



TRANSPORT & VEHICLES POLICY

Applies to: All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

1. Purpose of This Policy

This policy ensures the safe, controlled and efficient movement of vehicles during Chamboree.

It sets out:

- Who may drive vehicles
- How vehicles may be used
- Site safety expectations
- Responsibilities of drivers and teams

This policy applies to all phases of the event, including build, operation and takedown.

2. Scope

This policy applies to:

- All vehicles used for or on behalf of Chamboree
- All hired, owned, leased or event-provided vehicles
- Logistics, operations, programme and transport teams
- Contractor vehicles operating on site
- All authorised drivers.

This policy does not apply to transport services delivered by external providers (e.g. contracted coach services), which are managed through specific operational planning and relevant policies such as the Off-Site Activity Policy.

3. Authority to Drive

3.1 Driver Eligibility

To drive any Chamboree vehicle, individuals must:

- Be **aged 18 or over** (or 25+ where required by insurance)
- Hold a **full, valid UK driving licence** appropriate for the vehicle
- Complete all required driver registration checks
- Be listed on the approved driver register
- Be authorised by the Transport Manager or delegated authority.

3.2 Documentation Requirements

Drivers must:

- Provide a copy of their driving licence
- Provide a DVLA check code
- Provide relevant competency certification for specialist equipment where required

3.3 Driver Permits

Approved drivers will be issued a **Chamboree Driver Permit**, which must:

- Be carried when operating vehicles
- Be shown on request to authorised personnel.

4. Vehicle Use Rules

4.1 General Conduct

Drivers must:

- Adhere to a **maximum speed of 10 mph** unless otherwise indicated
- Follow all signage, traffic systems and steward instructions
- **Give priority to pedestrians at all times**
- Use vehicles for **essential operational purposes only**

- Minimise engine idling in line with the Environmental Sustainability & Waste Management Policy
- Park only in designated areas
- Ensure vehicles are locked and secured when not in use. **All vehicles must have appropriate insurance for use and drivers**
- **4.2 Passenger Safety**
- Passengers must use designated seating only
- No passengers in trailers or vehicle beds
- Seatbelts must be worn where fitted when on Public Highways

4.3 Vehicle Security

- Keys must never be left in unattended vehicles
- Vehicles must be locked when not in use.

4.4 Banksman (Vehicle Spotters)

A banksman must be used when:

- Reversing large vehicles
- Moving trailers
- Operating plant or machinery in built-up or pedestrian areas.

5. Fitness to Drive

Drivers must not operate any vehicle if they are:

- Under the influence of alcohol or drugs
- Affected by medication that impairs driving
- Fatigued, unwell, or otherwise unfit.

6. Vehicle Types Covered

This policy applies to:

- Cars and minibuses
- Vans and logistics vehicles
- Plant and machinery (e.g. tractors, telehandlers, UTVs)
- Golf buggies
- Specialist hired equipment

Use of specialist vehicles requires appropriate training and authorisation.

7. Vehicle Checks, Logs & Compliance

7.1 Vehicle Logbooks

This applies to minibuses, specialist hired equipment and materials handling equipment

Each vehicle must have a log record including:

- Driver name
- Permit number
- Date and time of use
- Mileage (where applicable)
- Any defects or damage.

7.2 Pre-Use Checks

Drivers must:

- Conduct basic safety checks before use
- Report defects immediately
- Not operate any unsafe vehicle

Authorised personnel may conduct spot checks or inspections at any time.

7.3 Trailer Safety and Security

Driver must:

- Ensure they are satisfied that a trailer is suitable for its use and road legal
- Ensure that their load is secured suitably for the journey being undertaken
- Ensure that they are experienced in towing the type of trailer they have been tasked with

If the driver is not satisfied that the above are met they should refuse to tow the trailer

8. On-Site Movement Controls

8.1 Movement Principles

Vehicle movements must be limited to essential operational activity only.

8.2 Speed Limits

- Maximum speed across site: **10 mph** unless signed otherwise

8.3 Traffic Systems

Drivers must follow all designated routes, including one-way systems, site maps, signage and staff instructions.

8.4 Restricted Areas

Vehicles may be prohibited from:

- Programme or activity zones
- Participant camping areas
- Pedestrian-only routes
- Emergency access routes

Only approved routes may be used.

8.5 Event Transport Services

Chamboree may operate authorised transport services, including minibuses or shuttle services, to support movement of staff, volunteers or participants to and from locations such as local stations, supermarkets or other approved destinations.

These services must:

- Be organised and authorised by the Transport Manager or Operations Team
- Be operated only by approved drivers in accordance with this policy
- Use suitable, insured and appropriately equipped vehicles
- Follow all passenger safety requirements (including seatbelts and capacity limits)
- Operate on defined routes, schedules or booking arrangements where required

Where participants are transported, Group Leaders retain responsibility for the supervision and welfare of their young people at all times.

All transport services must comply with safeguarding requirements and any additional event procedures.

9. Contractors & Third Parties

All contractor vehicles must:

- Be authorised prior to entry
- Follow site traffic and safety rules
- Be escorted where required
- Comply with all driver standards

Non-compliance may result in removal from site.

10. Non-Compliance

Failure to follow this policy may result in:

- Verbal or formal warning
- Removal of driving permit
- Restriction of vehicle access
- Removal from role or site for serious breaches

11. Exemptions

Exemptions apply only to:

- Emergency services
- Pre-authorised incident response teams
- Situations where dynamic risk assessment permits controlled deviation

12. Authority & Escalation

The Transport Manager is responsible for the planning and coordination of transport activity and reports to the Operations Lead. The Operations Lead has oversight of transport and vehicle movements as part of overall site operations. The Duty Manager holds operational authority for the site during their duty period and will escalate significant or strategic matters as required. This policy must be applied in line with the Event Governance & Roles Policy. Matters requiring wider decision-making or escalation must be referred through the established governance structure.

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