

Private Vehicle Use Policy *(Including Trailer Towing and the Transport of Centre Equipment)*

The Eyot Centre

August 2026

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Purpose

This policy sets out the responsibilities of volunteers, trustees and contractors who use their own vehicles on authorised Eyot Centre business, including transporting equipment and towing Centre-owned trailers. It should be read alongside the Centre's Expenses and Reimbursement Policy.

Scope

This policy applies whenever a private vehicle is used on authorised Centre business, including Duke of Edinburgh expeditions, youth activities, transporting equipment, purchasing goods, transporting boats, towing Centre trailers, and any other activity authorised by the trustees.

Driver Responsibilities

Individuals using their own vehicles remain responsible for ensuring they:

- hold the appropriate driving licence and are legally entitled to tow the trailer being used;
- are medically fit to drive;
- comply with all applicable road traffic legislation;
- maintain a roadworthy vehicle with a valid MOT (where required), vehicle tax and appropriate insurance;
- ensure their insurance policy permits the use of their vehicle for towing the Centre's trailer and provides appropriate cover for the trailer whilst it is being towed;
- ensure their vehicle is suitable for the intended journey and for towing the relevant trailer, including compliance with the vehicle manufacturer's towing limits and the trailer's Maximum Authorised Mass (MAM);
- ensure the trailer is correctly coupled, loaded and secured before commencing the journey; and
- ensure they are adequately rested before undertaking long journeys or towing activities.

Use of Private Vehicles

Private vehicles should only be used where necessary to support the charitable activities of the Centre. Mileage and authorised expenses will be reimbursed only in accordance with the Centre's Expenses and Reimbursement Policy. Travel undertaken primarily for personal recreation or club participation is not covered by this policy unless specifically authorised by the trustees.

Private vehicles should only be used where this represents the most practical or cost-effective means of undertaking the authorised activity.

Trailer Towing

Before towing a Centre trailer, drivers must ensure they are legally entitled to tow, that the towing vehicle is suitable for the trailer weight, the trailer is roadworthy, correctly coupled,

fitted with a functioning breakaway cable and lights, tyres are in good condition and correctly inflated, and the load is safely secured. Drivers must comply with all applicable speed limits and legal requirements relating to towing. Drivers should stop during longer journeys to check straps, lights and the security of the load.

Transporting Equipment

All equipment must be transported safely and securely. Loads must be appropriately restrained, must not exceed the manufacturer's limits and must not adversely affect the safe operation of the vehicle.

Insurance and Liability

The Eyot Centre maintains appropriate insurance arrangements for its operations. However, these policies do not provide cover for volunteers' or contractors' personal vehicles or for Centre-owned trailers whilst being towed.

Individuals using their own vehicles on behalf of the Centre remain responsible for ensuring that they:

- hold appropriate motor insurance for the intended use of their vehicle, including towing where applicable;
- ensure their insurance policy provides appropriate cover for towing a Centre-owned trailer;
- hold the appropriate driving licence and are legally entitled to tow the trailer being used; and
- comply with all applicable legal requirements relating to the use of their vehicle and any trailer being towed.

The Eyot Centre does not provide insurance or indemnity for private motor vehicles used on Centre business. Any loss of or damage to a volunteer's or contractor's vehicle remains the responsibility of the vehicle owner and their insurer.

Centre-owned trailers are not insured whilst in transit under the Centre's combined marine insurance policy. Any accident, loss or damage involving a Centre-owned trailer or other Centre equipment must be reported to the Treasurer as soon as reasonably practicable.

Where damage to a Centre-owned trailer or other Centre property occurs during an authorised Centre activity and is not the result of negligence, recklessness, wilful misconduct, or a breach of this policy or the law, the Board of Trustees may, at their absolute discretion, authorise payment from the charity's funds towards the reasonable cost of repair or replacement. This discretionary support is not an insurance policy, contractual entitlement or indemnity, and each case will be considered on its own merits.

Where damage or loss results from negligence, reckless behaviour, deliberate misconduct, driving whilst uninsured or otherwise acting outside the requirements of this policy or applicable law, the individual may be held personally responsible for any resulting loss or damage.

Accidents and Incidents

Following any accident or breakdown involving a private vehicle, Centre trailer or Centre equipment, individuals should ensure the safety of all persons, contact the emergency services where required, notify their motor insurer where appropriate, and inform the Treasurer as soon as reasonably practicable. No admission of liability should be made on behalf of the Centre.

Policy Compliance

Failure to comply with this policy may result in:

- withdrawal of authority to use private vehicles on behalf of the Centre;
- refusal of expense reimbursement;
- investigation under the Centre's disciplinary or volunteer procedures where appropriate.

Review

This policy will normally be reviewed every three years, following any significant incident involving a private vehicle or trailer or sooner if legislation, insurance arrangements or operational requirements change.

Appendix A - Pre-Journey Vehicle Safety Checklist

This checklist can be completed before any authorised journey undertaken on behalf of The Eyot Centre and must be completed by the driver and handed to the centre manager on return.

Driver

- ☐ I hold a valid driving licence for this vehicle/trailer combination.
- ☐ I am medically fit to drive.
- ☐ I am not under the influence of alcohol, drugs or medication that could impair my driving.
- ☐ I have sufficient rest to undertake the journey safely.

Vehicle

- ☐ Vehicle is roadworthy.
- ☐ Fuel level is sufficient.
- ☐ Tyres are correctly inflated and free from obvious damage.
- ☐ Lights are functioning.
- ☐ Windscreen and mirrors are clean.
- ☐ Oil and coolant levels are satisfactory.
- ☐ No warning lights are illuminated.

Insurance & Documentation

- ☐ Vehicle is taxed.
- ☐ MOT is valid (where required).
- ☐ My motor insurance permits this journey.
- ☐ Where towing, I have confirmed my insurer has no objection (where required).

Journey

- ☐ Journey has been authorised.
- ☐ Destination confirmed.
- ☐ Contact details available.
- ☐ Weather conditions considered.

Drivers Name _____ Signed _____ Date _____

Appendix B - Trailer Pre-Tow Inspection Checklist

Complete before every journey and returned to Centre Manager on return

Trailer

- ☐ Trailer appears roadworthy.
- ☐ Registration plate fitted.
- ☐ Coupling securely attached.
- ☐ Breakaway cable correctly fitted.
- ☐ Jockey wheel raised.
- ☐ Trailer locked into hitch.
- ☐ Spare wheel (where fitted)
- ☐ Wheel brace
- ☐ Trailer lock removed

Wheels & Tyres

- ☐ Tyres inflated.
- ☐ Tyres free from damage.
- ☐ Wheel nuts appear secure.

Lights

- ☐ Brake lights working.
- ☐ Indicators working.
- ☐ Rear lights working.
- ☐ Number plate illuminated.

Load

- ☐ Boats correctly positioned.
- ☐ Straps tight.
- ☐ Loose equipment secured.
- ☐ Weight evenly distributed.
- ☐ Load does not exceed trailer capacity.

Drivers Name _____ Signed _____ Date _____

Appendix C - Accident and Breakdown Procedure

If involved in an accident whilst undertaking Centre business:

1. Make people safe

- Stop safely.
- Switch on hazard lights.
- Assess injuries.
- Call 999 if required.

2. Protect the scene

Where safe:

- Move to a safe location.
- Use warning triangle if appropriate.
- Prevent further danger.

3. Notify

Inform:

- Police (where required)
- Your motor insurer
- The Centre Treasurer via email treasurer@eyotcentre.co.uk and complete the serious incident record form
- Breakdown provider

4. Record information

Obtain:

- Names
- Addresses
- Telephone numbers
- Vehicle registrations
- Insurance details
- Photographs
- Witness details

5. Do not

Admit liability.

- Agree compensation.
- Authorise repairs to Centre equipment without approval.

Appendix D - Driver Declaration

Before undertaking Centre business using a private vehicle, I confirm that:

- ☐ I hold the appropriate driving licence.
- ☐ My vehicle is roadworthy.
- ☐ My vehicle has a valid MOT (where applicable).
- ☐ My vehicle is taxed.
- ☐ My insurance permits this use.
- ☐ Where towing, I am legally entitled to tow.
- ☐ I have read the Centre's Private Vehicle Use Policy.
- ☐ I agree to comply with this policy.

Name: _____

Signature: _____

Date: _____

Appendix E - Approved Uses of Private Vehicles

Examples include:

- ✓ Duke of Edinburgh expeditions
- ✓ Residential youth camps
- ✓ Collection of Centre equipment
- ✓ Boat hire deliveries
- ✓ Transporting Centre-owned boats for the above reasons
- ✓ Purchasing authorised goods
- ✓ Transporting volunteers where authorised

Appendix F - Towing Limits and Driver Responsibilities

Before towing:

The driver must ensure that:

- their driving licence permits towing;
- the towing vehicle is approved by the manufacturer for the trailer weight;
- the trailer does not exceed legal weight limits;
- the nose weight is within limits;
- all loads are correctly secured.

The driver remains legally responsible for the vehicle, trailer and load throughout the journey.

Appendix G - Insurance Position

The Eyot Centre's insurance arrangements do not currently provide insurance or indemnity for private vehicles used on Centre business.

Drivers remain responsible for:

- their own motor insurance;
- ensuring they are legally entitled to tow;
- complying with any conditions imposed by their insurer.

The Centre's combined marine insurance does not insure Centre-owned trailers whilst in transit.

Where Centre-owned property is damaged during an authorised activity, the trustees may consider reimbursement or repair at their discretion. This does not constitute an insurance policy or indemnity.