

INFORMATION LEAFLET FOR EVERYONE DRIVING VEHICLES AT A REALITY EVENT



Please read carefully and retain for information

- 1. At all times drivers must:**
 - exercise due care and attention, taking account of road and traffic conditions
 - adhere to national speed limits (see note below)
 - ensure there is adequate control of children with the vehicle.
- 2. Drivers must transport only those for whom they are authorised.**
- 3. It is inappropriate to transport unaccompanied children.**
- 4. Seat belts must be worn at all times by everyone in the vehicle, including when driving around sites and private roads.**
- 5. Children and young people should not be transported in the front seats of cars or minibuses unless in the cases of extreme emergencies. It is best practice for at least one team member per 7 children or young people to be seated in the back of a minibus.**
- 6. Drivers must endeavour to make sure that in the course of a journey, passengers do not alight from any vehicle in a location where it is difficult to adequately and safely supervise the children or young people.**

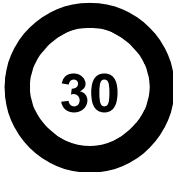
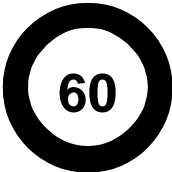

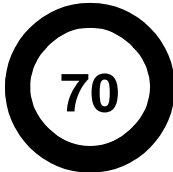




Car Drivers must ensure that all conditions of the car owner's insurance are strictly adhered to, for example, the number of passengers must **NOT** exceed the stated capacity of the vehicle.

If a driver gives permission for another person to drive his/her vehicle, the other driver should be warned in advance that they would be required to pay the insurance excess amount on any claims made as a result of an accident.

Drivers may be entitled to claim a refund of petrol expenses for authorised use. Where possible, receipts should be produced. It is the driver's responsibility to ensure that such reimbursement does not infringe the terms of their insurance policy.

Minibus Drivers – it is a legal requirement that the **minibus log sheets** should be completed for each journey undertaken. Copies of these logs should always be kept in the minibus. If there are no logs in the minibus please inform the Team Leader immediately. Please ensure the event reference and vehicle registration number are entered on the form in the appropriate places.

The **Small Bus Permit** should always be displayed on the windscreen. Please inform the Team Leader if this is missing.

Speed Limits	Built-up areas	Single carriageways	Dual carriageways	Motorways
Cars				
Minibuses				

The Highway Code provides guidelines regarding speed limits and other matters. It is recommended that you read a copy of the Highway Code, especially if it is some years since you have done so.

**Please return completed form to: Reality, Dean House, 65 Kirkintilloch Road, Lenzie, Glasgow G66 4LD.
Telephone/Fax 0141 777 7656.**

VEHICLE ACCIDENT PROCEDURE

