



## **Romsey Agricultural and Horse Show Society**

### **Rules for Driving for The Society**

#### Information For Vehicle Drivers of a Society Provided Vehicle

The following general rules apply if you drive for the Society.

You are required to comply with the Society's driving licence check process as and when requested, to enable the Society to check the details of your driver record held by the DVLA. You must inform the Society immediately if you incur driving penalties, your situation changes, and you are no longer entitled to drive for any reason.

The consumption of alcohol or illegal drugs prior to or during the course of driving is strictly prohibited and infringement of this rule may result in your summary dismissal. Driving is strictly prohibited whilst under the influence of alcohol and drugs.

You must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that a daily visual inspection is carried out to ensure that as a minimum the tyre pressure, lights, oil, water etc. are up to the legal required standard. You must not drive the vehicle in an unroadworthy condition. Any defects must be reported immediately to management. The vehicle must not be driven without the fault being rectified or prior approval given for its use.

The vehicle must only be loaded in accordance with the manufacturer's instructions, and all loads must be properly, and safely secured.

Where any journey requires you to travel through any congestion or charge zone, you must ensure that the applicable charge has been paid prior to you travelling. You will be responsible for the payment of any charges not settled prior to travelling through a congestion or charge zone. If these sums remain unpaid the appropriate deductions will be due to the Society.

You and any passengers must wear seatbelts, where fitted, at all times when the vehicle is in motion.

If you incur any fines for parking, speeding, or other motoring offences whilst driving for the Society you will be personally liable for the payment of such fines.

You must plan journeys sufficiently to ensure safe arrival. This means that enough time must be allocated for the journey, allowing for delays and rest breaks on long journeys. You must ensure that you are fit to drive and that you are not tired before setting off on long journeys.

To make long journeys safer, you should not drive for more than two hours without a break. The use of overnight stays for long journeys may be permitted with prior management approval.

You should check weather forecasts and road traffic conditions before setting out on journeys. In the event of adverse weather or road conditions you should carry out all necessary driver checks, and adjust your journey times or routes, or reschedule your journey if necessary.

Where appropriate vehicles may be used for private use, but fuel used for private use will be reimbursed to the Society by the user. Private use, and reimbursement, will be in accordance with Inland Revenue guide lines.



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The user will be wholly responsible for any damage done to the vehicle whilst on private use, and should an insurance claim be made, will be liable for all of the insurance excess due under the Society's insurance policy.

You must pay full attention to your driving at all times and avoid distractions, which can be caused by technology such as phones, satellite navigation devices, or audio equipment, eating or drinking, or others in the car.

You should familiarise yourself with the rules regarding mobile phones within this policy.

### Use of Mobile Phone whilst in Charge of a Vehicle.

The use of mobile phones whilst you are driving a vehicle is expressly prohibited.

You must ensure that you have proper control of any vehicle that you are driving at all times.

You will be liable for prosecution if you are holding a mobile phone or any other type of handheld device to send or receive any sort of data, be it voice, text or pictorial image. You are regarded to be driving if you are in charge of a vehicle with its engine running, even if the vehicle is stationary. It is therefore strictly forbidden for you to use handheld mobile phones whilst driving.

You are personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of the vehicle. Any conviction for driving offences, any driving endorsements or any fines incurred must be reported immediately as this may affect the Society's insurance.

You are liable for the payment of any fines or penalties incurred as a result of being caught misusing a mobile phone.

You should note carefully that a breach of the Society's rules on the use of a mobile phone whilst driving may render you liable to action under the Disciplinary Procedure, up to and including dismissal dependent upon the circumstances.

### **Operation**

The operation of this policy will be monitored by the Society Chairperson, working in conjunction with the Society Secretary, who will monitor office operations, Trustees and Chairpersons of all committees who will monitor all site activities during the year. The Chairperson, Secretary, and Committee Chairpersons shall familiarise themselves with their duties as detailed in this policy.

### **Authorisation**

This policy was approved at the RAHSS Trustees' Council meeting on 4<sup>th</sup> July 2024.

Signed: *Norton Welch*

Date: 4<sup>th</sup> July 2024

Chairperson: Norton Welch

Issued (and authorised) on behalf of the Chairperson of the Romsey Agricultural and Horse Show Society.