



Guidance Note – Use of Club Vehicles and Trailers

1. Introduction : The Club currently owns two vehicles – a Ford Transit mini bus and a Toyota Hi-Lux pick-up truck – and four “de Graafe” boat transport trailers. These are provided primarily to transport members and club equipment to open rowing events.

2. Drivers : To drive the mini bus you need a Class D1 license. The pick-up can be driven on a basic Class B (car) license. In addition, to tow with either vehicle you will need to upgrade your license to Class BE for the pick up or Class D1E for the mini bus.

Members who passed a driving test before 1997 should have had these classes automatically included on their license. Others will need to sit a test. To tow with the mini bus you need to first pass a mini bus test and then pass a trailer test. For the pick-up (or a car) you need only to pass the trailer test. The Club will give support to any members wishing to undertake the training and sit these tests. If you already have a towing license, club members experienced in towing will provide instructions and guidance in towing the boat trailers.

To comply with Insurance requirements you need to complete the following procedures before you drive a Club Vehicle, a vehicle hired by the Club, or tow a Club trailer with your own vehicle : Full licence details will need to be checked annually and or if requested for any other reason e.g. an accident or change in circumstances. The requirements are :

a) A copy of your driving licence (front and back). We don't need to see the original so sending a photocopy / scan is fine.

b) A Driving Licence / Identity Check. There are two ways of doing this:

1. You can provide the club with your National Insurance Number. We can then check the details and this can be repeated annually as long as your licence remains valid. By providing your NI number to us you will also give us permission for details from your DVLA record and your National Insurance number to be shared with other government departments (HMRC and DWP) to check your identity. Details of this can be found on <https://www.gov.uk/view-driving-licence> and pressing START.

We will hold this information securely in line with our Data Protection Policy for use only in connection with driving / towing for the club.

2. You can log onto the DVLA yourself <https://www.gov.uk/view-driving-licence> , view your own information and request a check code. This check code (case sensitive) can

then be provided to us to carry out a check. This is only valid for 21 days and will need to be repeated annually or when requested.

In all cases you are still responsible for telling us of any changes to your circumstances, e.g. a new licence, change of name or address, any points or accidents in the last 3 years.

- 3. Insurance :** The Club vehicles, trailers and boats in transit are insured by the Club. Members using their own vehicle for towing will be responsible for the insurance of their vehicle. Any accidental damage or incidents must be reported to the Club Manager as soon as possible and he will take all action necessary with the Club's insurers and arrange any necessary repairs.
- 4. Fuel:** Club Vehicles will usually be supplied with enough fuel to travel to and from the event so as to avoid the need to refuel with the trailer. If refuelling is necessary e.g. for longer distance journeys the driver should refuel and ask for a VAT receipt. These expenses can be reclaimed from the Club Manager.
- 5. Charging Arrangements :** Club members towing with their own vehicle may claim expenses at the rate of 55p per mile travelled. Members towing trailers to events out of the north east region may, by prior arrangement with the Club Manager, claim expenses for meals and accommodation. All members are required to pay towards the cost of transport of boats and equipment to events they are competing in. A scale of charges will be regularly reviewed by the Club Manager in consultation with the Rowing and Coaching committee and members will be informed of the rate prior to loading the boats. Private boats owned by Club members will be transported at the same rate as Club boats. Owners of private boats are responsible for their own insurance.
- 6. Transport of boats for others :** Durham ARC members will always be given priority for space on the trailers going to events. Transporting boats for other clubs when space is available provides an income which subsidises the charge to members and helps pay for the cost of maintaining the vehicles and trailers. Charging rates for other users will be set by the Club Manager in consultation with the Rowing and Coaching Committee having regard to the specific circumstances at the time. Club boats and equipment always have priority and other boats will only be carried by prior arrangement with the Club Manager or Club Captain. (who should liaise).
- 7. Loading of Boat Trailers :** Members must de-rig and load boats at the time suggested by the Club Captain or other club officer and similarly must assist in unloading the trailer and must re-assemble the boats within 48 hours of the unloading. Failure to comply and re-assemble the boats within 48 hours may result in disciplinary procedures.

