Policy 11: Transport & Vehicles

1. Purpose

To manage risks associated with event-related transport and vehicle use.

Objectives

- To ensure the effective management of transport operations, prioritising safety, compliance with relevant UK legislation, risk mitigation, and environmental sustainability.

2. Scope

- Applies to all vehicles used on behalf of the event.
- Includes staff, volunteer and contractor vehicles.

3. Definitions

- Authorised driver: Individual approved to drive on behalf of the Charity.

4. Legal / Regulatory Context (summary)

- Road traffic law applies.
- Vicarious liability may arise.

5. Policy Statement

All event-related transport will be lawful, insured and operated safely.

6. Minimum Standards & Controls

- Appropriate insurance in place.
- Authorised drivers only.
- Road Worthiness
- Compliance with road traffic law.
- Risk assessment for passenger transport.
- Ensure compliance with:
    - Health and Safety at Work Act 1974
    - Road Traffic Act 1988 Goods Vehicles (Licensing of Operators) Act 1995
    - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
    - Road Vehicles (Construction and Use) Regulations 1986
    - Equality Act 2010

- Public Service Vehicles Accessibility Regulations 2000

7. Roles & Responsibilities

- Event Team: Approval of transport arrangements.
- Drivers: Compliance with legal requirements.

8. Decision-Making & Escalation

- Unsafe transport arrangements escalated and halted.
- Incidents reported promptly.

9. Records & Evidence

- Insurance documentation.
- Driver authorisations.
- Incident logs.

10. Review

Transport arrangements reviewed following any incident.