



Transport and Vehicle Policy

This policy is in relation to all vehicles used for and on behalf of EIJ2024. It applies to all drivers regardless of whether the vehicle is owned / hired by the driver or by EIJ2024. It will apply during all stages of the event from build through to take down. A copy of this policy will be kept within the relevant policy document on Box, circulated to all directorates and within all vehicles hired / owned by the EIJ2024. All persons wishing to drive on the site will be required to sign to say they have read the policy and will adhere to it. The policy in relation to caravans / motor homes sits alongside this document.

EIJ2024 will be using a variety of different vehicles throughout the event and the majority of them will be hired.

Authority to drive EIJ vehicles

All persons wishing to drive EIJ vehicles must be a full UK licence holder regardless of the type of vehicle they are using. Drivers will only be authorised to drive vehicles for which their driving licence allows. They will have to submit prior to the event a copy of their photo card driving licence (front and back) and supply the code from the DVLA website. This allows employers / vehicle hire companies the ability to check for penalty points / driving bans. Guidance on how they obtain this code is on the DVLA website. The copy of the licence and code will be kept by the Transport Managers on behalf of the Facilities and Safety Directors. Each person who has submitted these documents will be supplied at the event with an EIJ driving permit, they must be in possession of this permit at all times when driving an EIJ vehicle. Not all vehicles / drivers will be permitted to be used on public roads. Only drivers that have had their details passed to the hire company will be permitted. Those that this applies to will be informed by the transport managers.

EIJ Vehicles

As mentioned above there will be various types of vehicles used by EIJ 2016. Vehicles will only be driven by suitably trained and competent drivers such as tractors / tele handlers. All vehicles will be supplied with a vehicle log book. This book will contain a copy of this document for reference and a section for each driver to complete when using the vehicle comprising of date / time / permit number / signature. All drivers will be required to complete the log book when using the vehicle. The log book will be spot checked by the Transport Managers throughout the event to ensure compliance. It is hoped all vehicles will be supplied with a yellow roof beacon which is to be used at all times the vehicles is used on the site. There is no requirement to use the Hazard lights. Vehicles should be used in accordance with what they are designed and should carry no more passengers than what the vehicle is designed for. At no times are

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ignition keys to be left in an unattended vehicle. All vehicles when unattended must be locked. All users should ensure they have read the relevant manuals and operating instructions in connection with the vehicle they are using.

Use of Banksmen

Not all vehicles will require the use of a banksman (third party assisting the driver when reversing). It is advised though when reversing a large vehicle that the driver does employ a banksman. This is a matter for the driver who must make a dynamic risk assessment. The driver could be held responsible for any damage caused to the vehicle or structure if it is deemed that they should have used a banksman in the circumstances. A banksman will be used in all cases when the vehicle is towing a trailer.

Driving around the Site

All drivers including contractors will adhere to the following;

- 10mph speed limit on the site.
- Obey the one way system imposed on the site. (Map attached)
- Obey all directions of EIJ traffic stewards / EIJ Security staff
- Ensure vehicles are locked and secure when unattended.
- Not to drive vehicles whilst under the influence of alcohol.
- No carrying of passengers in trailers

Site Roadways

There will be roadways laid out on the site. In some areas there will be trackway. A one way system will be in place. This is for the safety of all using the site. The one way system will be clearly sign posted and must be adhered to at all times unless directed by a member of the EIJ Security Team.

Failure to adhere to this policy

Drivers must at all times drive with due care and attention, in accordance with the highway code and this policy. If it is deemed that a driver has failed to follow this policy or driven in such a manner that is considered dangerous, then at the discretion of both the Facilities and Safety Directors, the relevant person's driving permit can be withdrawn.

Exemptions

The only exemptions to this policy will be apply to drivers who are using a vehicle in response to an emergency. i.e Vehicles used in response to a fire incident. This will be the subject to a dynamic risk assessment by both the driver and the incident manager. Prior to the event the Safety Director will identify which staff have been trained to drive in such a manner by the emergency services. Also exemptions will apply to the emergency services who attend the event in response to an emergency.