



GBS Vehicle Driving Policy

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Definitions

“Discipline Programme Manager”	means any of the individuals coordinating performance programmes across the GBS snowsport disciplines;
“Driver”	means any GBS Staff, GBS Athlete, or GBS Volunteer who is driving any GBS Vehicle or personal vehicle during the period the Policy is in effect;
“Expense”	means the cost incurred in or required for something while carrying out duties to GBS;
“GBS”	means GB Snowsport Ltd.;
“GBS Athlete”	means an athlete who is part of a GBS Team/GBS Squad;
“GBS CEO”	means the Chief Executive of GBS;
“GBS Staff”	means staff who are employed by, or acting as a contractor or consultant, to GBS;
“GBS Vehicle”	means a vehicle hired, leased, or owned by GBS;
“GBS Volunteer”	means volunteers who work for GBS without pay;
“GBS Website”	means the official GBS website, https://www.gbsnowsport.com/ ;
“Individual”	means anyone who is subject to the Policy;
“Line Manager”	means the person with managerial responsibility over any individual subject to the Policy;
“Personal Vehicle”	means a vehicle owned by GBS Staff, GBS Athletes, or GBS Volunteers.

1. Introduction

- 1.1. This document contains the GB Snowsport (GBS) Vehicle Driving Policy (the “Policy”) and is part of the GBS Expenses Policy. The Policy outlines the rules and guidelines relating to the use of any vehicle, whether they be GBS Vehicles or Personal Vehicles by GBS Staff, GBS Athletes, and GBS Volunteers during the period the Policy is under effect as mentioned in Clause 1.2.
- 1.2. This Clause outlines the “Policy Effect Period”. Wherever GBS Equipment or GBS Staff, GBS Athletes, and GBS Volunteers are part of the consideration, particularly around transporting Individuals in GBS Vehicles, the Policy shall always be in effect. The Policy is in effect for any Driver that is driving a vehicle while representing GBS, acting in a GBS capacity, or conducting business on behalf of GBS.

Aims

- 1.3. To offer guidance to GBS Staff, GBS Athletes, and GBS Volunteers participating in GBS programmes around the use of their Personal Vehicles while performing GBS duties with attention to rules around transporting others in Personal Vehicles.
- 1.4. To set out expectations to GBS Staff, GBS Athletes, and GBS Volunteers on the parameters surrounding driving GBS Vehicles.

Scope

- 1.5. The Policy is to be followed by all GBS Staff, GBS Athletes, GBS Volunteers, and anyone working on behalf of GBS.
- 1.6. Only GBS Staff and GBS Volunteers are permitted to drive GBS Vehicles. For these Drivers, GBS must hold a copy of the Driver’s driving licence card and a copy of the Driver’s Declaration Form.
- 1.7. GBS Athletes may not drive GBS Vehicles during the Policy Effect Period, except for the cases mentioned in Clause 1.8.
- 1.8. In cases where GBS Athletes over 25 need to drive GBS Vehicles, periods where this is permitted will need to be prearranged. These cases must be submitted to the GBS Discipline Coach and Discipline Programme Manager in advance of the driving period. GBS coaches must always consider the need and appropriateness for GBS Athletes to drive, e.g. driving conditions.

- 1.9. Failure to comply with the Policy will lead to disciplinary action in line with the GBS Disciplinary Policy. If your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.
- 1.10. The Policy is designed to be read in conjunction with the GBS Expenses Policy.

2. Requirements

- 2.1. Before driving any vehicle during the Policy Effect Period, you must ensure you have a full valid driving licence.
- 2.2. Drivers must hold a licence that enables them to drive the specific type of vehicle being driven, in the countries in which it will be driven. For example, in cases where there is a use of vehicles with over 9 seats.
- 2.3. If you are driving a Personal Vehicle during the Policy Effect Period, you must also ensure you have business use insurance cover and that you have informed your insurer that you are using your Personal Vehicle for business travel. You must also ensure your Personal Vehicle is properly taxed, MOT'd, and serviced. GBS reserves the right to request proof of these at any time. Failure to prove adequate insurance, tax MOT, or service will result in non-payment of mileage expenses.

3. Personal Safety

- 3.1. As part of GBS' overall health and safety precautions, we are committed to reducing the risks that Drivers may face driving during the Policy Effect Period. We ask everyone to play their part, when either driving a GBS Vehicle or a Personal Vehicle.
- 3.2. Drivers are expected to keep within the law, UK or other. For Drivers who are driving a GBS Vehicle, all road safety problems (including crashes, incidents, fixed penalty notices, summons etc.), and convictions for driving offences (such as speeding), must be reported to your Line Manager.
- 3.3. Drivers must never drive faster than conditions safely allow and must always obey posted speed limits. Journeys should be planned so that they can be completed at safe speeds and without exceeding speed limits.
- 3.4. It is not permitted to drive a vehicle during the Policy Effect Period with any alcohol, drugs, or medication in your system that may affect your ability to drive.
- 3.5. Seat belts must always be worn, and it is the Driver's responsibility to ensure that all passengers wear seat belts. Passenger numbers must never exceed the amount that is permitted by the insurance or design of the vehicle.

- 3.6. It is an offence to use a handheld mobile whilst driving, in line with the GBS Telephony Policy. An appropriate approved hands free device must be used.
- 3.7. Drivers must avoid driving when tired. Ensure you have had an adequate amount of good quality sleep the night before driving and ensure you take a rest break if you are planning a journey of longer than two hours. Do not drive after training sessions without adequate rest first. Europe has stringent rules on driving hours for commercial vehicle use. The European Drivers Hours Rules can be found here:
<https://www.gov.uk/drivers-hours/eu-rules>

Essentially, no single driving 'day' should be more than 9 hours long and no single driving period should be more than 4.5 hours long.
- 3.8. Further information on driving safely for work is available from the following link:
www.rosopa.com/rospaweb/docs/advice-services/road-safety/employers/safer-driving-for-work-handbook.pdf

4. General Parameters

- 4.1. The Policy seeks to strike a balance between managing how Drivers behave and helping them make safer decisions around vehicle usage during the Policy Effect Period.
- 4.2. Should GBS Staff become aware that a Driver is unauthorised to drive a GBS Vehicle, they will inform their Line Manager.
- 4.3. It is expressly not the GBS Staff's responsibility to ensure the any GBS Athlete Personal Vehicles are road worthy.

Maintenance and Presentation

- 4.4. When driving a GBS Vehicle during the Policy Effect Period, the Driver is responsible for both the overall condition of the GBS Vehicle (both internally and externally) and the cost for repairs to fix any damage caused by negligence. It is irrelevant whether the damage was directly caused by the Driver themselves, or by other factors, such as any equipment being stored in or on the GBS Vehicle (e.g. skis being stored on the back seats and marking the seat's fabric).
- 4.5. Internal damage involves damage to the interior of the vehicle (seats, headliner, boot space, dashboard, etc.). External damage involves damage to the exterior of the vehicle (lights, windows, rear view mirrors, wipers, vehicle mechanisms, etc.). "Damage" may involve dents, scrapes, scuffs, scratches, holes, burns, missing parts, breakages, stains, or other forms of damage of a similar nature.
- 4.6. It should always be remembered that, the GBS Vehicle is a representation of GBS, the GBS Brand, and GBS sponsors. Therefore, the GBS Vehicle should be kept clean, intact, and presentable, inside and out, at all times.

5. Road Worthiness and Conditions

- 5.1. All vehicles must be legal to drive in the countries GBS operate in.
- 5.2. It shall be the Driver's personal responsibility and not that of GBS to ensure that any Personal Vehicle they are using during the Policy Effect Period shall meet the minimum road safety requirements for the country in which they are visiting.
- 5.3. As summer tyres tend to have a significantly longer stopping distance in wet and snowy conditions, many European countries have laws that prohibit driving with anything other than winter or all-weather tyres during the winter months. Should you be involved in a collision in these countries during the prescribed months without the appropriate tyres on the vehicle, your insurance will be invalid.
- 5.4. Therefore, any vehicle being used by the Individual during the Policy Effect Period in any of the countries listed in Clause 5.5 must have winter or 4 season tyres and snow chains fitted between the specific compliance dates of the winter months in each country. A full list of countries and their winter tyre and snow chain laws (with compliance dates) can be found here:
<https://www.uniroyal-tyres.com/car/tyre-guide/winter-care/winter-tyres-mandatory>

and

<https://www.theaa.com/european-breakdown-cover/driving-in-europe/snow-chains-winter-tyres>
- 5.5. Countries where winter tyres are mandatory through the winter months (no matter the conditions) are: Austria, Bosnia Herzegovina, Czech Republic, Estonia, Finland, Germany, Iceland, Italy (only on specific roads), Latvia, Lithuania, Moldova, Montenegro, Russia, Serbia, and Sweden. Whereas Countries where winter tyres are recommended are: Andorra, Bulgaria, Cyprus, Denmark, Italy, Norway, Poland, and Switzerland.

6. Long Distances and Driving Hours

- 6.1. Any time GBS Drivers are driving other GBS Staff, GBS Athletes, and GBS Volunteers during the Policy Effect Period, they shall adhere to the rules around long distance driving hours mentioned in Clause 3.7.
- 6.2. Where the journey driving time is going to exceed the long distance driving hours specified in Clause 3.7, the Driver should work with their Line Manager and the relevant Programme Manager to find a solution that allows for the journey to be carried out in a safe manner.

7. Expenses

- 7.1. The following is an excerpt from the GBS Expenses Policy.
- 7.2. All penalties arising from the improper use of a vehicle during the Policy Effect Period, such as traffic and parking infringements are the sole responsibility of the Driver and will not be placed upon GBS. GBS will not accept liability for damage to, or loss of, a Personal Vehicle used for GBS business nor the forfeiture of any 'no claims bonus'.

Personal Vehicles

- 7.3. Unless otherwise previously agreed by GBS, all personal mileage claims will be paid as per the GBS Expenses Policy.
- 7.4. Receipts cannot be used to claim fuel when using a Personal Vehicle.
- 7.5. Cost of parking and tolls incurred for GBS business when supported by receipts can be claimed.
- 7.6. It is a condition of Drivers using their Personal Vehicle on GBS business that the Driver holds insurance in respect of the Personal Vehicle as required by law, including Compulsory Third Party insurance. This is the sole responsibility of the Driver, and not GBS.

GBS Vehicles

- 7.7. If a Driver is supplied with a GBS Vehicle, then they are responsible for keeping it in good driving condition and informing the GBS Office of any additional Driver details. If applicable, Drivers are also responsible for submitting any additional documentation required by the GBS Office e.g. vehicle hand-over forms between drivers. If there are damages resulting in a GBS insurance claim, the Driver of the GBS Vehicle will be liable for any excess payments required. Allowable expenditure for a GBS Vehicle is as follows:
 - 7.7.1. Fuel - when within budget and when for the purpose of GBS duties. Under no circumstances should fuel Expenses be claimed for private use. Any claims made outside of the Driver's programme/ schedule will not be reimbursed unless prior approval is obtained from your Line Manager.
 - 7.7.2. Oil - when necessary and of an economical brand.
 - 7.7.3. Screen wash - when necessary and of an economical brand; bulk buy is recommended.

- 7.7.4. Tyres and snow chains - GBS Vehicles must comply with the local laws regarding the use of winter tyres and snow chains. Where possible, GBS Vehicles will be provided with winter tyres, where this is not possible, they must be purchased and fitted. Where snow chains are required, the most economical option should be sought, e.g. rental vs purchase.
- 7.7.5. Repairs - All repairs should first be approved, with the estimated parts and labour cost proposed to the Discipline Programme Manager to gain the relevant approval.
- 7.7.6. Road fines - Drivers are liable for all parking, speeding, and other traffic fines (including associated administrative costs). Speeding/traffic fines will be forwarded to the Driver responsible for the GBS Vehicle when not paid on site. Should the Driver responsible for the GBS Vehicle not have been driving when the incident took place, it is his/her responsibility to retrieve the money from whoever was. The amount will be docked from the Expense claims if it is not paid.

8. Violation of the Policy

- 8.1. Failure to comply with the Policy will result in the application of the GBS Disciplinary Policy.
- 8.2. Any GBS Staff, GBS Athlete, or GBS Volunteer who has reasonable grounds to suspect that other GBS Staff, GBS Athlete, or GBS Volunteer may be in breach of any of the Clauses within the Policy are required to inform the GBS CEO. No Individual will be victimised for informing the GBS CEO about confirmed or suspected policy breaches.

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