



Medieval Combat Society

Sic Transit Gloria Mundi

TRANSPORT POLICY

1) Purpose and Scope of the Transport Policy

- a) To ensure that all members of The Society working with or driving The Society's transport act in a consistent manner, to acceptable standards and are aware of their responsibilities.
- b) To ensure that The Society's transport is well maintained and kept in good order to ensure that The Society gains the maximum possible usage and operational life from any vehicle.
- c) The Society Transport policy consists of a set of rules which The Society will follow with regard to the care and upkeep of transport assets and a set of instructions for drivers which will be followed by any member who has to drive a Society vehicle for any reason.

2) Transport Policy Rules

- a) Any vehicle regularly operated by The Society will be owned by The Society and registered under The Society's corporate identity, not that of any one member. For purposes of administration the person responsible for vehicle upkeep and legality will be the Society's Treasurer.
- b) Any vehicle operated by The Society will be insured on a fully comprehensive insurance policy. This policy will allow a minimum of 4 members of The Society to be legally able to drive the vehicle.
- c) Any driver must hold a full clean UK driving licence and have the permission of the committee to drive The Society's vehicle(s).
- d) Any vehicle operated by The Society will be covered by membership of a breakdown assistance service. That cover should include an option for full recovery of the vehicle to point of destination or home base.
- e) Any vehicle owned by The Society will be stored when not in use at a location nominated by the committee.
- f) Any vehicle owned by The Society will have a nominated main driver who will take responsibility for day to day upkeep of the vehicle and hold the working set of keys
- g) Copies of all paperwork relating to the vehicle including, but not limited to, MOT certificates, ownership documents and insurance details will be kept in a folder on board the vehicle in case they are required by the vehicles driver. Originals of these documents will be held by The Society's Secretary.
- h) Any vehicle owned by The Society will be equipped with a first aid kit, fire extinguisher and any other items required under current Health and Safety Executive rules or other legislation.
- i) Any vehicle owned by The Society will be equipped with four sets of keys.
 - i) A master set of keys to be held by The Society's President – this set of keys will not be brought to events
 - ii) A spare set of keys to be held by another nominated member of the committee – this set of keys will be brought to events in case of emergency need.
 - iii) A spare set of keys to be held at the nominated storage location or the address of the closest member to that location for emergency use.
 - iv) A working set of keys to be used by the member driving the vehicle to any given event.

3) Driver Instructions

- a) The main driver of the vehicle is responsible for checking, at least once per month, that the vehicle is in a basic road worthy condition and all documents, policies and legal requirements are valid. These checks should include lights, tyres, and fluid levels.
- b) The driver of the vehicle will be personally responsible for any speeding fines, parking tickets or other road traffic offences occurring while the vehicle is in their care and will be expected to personally pay any fines, fees or charges incurred with the exception of legitimate road tolls.
- c) After use the main driver of the vehicle will be responsible for ensuring that the vehicle is returned to the nominated storage location with a full tank of fuel ready for its next use.
- d) A reasonable amount of space will be left on any vehicle operated by The Society to allow the driver to transport their own equipment and that of their partner. The Society cannot be held responsible for non-Society equipment left on the vehicle. If the driver will also be transporting their equipment at the next event, they may at their own risk leave their personal equipment on the vehicle. However, if they cannot do so, the equipment must be immediately removed for the next driver.
- e) Any damage or an accident to any vehicle must be reported to the Committee immediately upon its occurrence or upon being discovered if the situation allows, or as soon as possible afterwards - within 7 days at the latest.
- f) All rubbish must be removed and disposed of when the driver returns any vehicle they have used to its designated parking location. The vehicle must be left in a clean and tidy state ready for its next use.