DVLA driving record to the Club Secretary for review

An updated driving record will be required to be submitted to the Club Secretary every two years to maintain Approved Driver status.

Approval may be withdrawn at any time by the Club Secretary.

The Club Secretary will maintain a list of Approved Drivers, including the date approval was granted, the expiry of approval (two years or expiry date of licence, whichever is earlier) and whether the driver is permitted to tow.

All Approved Drivers are responsible for notifying the Club Secretary for any penalty points awarded following approval.

Access

The Club Secretary will maintain a diary of vehicle use. Requests for use of the vehicle by Approved Drivers are to be made to the Club Secretary with as much notice as possible.

In the event of conflicting requests, the Captain shall make a decision which spreads the cost as evenly and as fairly as possible across all members involved.

Cost of use

Members (and non-members) benefiting from the use of the vehicle shall pay a usage fee and contribute to the cost of fuel:

- The usage fee is £3/person/trip
- Fuel is charged as a fixed price for the destinations listed below, or at 50p/mile.

Destination	Fixed fuel cost
Inside M25	£10
Dorney	£25
Henley	£30
Reading	£35
Wallingford	£45
Oxford	£50

Peterborough	£100
Nottingham	£140

For each trip, the Captain will nominate a Co-ordinator who will be responsible for co-ordinating the logistics and collecting money from each of the squad co-ordinators/captains, who will be responsible for collecting money from those within their squad.

The Co-ordinator will be responsible for paying the total collected into the Club account within 7 days of the return to the Club. On payment, the Treasurer and Secretary shall be notified. A record of use and money received will be kept by the Treasurer

The vehicle may not be used again for the benefit of any squad or crew who have not paid any owed money.

Fuel

The vehicle is to be returned to the Club with a minimum quarter tank of **DIESEL**.

The driver shall be responsible for claiming the cost of the fuel from the Club Treasurer by providing a receipt and bank details for payment.

Driving the vehicle

A vehicle log shall be kept in the vehicle at all times to record use and maintenance checks, which should be consulted before every journey and the required actions taken.

The Driver will record the start and end of every journey in the vehicle log. If there is a change of drivers en-route, this shall also be recorded.

The Driver is responsible for checking the vehicle before every journey.

The following maintenance checks shall be carried out by the Driver as required by the vehicle log:

- Tyre pressures
- Oil level
- Windscreen wash topped up

The Driver is responsible for informing the Club Secretary of any faults with the vehicle.

No driver should drive for more than three hours continuously without a break of at least 30 minutes.

The Driver is responsible for driving the vehicle in a safe and careful manner and complying with all rules of the road in force at the time and location. The Driver is ultimately responsible for the safety of the trailer and boats / load when being transported, and should ensure that they are aware of the safety guidance for towing trailers and have sufficient experience to do so safely. The trailer and boats are insured by the club as part of the fleet insurance, but the insurance on the vehicle is separate.

The Driver is responsible for paying any road tolls and charges and any fines incurred during a trip.

In the event of breakdown, the Club has a breakdown recovery service. The details are in the vehicle. Any breakdown and the resulting outcome should be reported to the Club Secretary and Chairman.

In the event of an accident, the Club Secretary and Chairman shall be notified as soon as possible. The Driver shall collect the names, addresses, vehicle information, photographs, from all other parties at the scene and co-operate with the Club Secretary with any resulting insurance claim.

The Driver will not be responsible for paying any insurance excess or repair cost.

Security

The Driver is responsible for ensuring that the vehicle is parked securely while away from the Club and on return to the Club. A steering wheel lock shall be in place at all times when the vehicle is unattended.

Agreement

I agree to comply with the Procedures described above, and to all revised Procedures as may be issued by the Club Secretary:

Printed:

Date: