



CHARITABLE INCORPORATED
ORGANISATION

Driver & Vehicle Policy



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Definitions

Buckingham Canal Society Trustees, Volunteers, Members and Employees are all considered as “employees”.

In this document:

- “**vehicle users**” is used to cover all categories of people who use vehicles when undertaking activities for the Society.
- “**employment**” includes volunteers undertaking a task for the Society albeit in a voluntary capacity.

Policy statement

Policy statement regarding the provision of a vehicle to carry out work-related business

The Health and Safety Executive regard existing Health and Safety laws as applying to anyone driving a vehicle as part of their work. It is essential therefore that Buckingham Canal Society has a controlled and auditable management process in place to protect itself and its employees.

Driving any vehicle carries significant risk of injury or death. Buckingham Canal Society takes very seriously its duty of care to ensure that all drivers using Buckingham Canal Society vehicles, or driving any vehicle on Buckingham Canal Society business in any circumstances, do so in a manner that minimises the risk, both to the employee and Buckingham Canal Society.

Buckingham Canal Society has identified that motor vehicles are a necessary requirement for the fulfilment of its business. This document acts as a Driver Vehicle Handbook, and has been agreed by the trustees. It sets out all the rules, processes and regulations that Buckingham Canal Society and all drivers will follow.

Within this handbook, specific requirements and tasks are set out. Anyone using a vehicle must comply with these requirements. Failure to do so will result in Buckingham Canal Society treating the matter as a disciplinary issue.

There should be no misunderstanding with regard to Buckingham Canal Society’s policy relating to the provision and use of vehicles.

Please study the handbook, comply with its requirements and share in the significant benefits for everyone as a result of safer driving.

Terry Cavender
Executive Officer

7th September 2017
(date of adoption by the trustees)

Buckingham Canal Society's and driver's responsibilities

(under the management of health and safety at work regulations)

The provision and use of road vehicles is absolutely necessary for the survival and success of the work undertaken by Buckingham Canal Society. The Society's vehicles are 'tools of the trade' and must be managed, maintained and used so that Buckingham Canal Society complies with all health and safety laws. These laws apply to 'on the road' work activities as much as they do to all other work activities. The essence of this document also applies to all vehicle users using a vehicle provided by the Society. Many of these also apply to vehicle users using their own vehicle for such activities as attending meetings, travel to and from project sites and many other scenarios.

Serious or fatal consequences can be caused to members of the public, the employee or Buckingham Canal Society due to human error or misuse of a Buckingham Canal Society vehicle. In so far as its own vehicles and drivers are concerned, it is Buckingham Canal Society's intention to actively manage and control the risk (occupational road risk or ORR) which arises from this use of vehicles. Further details of the context of ORR can be found at <https://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/introduction-to-morr.pdf>

In the context of all vehicles used on roads and other places, the results of improper or careless vehicle use include increased costs and inefficiency, imprisonment or serious or fatal injury. By carefully managing the vehicles and the users of them, it is possible to increase safety, avoid injury or fatality, and increase efficiency. Buckingham Canal Society therefore places heavy emphasis on the proactive and constructive management of its vehicles, the employees who use them and its management of ORR.

The intention of this document is to supply the basic rules and guidance for the use of vehicles being used on Buckingham Canal Society's business. This forms an important part of Buckingham Canal Society's management of ORR.

It is essential that all authorised drivers familiarize themselves with the contents of this document, as there may be financial penalties arising if certain requirements are ignored. Buckingham Canal Society may not accept liability for any expenditure as a result of failure on the part of any driver to comply with these documented requirements in relation to driving, operating or maintaining a society vehicle or using their own or other vehicle for society purposes.

Employees who drive whilst acting for Buckingham Canal Society are required to co-operate fully with the management of ORR. In return, the employee, Buckingham Canal Society and the public at large can only benefit from the successful management of this important part of our business.

Buckingham Canal Society reserves the right to withdraw a vehicle or the permission to use a vehicle at any time, particularly in the event of the employee failing to comply with any of the terms and conditions of its use.

Useful contact phone numbers

The BCS website has the contacts page for details of trustees and others to contact: <http://www.buckinghamcanal.org.uk/contact/>

Authorised drivers

Group scheme

Buckingham Canal Society (BCS) uses a group scheme administered by the Inland Waterways Association (IWA) and also used by the Waterways Recovery Group (WRG). This enable economy of scale and other benefits. The scheme as any other has a number of criteria.

Authorised Drivers

When driving privately owned vehicles not owned, hired or loaned to the Society, such drivers are covered by their own insurance and must ensure that the cover provided is fit for the purposes being used.

For all other vehicles owned, hired or loaned to the society, the WRG Driver Authorisation criteria will be used. Further details can be found here:

https://www.waterways.org.uk/wrg/resources/driver_authorisation/information

Cars

To drive a car, the driver must be at least 21 years of age and with a full license held for a minimum of two years. Any person authorised by who has held a current driving license for two years and is over 21 years of age may drive a car. When driving own vehicles, this may vary under the terms of the drivers own insurance.

Minibuses and vans

To drive a minibus or van, the driver must be at least 25 years of age with a full license held for a minimum of two years. Driving licenses must show vehicle category "D1" (minibus of between 9- 16 passenger seats).

Points on license

The basic criteria is for drivers to have a clean license. It is possible to hold a permit with points but this is evaluated on an individual basis and is entirely at the discretion of the WRG board within the terms of reference paid down by the insurers.

The WRG Board may, in exceptional circumstances, authorise slightly different criteria for drivers of cars and/or minibuses/vans. Any such request must be accompanied by a written brief explaining why the request is being made, and this will be forwarded to our insurers for their comments/agreement. However, holders of provisional licenses will not be authorised to drive vehicles.

Driver Registration

- All drivers of all society vehicles are to complete a WRG Driver Authorisation form.
- The form is to be submitted with a copy of their driving license via the Society Trustees to IWA for WRG Board approval – trustees should satisfy themselves that the individual is suitable for driving their vehicle(s) and that the vehicle user has the relevant skills.
- The users of such vehicles will need to be processed through the Driver Authorisation scheme by an instructor holding the relevant category for the purposes of assessment. The assessment needs to be undertaken before the driver can drive the vehicle under the group scheme... These forms will be subject to annual review and renewal.
- Should an individual driver's circumstances change following registration (penalty points on license, health etc.), then drivers are required to submit their permit to IWA for review with a new Driver Declaration and another copy of their driving license and the relevant DLVC access code for license validation checks.
- The WRG permit shall be carried at all times when driving a society vehicle. No exceptions.

Change of authorised user

When a vehicle is passed from one driver to another, regardless of duration, a vehicle transfer inspection will be carried out. The recipient of the inspected vehicle will receive a detailed hand-over and will be required to sign a log book entry satisfaction form to that effect.

If vehicles are transferred without the appropriate authority from, the Society will not be able to provide correct information to the Police, DVLA or other authority that may need to know driver details.

Health and safety

(Driving at work) Policy

The policy statement issued by Buckingham Canal Society underlines the absolute commitment to create and maintain a safe working environment. When adhered to it will, so far as is reasonably practicable, help to safeguard the interests of Buckingham Canal Society and the health and safety of its employees who drive in the course of their employment.

There is a legal duty for employees to follow the guidance, taking reasonable care for themselves and for the safety of others whilst at work and this includes driving during the course of their employment.

Driving fatigue and tiredness

Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular breaks before fatigue sets in. It is recommended that you do not drive for more than two hours without taking a break of at least 20 minutes duration. Drivers should not exceed 300 miles per working day and if they need to break the journey should arrange overnight accommodation at an appropriate medium price hotel.

Fitness and health

You must inform Buckingham Canal Society of any health conditions that may affect your ability to drive safely. Buckingham Canal Society rules preclude unsuitable persons from driving.

Driving whilst under the influence of drugs or alcohol is strictly prohibited and subject to disciplinary action, including possible termination of employment. Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking.

Ensure your eyesight is tested at least every two years if you already have defective eyesight. If glasses or other corrective devices are necessary for driving, these must be worn. Buckingham Canal Society will reimburse the cost of an annual eye test in accordance with Buckingham Canal Society policy.

Driving position

Ensure the vehicle seat height, lumbar and head restraint, etc., are correctly adjusted, along with the steering wheel and mirrors so that you are in a comfortable position whilst driving. You should be able to touch the top of the steering wheel with your wrist

without stretching your arm unduly. Posture is important in avoiding injuries such as back and neck strains.

Take particular care when handling or lifting goods into the vehicle as this involves bending and stretching. Get help if the load is too heavy to move on your own.

General guidelines

- No vehicle is to be driven in an illegal or unroadworthy condition. If a vehicle becomes unroadworthy it must be taken off the road IMMEDIATELY. A trustee must be notified and given the opportunity to rectify the faults reported as soon as possible.
- In adverse weather conditions, such as fog or icy roads, it is recommended that you either delay your journey or make alternative travel arrangements.
- Safety belts must be worn in both front and rear seats and it is the driver's responsibility (and your own if you are a passenger) to ensure they are used at all times.
- You should be fully conversant with the Highway Code.
- Attention must be paid regularly, preferably weekly, to check oil, lights, tyre condition and tyre pressures, steering, brakes, windscreen washers and wipers, and the condition of the vehicle generally.
- If any damage is caused to a Buckingham Canal Society-provided vehicle due to neglect, Buckingham Canal Society reserves the right to take disciplinary action against the vehicle user.
- You must be conversant with 'hours of darkness' regulations requiring the vehicle to be lit by front and rear lights. In conditions of poor visibility such as fog, heavy rain, snow and smoke you are required by law to drive with dipped headlights, not sidelights. If in doubt, drive on dipped headlights. All lights must be kept clean and in full working order at all times.
- Neither you nor anyone driving Buckingham Canal Society vehicle is permitted to give lifts to strangers.
 - Think about your safety and that of other members and the vehicle.
 - Insurance does not cover for the conveyance of public.
 - Specific procedures must be followed when using passenger carrying vans for the conveyance of volunteer groups including the use of signing in record sheets etc.
- Stow loose luggage and/or goods in the boot or cargo section or on the floor at the back of the vehicle. In the event of a collision, unsecured items can cause injury if projected forward.
- No child seat must be fitted with its back facing an airbag.

Theft and vandalism guidance

- The ignition key must always be removed and the vehicle locked according to the manufacturers recommendations whenever and wherever the vehicle is left unattended.
- Check that the doors, windows, sunroof, bonnet, boot lid and petrol cap are securely locked when the vehicle is left unattended.
- Wherever possible, park in well-lit areas. If in a public car park, always take the ticket with you, unless it is 'pay and display'.
- Never leave valuable items inside the cabin of the vehicle. Lock them in the boot or preferably, take items out of the vehicle completely.

Driving safety and security

Drive within legal speed limits and follow Highway Code guidance at all times. Remember, you are representing Buckingham Canal Society whilst driving at work. Show consideration and avoid the temptation to respond aggressively towards discourteous road users, so as to minimise possible 'road rage'.

Do not eat or drink whilst driving. Stop to make phone calls and use 'voicemail' or 'divert' to avoid the use of mobile telephones, as use with hands-free devices still increases risk. WRG authorised drivers are not allowed to use mobile phones when travelling even in hands free modes. Avoid other distractions such as loud music.

Smoking in society vehicles is prohibited and illegal as they are deemed workplaces.

Park in well-lit roads or preferably manned car parks and, if possible, park in an open area near the entrance. Do not 'hang about' once out of the vehicle. Whenever practical to do so reverse park and position the vehicle so as to allow the open door to protect you from potential attack. When returning always have the keys easily available, preferably in your hand, ready for use.

Refresher training

BCS vehicle users who drive for society purposes will be required to complete regular assessment from time to time in order to retain their Permit to Drive. You will be given adequate notice of this and will be expected to complete these within the timescale stipulated.

Emergencies

If you break down, use hazard lights. Contact a Trustee for guidance and after calling the breakdown services (if applicable) remember to take the vehicle keys with you and stand behind motorway crash barriers or on the nearside verge of other roads whilst waiting for their arrival. Do not sit in the vehicle. Only get back into the vehicle if you feel at risk from attack, then return via the passenger side and keep the doors locked.

Summary checklist for your benefit

Your journey

- Consider if it is necessary and safe.
- Allow sufficient time for traffic delays, breaks and re-routing, etc.
- Choose the safest route, taking into account the weather conditions, etc.
- Prepare emergency arrangements for an unplanned overnight stay should there be adverse conditions.
- Ensure you have sufficient fuel for the journey to avoid the possibility of breakdown or stopping in unsafe areas.

Yourself and the vehicle

- Avoid heavy drinking the night before your journey. **You are expected to have a ZERO blood alcohol before driving**
- Ensure you are not fatigued or under stress immediately before your journey.
- Seek medical advice if in doubt whilst taking prescribed medicines.
- Remember to wear clean spectacles or contact lenses if you need them for driving.
- Top up screen wash and check lights, coolant levels and tyre pressures etc.
- Familiarise yourself with the vehicle and its controls before your journey.
- Make driver comfort adjustments before the journey.
- Ensure goods are secure and locked away before setting off.
- Carry a torch, cloth, ice scraper, de-icer spray, coins, and maps etc.
- Have your route pre-planned and any notes you need clearly positioned within your sightline on a proper holder. Never attempt to consult a road atlas or map whilst driving.
- Check for traffic hold ups by listening to radio traffic reports or mobile phone services when stopped to do so.
- Be familiar with Buckingham Canal Society accident/breakdown procedure which is kept in the vehicle and contact numbers.
- Switch mobile telephones to off in a high risk or urban environment. Mobile phones may only be used when driving in an emergency.

The law and your vehicle

It is your responsibility to comply with all laws relating to your Buckingham Canal Society vehicle.

Seatbelts

Seat belts must be worn at all times in both the front and rear of the vehicle. They must be maintained in proper working order.

Tyres

Although the UK law stipulates that tyre tread must be at least 1.6mm across the central width throughout the entire circumference with the remaining tread pattern still visible, **BCS requires tyres to be changed when tread depth reaches 2.0mm**. Tyre pressure must be maintained to the correct pressure (see vehicle handbook for details) and checked weekly.

Lights

Drivers must ensure that all lights are clean and in working order. This includes rear fog lamps, hazard warning lamps, number plate lights, indicator lights, brake lights, front and rear lights. It is also the driver's responsibility to ensure that headlights are adjusted properly. Even in daylight hours the lights must be in full working order. Only use rear fog lamps in foggy conditions.

Windscreen

If there are any cracks or significant chips in the windscreen please contact a trustee, who will be able to confirm if a replacement is needed.

Horn and speedometer

The law requires that all cars have a functional horn and speedometer at all times.

Production of documents

If requested, the driver must produce one/some of the following documentation at a driver nominated police station within five days:

- Insurance certificate
- V5 registration document - copy available from or via []
- MOT certificate – available from or via []

You must have your driving license in your possession when driving. All other documents will be produced at Rickmansworth Police Station as they are held at IWA head office in Chesham.

Prosecution

While Buckingham Canal Society's insurers may provide legal advice or representation, in this circumstance the employee will be responsible for meeting the cost of any fine or other penalty the court may impose.

Where the insurance Buckingham Canal Society provides legal assistance, it is imperative that their solicitors have the maximum time in which to prepare for the hearing. Therefore, any notice of intended prosecution, summons or communications relating to an accident or motoring offence of any kind must be forwarded immediately to a trustee who will advise on the action to be taken.

Should you lose your driving license as a result of successful Police prosecution, Buckingham Canal Society has the right to withdraw the facility of Buckingham Canal Society vehicle for the length of the disqualification.

Buckingham Canal Society accepts no liability for fines incurred following offences involving your Buckingham Canal Society vehicle and the responsibility for such offences, e.g., speeding, careless driving, drinking and driving, etc., is firmly placed with the driver.

It is an offence to drive a vehicle on a public highway without a valid driving license. Buckingham Canal Society places upon YOU the responsibility to notify a trustee of any endorsement or disqualification imposed. Under no circumstances may a vehicle be driven after you have been disqualified or deemed to be unfit to do so by a doctor. You must also notify a trustee of any endorsement or disqualification imposed on any other person approved to drive your Buckingham Canal Society vehicle.

Drugs, Drinking and Driving

It is a very serious matter to be convicted of a driving offence, e.g., driving while under the influence of drugs or alcohol. In the event of a conviction, your status in relation to the use of a Buckingham Canal Society vehicle will be re-assessed.

Parking fines

Should you at any time incur a fixed penalty parking fine, you must settle this yourself within the time specified. **THIS IS NOT RECLAIMABLE FROM BUCKINGHAM CANAL SOCIETY.** If you do not settle a fine, it will be redirected to a trustee, who will pay the fine direct and recover the cost, plus an administration fee, from the registered driver of the vehicle.

Persistent non-payment of parking fines is a serious offence and will lead to disciplinary action. If you have a dispute regarding a fine, please ensure that a trustee is made aware of all details.

Cameras

Now that cameras capture many offences, it is important that you record who is driving your vehicle at all times. You will be held liable for any offence that takes place in vehicle signed out to you if you are unable to evidence who was driving at the time of the offence.

Mobile phones

It is an offence for the driver to use a mobile phone whilst a vehicle is being driven or is in a stationary position in traffic, unless it is being used with a hands-free kit. Even with a legal hands free kit BCS and WRG still believes the use of a mobile phone increases risk dramatically and employees are expected to use sensible judgement to restrict calls on the move to situations where there is little or no risk.

A hands-free kit is defined as a kit that enables a call to be made or received without the need to hold the handset.

Any member of the Society who makes a call to a driver's mobile phone must ask the driver to safely stop and call them back. It is possible for the caller, the driver and Buckingham Canal Society to be prosecuted in the event of an incident that happens when a driver is using a mobile.

Mobile Phone Law Fact File

- Since 1st December 2003, it has been an offence to use a hand-held phone when driving.

- The penalty is a fixed penalty or up to £1000 on conviction (£2500 for drivers of goods vehicles, buses or coaches).
- Drivers still risk prosecution, for failure to have proper control, if they use hands-free phones when driving.
- A hand-held device is something that 'is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function'.
- Provided that a phone can be operated without holding it, then hands-free equipment is not prohibited by the new legislation.
- Pushing buttons on a phone while it is in a cradle or on the steering wheel or handlebars of a motorbike, for example, is not covered by the new offence, provided the phone is not held. However, drivers still face prosecution for failing to have proper control of a vehicle if the hands-free phone is deemed to be a distraction.
- If there is an incident, the use of any phone or similar device might justify charges of careless or dangerous driving.

(Source: Department for Transport)

Checklist to avoid possible prosecution

You are breaking the law if you drive a vehicle that has:

- defective seat belts
- defective exhaust
- defective brakes
- defective steering
- defective tyres (minimum tread depth = 1.6mm)
- defective speedometer
- defective lights, including indicators, brakes lights etc.
- defective horn
- windscreen that is not completely transparent
- damaged bodywork that could be dangerous to others
- no insurance
- no vehicle excise duty
- no number plates, or number plates which are not visible
- no current MOT, if applicable

You, as driver, can be prosecuted in all the above instances, even if the defect is due to bad workmanship by a garage. If you suspect a fault in any of the listed items, make sure a trustee is informed immediately.

Remember - if you lose your license, you may also lose your job.

Use of a Buckingham Canal Society vehicle

Whenever you use a vehicle you will be notified of a vehicle hand-over time and date for initial vehicle familiarisation and a check to ensure that the Driver Handbook has been read and understood.

Permitted use

The vehicle is to be used only for legitimate purposes of the society. This excludes competitions, rallies, trials, pace making, speed testing and the carriage of passengers for hire or reward. Goods must not be carried if the vehicle is unsuitable and overloading or overworking must be avoided.

Towing

A tow bar may be fitted to Buckingham Canal Society vehicles. It may only be used by drivers who have the additional WRG category on their permit. No exceptions. Tachograph legislation and additional DVLC driver cards are required for towing using vans or minibuses.

Any caravan/trailer will be insured for third party cover only whilst the caravan/trailer is attached to Buckingham Canal Society vehicle and not at all when it is detached from the vehicle. Therefore you should ensure that you have your own insurance in place.

The maximum weight of the caravan/trailer must not exceed the kerb weight of Buckingham Canal Society vehicle. Please ensure that you are fully familiar with the Highway Code regulations on towing.

Fuel reimbursement

Fuel reimbursement is dependent upon individual terms of employment. Please consult a trustee for guidance.

Condition/cleaning of vehicle

Buckingham Canal Society vehicles represents a substantial investment for the Society. You have the responsibility to drive the vehicle safely and to comply with all vehicle-operating requirements as stated in law, this policy and the manufacturer's handbook.

You are expected to keep the vehicle in a clean and tidy condition at all times. Kept in good order, the vehicle will reflect a good image of both you and Buckingham Canal Society. If you allow the vehicle condition to deteriorate through neglect it could be dangerous and cause serious injury. No animals are to be carried in the vehicle without a trustees consent and relevant measures must be taken to keep pets in the rear or luggage area and a suitable floor covering provided to protect the carpet.

Smoking is not permitted in Buckingham Canal Society provided vehicles at any time.

You will have acknowledged that the vehicle was received by you in a clean, tidy and roadworthy condition and will have agreed to return the vehicle in the same condition, fair wear and tear excepted. Any costs incurred by Buckingham Canal Society to return the vehicle to this condition will be charged to you. The comprehensive vehicle inspection report will be used to calculate any charges.

Vehicle inspections

Random inspections of all vehicles used on Buckingham Canal Society business may be carried out from time to time without prior notice.

Care and maintenance

Care and maintenance of the vehicle is your responsibility. Please ensure that you note the following:

Routine checks

The checks set out in the vehicle handbook are essential. It is your responsibility to check:

- engine oil
- brake fluid
- battery levels
- windscreen washers
- radiator level
- tyre pressures and tread condition
- lights, including indicators

Miscellaneous

Windscreen/glass replacement

In the case of Buckingham Canal Society owned vehicles, drivers should contact a trustee for advice on repair or replacement.

Irrespective of the source of the vehicle it is illegal to have a crack in the windscreen within the driver's sightline and these should be repaired at the earliest opportunity.

Breakdown assistance

In the case of short term demonstrators or Buckingham Canal Society-supplied vehicles, please refer either to the documentation that came with the vehicle when it was delivered.

Vehicle hire

Hiring a replacement vehicle should be kept to a minimum. Whenever a Society's vehicle is off the road for repairs the work should be done whilst you are working from home or office if possible.

If a hire vehicle is required contact a trustee who will arrange a hire vehicle for you.

When you receive the hire vehicle, check its condition and ensure any damage is recorded. You should also check that the fuel level stated on the Rental Agreement matches the actual level. If possible, sign a collection note confirming the condition.

Should you need to extend the hire or return the vehicle before the stated hire period, inform a trustee immediately? There is a charge for an abortive collection if the vehicle is not released at the time agreed.

When you no longer require the hire vehicle, you are responsible for contacting to arrange to terminate the hire. The hire vehicle should be returned in the condition in which it was collected and with the same amount of fuel as supplied on delivery. Always obtain a signed collection note confirming the condition.

The vehicle is your responsibility for up to six working hours after termination if the supplier has not collected the vehicle from you. This means you are liable for any parking fines / damage incurred during this time.

Any accident in a hire vehicle must be reported to a trustee.

IMPORTANT: You should ensure that you have refueled any hire vehicle prior to return, as hire companies charge approximately double pump prices for any fuel required.

YOU SHOULD NEVER HIRE A VEHICLE WITHOUT THE AUTHORITY OF A TRUSTEE.

Accident procedure

In the event of an accident, theft or incident, you must inform a trustee. You should then request and complete an insurance claim form.

Please note that any damage found on your vehicle should be reported to a trustee regardless of how the damage was caused.

To assist your wellbeing and, at the same time, help your understanding of the various processes, please find below some helpful information.

Reporting accidents to the Police

Only report an accident to the Police if:

- there is an injury to a person or animal (i.e., dog or larger).
- the third party refuses to give name and address details or fails to stop after the accident (however slight). This includes damage caused to the vehicle whilst parked.
- you are unable to give your name and address to a third party at the scene of the accident.
- the incident is theft or attempted theft of the vehicle or any of its accessories.

What to do in the event of an accident:

- Stop and switch off your engine to avoid fire and switch on your hazard warning lights.
- Your first priority must be the safety and care of any persons involved. Call an ambulance in case of injury or the fire brigade if there is danger of fire or where someone is trapped.
- Do not discuss what happened.
- DO NOT ADMIT LIABILITY, APOLOGISE OR OFFER ANY PAYMENT even if you consider the accident was your fault. To do so could invalidate Buckingham Canal Society's insurance claim. Even a simple apology can be misconstrued at a later stage of the proceedings.
- Conversely, do not accept any offer to pay for any damage to your vehicle.

Write down:

- Names, addresses and telephone numbers of any witnesses.
- The date and time of accident.
- The registration number of any vehicle whose occupants may have seen the accident.
- Name, number and station of any attending police officers.

Obtain and write down third party(s):

- Name (if not owner, relevant particulars of owner).
- Address in full and telephone number if applicable.
- Owner of vehicle(s) and addresses.
- Insurance details, including policy numbers.
- Make, model, colour and registration of vehicle.
- Details of all damage.
- The number of people in the vehicle.

REMEMBER you do not have to make a statement to the police, and it is better not to as you may be in a state of shock and could incriminate yourself. If you decide to make a statement write it down yourself and keep a copy.

Repair procedure

If your vehicle is damaged you should arrange for estimates with a trustee and forward these to a trustee who will liaise with the insurers and recover any uninsured losses. Please do not make any arrangements with a repairer direct.

Correspondence

All correspondence concerning the accident should be sent to a trustee as soon as possible. Do not reply to any third party letter

direct.

Theft/attempted theft

As soon as a theft or attempted theft is discovered the Police should be informed immediately. A trustee should then be contacted and they will complete a claim form over the phone if applicable.

Insurance

Cover

The vehicle is insured for business use and for social, domestic and pleasure purposes by only those drivers that have completed Buckingham Canal Society's approved driver process.

Exclusions

Rallying, hiring for gain, carrying passengers for reward, racing, reliability trials or speed testing.

Security

The vehicle must be locked, windows closed and all keys removed whilst left unattended. Movable valuables, owned by Buckingham Canal Society or driver, should be removed from the vehicle or locked in the boot out of sight when the vehicle is left unattended. Where it is possible the vehicle should be garaged overnight, or at least parked in a safe, secure area and the wheel clamp applied.

Personal injury

In the event of an injury to you or your passengers following a motor accident you are covered for emergency medical costs if charged by the NHS. These costs can be recovered from the insurance, therefore please contact a trustee with any receipts.

If the accident is the fault of a third party, claims for personal injury may be possible. Contact a trustee in the first instance to discuss this.

Personal effects

These are not insured under Buckingham Canal Society Policy. You should arrange separate insurance, if so desired, for personal belongings.

Insurance certificates

Certificates are issued to all vehicles annually. In the event of a copy being required contact a trustee.

Disclosure of material facts

It is a condition of Buckingham Canal Society's motor policy that vehicles are not driven by any person who:

- suffers from any disease or infirmity that impairs the ability to drive.
- has been refused motor vehicle insurance cover.
- has, during the last 5 years, been convicted of any of the following motoring offences:
 - causing death by dangerous driving.
 - dangerous driving (by any terminology).
 - failing to stop after an accident.
 - any offence which resulted in suspension from driving.
 - driving under the influence of drink or drugs.
 - has any driving conviction not disclosed to Buckingham Canal Society.

Failure to disclose any pertinent facts could invalidate the insurance.

It is imperative that you inform a trustee of ANY motoring conviction (other than parking) as soon as possible.

It is better to disclose too much than too little. In the majority of instances, it will not be the conviction that nullifies the insurance, but the non-disclosure of any such conviction.

Failure to notify the DVLA of any impediment that may affect driving ability is an endorsable offence incurring up to six penalty points.

Your attention is drawn to your 'Approval to Drive Vehicle on Buckingham Canal Society Business' form which includes a signed

declaration. Buckingham Canal Society will only allow individuals to drive Buckingham Canal Society vehicles on Buckingham Canal Society business when the necessary forms have been completed, submitted, assessed and a decision given in writing. Buckingham Canal Society policy is absolute regarding approval to drive.

Road fund license / MOT

BCS treasurer will tax the vehicle prior to the due date and a copy of the receipt will be held in the vehicle.

A copy of the MOT will also be held in the vehicle.

It is your responsibility to ensure that the vehicle has a current MOT where applicable.

Foreign travel

BCS vehicles are not intended for foreign travel.

Provision of vehicles

Buckingham Canal Society will agree the specification for all vehicle requirements. It may not be possible to supply you with your optimum specification vehicle, particularly in the case of manufacturer demonstrators.

You will be advised that an order has been placed. In addition, you will be kept informed of progress. A convenient delivery date and location will be agreed.

On delivery, you will be given instructions on all aspects of the vehicle. On completion, and subject to your being satisfied with the familiarisation process, you will be required to sign your acceptance.

Notes