

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 4.4
Subject: Transportation of Members
To: Youth Leaders, RYLOs, Section YLOs
From: Director of Administration
Direct Line No.: 01203 856701

Generally speaking the use of motor vehicles for the transportation of members is a private matter between members and is outside the auspices of the Club.

There are certain circumstances however, and in particular when youth are being carried, that require rules to be followed to ensure that the Club exercises a responsibility of care.

YOUTH MEMBERS UNDER 18 MUST HAVE WRITTEN PERMISSION FROM A PARENT OR GUARDIAN BEFORE THEY CAN BE CARRIED AS PASSENGERS ON ANY JOURNEY AND IN ANY VEHICLE, UNDER THE AUSPICES OF THE CLUB, AND AN 'APPLICATION TO OPERATE TRANSPORT FORM MUST BE COMPLETED AND APPROVED.

Club units cannot own vehicles in the name of the Club, the unit, or through a nominee. All vehicles must be privately owned or hired and conform to the Road Traffic Act.

Drivers

Drivers' requirements for private and self-drive hire vehicles being operated under an 'Application to Operate Transport' are as follows:

1. Be aged 25 years and over.
2. Hold a full driving licence for more than 5 years.
3. Have experience of the type of vehicle to be driven.
4. Not have any outstanding motor insurance claims.
5. May have the following endorsements (see Appendix 1) providing that the driver has only one endorsement within a 12 month period and if two endorsements that each is more than 12 months apart.
6. Not have more than two endorsements that are current (as Appendix 1).
7. The applicant will fill out the appropriate form for application and must sign the application form.
They must provide a copy of their driving licence and insurance for the application to be considered.
This will be attached to the application form and kept on file. The insurance certificate must cover the vehicle being used.

To National Councillors

To Region Secretaries

To Section National Secretaries

To District Association Secretaries

cont'd....



Insurance

Insurance cover must be provided by the owner of the vehicle and must include third party cover for the intended use. The Club does not have any insurance to cover members travelling to or from any event. Under no circumstances should more people be carried than the number of seats provided and account must be taken of any equipment to be carried such that the vehicle is not overloaded or gangways blocked.

HIRED VEHICLES

Hired Vehicles - Self Drive

An 'Application to Operate Transport' form must be completed for the use of any hired vehicle. The full cost of the vehicle can be shared among the people being carried.

Hired Vehicles - with Driver

An 'Application to Operate Transport' form must be completed. All vehicles hired with a driver are classed as being for hire and reward and can therefore be paid for by other methods other than on a 'sharing of cost between those carried' basis.

PRIVATE VEHICLES

Private Vehicles up to and including 8 Seats Plus the Driver

All private vehicles must be equipped to comply with the Road Vehicles (Construction and Use) Regulations 1986 as amended.

All motor insurance policies allow the owner to 'car share' i.e. for passengers to share the fuel costs for a journey.

The journey should not be made for the sole benefit of the passengers, it must be a journey which the driver was going to make himself.

While the journey must not be advertised publicly in advance, notice within the Club unit giving details of the journey is acceptable.

For members over 18 the use of such vehicles and the carrying of passengers is a private matter between the members and does not involve the Club.

Private Vehicles - 9 Seats and up to and including 16 Seats Plus the Driver

These vehicles are classed as mini buses and as such require additional equipment such as fire extinguishers and first aid kits to comply with the Road Vehicle (Construction and Use) Regulations 1986. Otherwise they can be used in the same way as a smaller private vehicle but the insurance policy must cover the number of seats fitted. If the vehicle is to be taken abroad then the regulations for the countries to be visited must be checked.

Vehicles with 17 or more seats require a driver with a PSV licence and a tacograph fitted to the vehicle. It is unlikely that such vehicles would be privately owned and insured and vehicles of this capacity should be hired with a driver.

November 1998

LIST OF ENDORSEMENTS ACCEPTABLE FOR TRANSPORTATION OF MEMBERS

Code	Offence
CU20	Causing or likely to cause danger by reason of use of unsuitable vehicle or using a vehicle with parts or accessories (excluding brakes, steering or tyres) in a dangerous condition.
CU30	Using a vehicle with defective tyres
CU40	Using a vehicle with defective steering
CUSO	Causing or likely to cause danger by reason of load or passengers
CU60	Undefined failure to comply with construction and use regulations
MS10 20, 30, 40, SO,	Miscellaneous Offences
MS 60, 70, 80, 90.	• •
MW10	Contravention of special roads regulations (excluding speed limits)
PC10	Pedestrian Crossing offence
PC20	Pedestrian Crossing offence
PC30	Pedestrian Crossing offence
SP10	Speeding offence
SP20	Speeding offence
SP30	Speeding offence
SP40	Speeding offence
SP50	Speeding offence
SP60	Speeding offence
TS10	Fail to comply traffic light signals
TS20	Fail to comply with double white lines
TS30	Fail to comply with stop sign
TS40	Fail to comply with directions of constable/traffic warden
TS50	Fail to comply with a traffic sign
TS60	Fail to comply with school crossing patrol sign
TS70	Undefined Failure to comply with a traffic direction sign

APPLICATION TO OPERATE TRANSPORT FOR CLUB MEMBERS

Please complete in Capital Letters

APPLICANT/DRIVER (Name) Membership No .

ADDRESS .

..... Tel No ..

Age . How long have you held a FULL driving licence .

Do you hold a PSV Licence? Yes No

Are there any endorsements on your Driving Licence? Yes No

if yes please list them: Offence Code..... Date of conviction ..

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Do you have a motor insurance claim outstanding? Yes No

How long is your experience of driving the vehicle to be used, or similar class of vehicle? .

Name of Club unit under whose auspices the journey will be made:

Particulars of Journey: Depart Date Return Date ..

Departing from

Destination Purpose of Journey ..

Any intermediate stops (overnight). List on separate paper giving itinerary of journey.

Vehicle to be used: Make .. Model

Reg No .. Private Yes No

Self Drive Hired Yes No

Hired PSV Yes No

Number of seats in vehicle including driver ..

Name and address of Owner/Hire Company ..

Tel No ..

How many members will be transported in vehicle under the age of 18 years ..

If they include any Youth Members their parents' written permission must be obtained and a copy attached to this application.

How is the cost of the journey being funded? .

HAVE READ AND UNDERSTOOD THE CLUB'S GUIDELINES
ON THE TRANSPORTATION OF CLUB MEMBERS

Date Signature of applicant .

FOR PRIVATE AND SELF DRIVE HIRE VEHICLES A COPY OF THE DRIVERS LICENCE AND THE VEHICLE INSURANCE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION

THE **CAMPING** AND CARAVANNING CLUB



Transportation of Club Members

MR/MRS/MISS _____ MEMBERSHIP No _____

of (Club Unit) _____

Region _____

is hereby authorised to operate transport for _____ members in

vehicle, Reg No • _____

From (dates) .. _____ to _____ 19 ..

For the purpose of _____

In accordance with an application submitted by me.

Date _____ Regional Secretary _____

Regional Stamp

This authorisation MUST - - carried throughout the duration of the journey and It must be produced on request by any member of the National Council or • Region • Executive Officer.

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