



# LEICESTER TIGERS Foundation

## Transport Policy

### 1. Policy Statement

The Leicester Tigers Foundation (the Foundation) is committed to ensuring the safety and well-being of all individuals during transportation. This policy outlines the procedures and responsibilities related to the use of vehicles for Foundation activities, aiming to minimize risks and comply with relevant legislation.

### 2. Purpose and Objectives

Driving a vehicle requires specific skills, particularly when transporting passengers. This policy aims to:

- Minimize risks associated with vehicle use.
- Ensure drivers understand safety precautions.
- Provide guidance on emergency procedures.

### 3. Organisation and Responsibilities

#### 3.1 Programme Managers

- Ensure adherence to this policy for all vehicle operations.
- Ensure risk assessments are completed for offsite activities.

#### 3.2 Managers

- Communicate and ensure understanding of this policy among staff.
- Ensure compliance with procedures and risk assessments.

#### 3.3 Drivers

- Follow safety procedures outlined in this policy.
- Return vehicles clean and complete necessary paperwork.
- Report any vehicle damage promptly using the Tigers Accident Form.
- Avoid placing themselves or passengers at unnecessary risk.

### 4. Quality and Monitoring

- The Foundation Manager will review this policy annually.
- The policy will be submitted to the CEO of the Board of Trustees for re-approval.

### 5. Code of Practice



# LEICESTER TIGERS

## Foundation

### 5.1 Roadworthiness of the Vehicle

- Vehicles must be regularly maintained and kept roadworthy.
- Drivers must perform pre-journey checks or ensure they are done by the previous driver or hire company.

### 5.2 Provision and Use of Seatbelts

- All vehicles must have seatbelts for all seats, ideally lap and diagonal belts.
- All passengers and drivers must wear seatbelts. For passengers under 14, the driver is legally responsible; for those 14 and over, it is their responsibility. Foundation drivers must remind passengers of this requirement.
- Equipment and luggage must be properly secured and should not obstruct emergency exits.

### 5.3 Speed Limits

- Compliance with speed limits is mandatory:
  - Motorways: 70 MPH
  - Dual Carriageways: 60 MPH
  - Other roads: 50 MPH (unless otherwise signposted)
- The outer lane of a motorway must not be used for overtaking unless necessary.

### 5.4 Competence of Drivers

- Drivers must hold a D1 category on their licence and register with Human Resources, providing evidence of their valid driving licence and other relevant documentation.
- Drivers must meet the requirements of the Standard Small Bus Permit Scheme:
  - Be 21 years or older
  - Hold a full car driving licence for at least 2 years
  - Have category D1 on their licence
- Drivers must:
  - Present their driving licence upon request.
  - Complete pre-journey vehicle checks.
  - Notify Human Resources of any convictions or pending prosecutions.
  - Inform Human Resources of any medical conditions affecting their ability to drive.
  - Maintain continuous development to ensure up-to-date driving skills and knowledge.

### 5.5 Journey and Driving Times

- To prevent fatigue, consider having a second driver for long journeys.
- Comply with legal driving time limits:
  - Maximum driving time: 9 hours per 24-hour period.
  - Continuous rest period: At least 11 hours every 24 hours.
- Drivers should avoid driving for more than 2.5 hours continuously without a 15-minute break.



# LEICESTER TIGERS

## Foundation

### 5.6 Consumption of Alcohol

- Drivers must not consume alcohol during or within 12 hours before driving.
- Violations will be treated seriously and addressed through the Foundation's disciplinary procedures.

### 5.7 Mobile Phones

- Mobile phones must only be used when the vehicle is stationary, with the engine off and handbrake applied.

### 5.8 First Aid and Emergency Procedures

- In the event of an accident:
  - Ensure all passengers are safe and call emergency services if needed.
  - Use the "Bump Advice Card" in the vehicle for guidance.
  - Collect registration numbers, insurance details, and witness information.
  - Report details and complete an accident form promptly.
  - Contact the Foundation Manager or Head of Human Resources for immediate assistance.

### 5.9 Students

- No student should be alone with the driver unless the driver is the student's parent.
- In exceptional circumstances, the Foundation Manager should be informed, and the student should sit in the back of the vehicle if possible.
- Students should:
  - Avoid unnecessary risks.
  - Follow instructions from leaders and supervisors.
  - Dress and behave sensibly.
  - Be aware of local customs if abroad.
  - Report any concerns or potential risks to the group leader or supervisor.

## 6. Training and Development

- All drivers will receive training on this policy, vehicle safety, and emergency procedures.
- Ongoing training will be provided to ensure compliance with current standards.

## 7. Complaints and Concerns

- Any complaints or concerns about transport arrangements should be reported to the Foundation Manager.
- Complaints will be investigated, and appropriate actions will be taken.

## 8. Policy Review



# LEICESTER TIGERS

## Foundation

- This policy will be reviewed annually or sooner if changes in legislation or incidents necessitate an update.
- Stakeholder feedback will be considered during the review process.

### 9. Conclusion

The Leicester Tigers Foundation is committed to ensuring the safe use of vehicles in all Foundation-related activities. This policy provides guidelines to protect staff, students, and the public, ensuring compliance with legal and safety standards.

Policy reviewed in Sep 24. Next review Sep 25