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| *Norfolk & Suffolk 4X4 RESPONSE* | | | | | | | | | | | | | | | | | |  | | | | | |
| MEMBERSHIP FORM *Important instructions. Please read this first:* | | | | | | | | **Return completed form to N&S4x4R Membership Secretary, 5 St Andrews Close, Blofield, Norwich NR13 4JX. This form can be filled in electronically or by hand but must be signed in black pen. Please supply 1 Passport style photo or email picture to** membership@norfolkandsuffolk4x4response.co.uk**. Please include a cheque for relevant membership fee or make a payment via BACS with your full name as the reference:**  **Norfolk and Suffolk 4x4 Response**  ***Account number: 03321290 - Sort code: 201612:*** | | | | | | | | | | | | | | | |
| Personal Details | | | | | | | | | | | | | | | | | | | | | | | |
| First Name: | | |  | | | | | | | | Address: | |  | | | | | | | | | |  |
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| Surname: | | |  | | | | | | | |  | |  | | | | | | | | | |  |
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| Home Phone No | | |  | | | | | | | | Town: | |  | | | | | | | | | |  |
|  | | |  | | | | | | | |  | |  | | | | | | | | | |  |
| Work Phone No: | | |  | | | | | | | | County: | |  | | | | | | | | | |  |
| ; | | |  | | | | | | | |  | |  | | | | | | | | | |  |
| Mobile No: | | |  | | | | | | | | Post Code: | |  | | | | | | | | | |  |
|  | | |  | | | | | | | |  | |  | | | | | | | | | |  |
| E. mail address: | | |  | | | | | | | | Membership Type: | | Full (£15):  Support (£5): | | | | | | | | | |  |
| Next of Kin Name, No, Relation. | | |  | | | | | | | |  | |  | | | | | | | | | |  |
|  | |  | | | | |  | | | | |  | | | | | | | |  | | | |
| **Availability:** | | Any time | | | | | Not during week | | | | | Not during working hours | | | | | | | | Not at night | | | |
| Any training/skills which may be of benefit: | | | | | | | | | | | | | | | | | | | | | | | |
| VEHICLE DETAILS All vehicles must be fully road legal and insured for third party risks whilst carrying out activities for N&S 4X4 RESPONSE. | | | | | | | | | | | | | | | | | | | | | | | |
| Make: | | | | | | | Model: | | | | | | | Reg. Number: | | | | | | | | | |
| Wheelbase: | | | | | | **4 Wheel Drive:** Permanent:  Selective: | | | | | | | | | | **Fuel:** Petrol  Diesel  Hybrid | | | | | | | |
| Body | | | | | | | | | | | | | | | | | | | | | | | |
| Soft top | Hard top | | | | Truck cab/Pick up | | | | Estate | | | | | | 2/3 Door | | 4/5 Door | | | | Roof Rack | | |
| No. Passenger seats | | | | Front recovery point | | | | | | Rear recovery point | | | | | **Towbar:** | | | | Ball/Pin | | | NATO | |
| Any other details | | | | | | | | | | | | | | | | | | | | | | | |
| EQUIPMENT DETAILS To be on the call-out list you will be expected to have a minimum of: Secure recovery points front and rear, radio, notebook & pencil, Hi-viz waistcoat, torch, tow rope, shovel, compass & OS Maps 132, 133, 134, 144 & 156. All equipment must be safely secured within the vehicle to prevent injury in the event of an accident. The following list is to note any additional equipment carried. | | | | | | | | | | | | | | | | | | | | | | | |
| **Recovery** | | | | | | | | | | | | | | | | | | | | | | | |
| Vehicle Winch  Hand Winch/Tirfor  Hi-lift Jack  Strop  Recovery rope  Ground anchor  Shackles Snatch Block  KERR  Wheel chocks  Bridging/Sand ladders  Safety line | | | | | | | | | | | | | | | | | | | | | | | |
| **Communications** | | | | | | | | | | | | | | | | | | | | | | | |
| CB**:** (new EU) 26 MHz  (old UK) 27 MHz  Amateur Radio:  Callsign:  PMR Radio: | | | | | | | | | | | | | | | | | | | | | | | |
| Safety | | | | | | | | | | | | | | | | | | | | | | | |
| Fire Extinguisher:  **Search Lighting**: Front  Side  Hazard Beacon:  **First Aid kit::** Basic  Comprehensive | | | | | | | | | | | | | | | | | | | | | | | |
| **Tools** | | | | | | | | | | | | | | | | | | | | | | | |
| Basic kit  Comprehensive Kit  Specialised | | | | | | | | | | Details: | | | | | | | | | | | | | |
| **Additional equipment** | | | | | | | | | | | | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | | | |
| **DATA PROTECTION:** I understand that the information supplied on this form will be held both manually and electronically for the use of officers of 4x4 Response and user bodies. The information will not be passed to other bodies without my express permission. My signature below confirms that this is entirely acceptable to me. I also am aware that I may rescind this authority at any time.  **INSURANCE:** I agree to ensure that my vehicle is ‘road legal’ and insured for use for the purposes of 4X4 Response whilst driving on its behalf.  **CONDUCT:** I agree to abide by the ‘4X4 Response Code of Conduct’ and the ‘LARA’ Drivers Countryside Code of Conduct.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |

# Disclosure and Barring Service (DBS) Checks

The volunteer work for which you are applying can involve access to children or vulnerable adults and as such is exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as "spent" under the Act. The information you give will be treated confidentially and will be taken into account only in relation to an application where the exemption applies.

Norfolk & Suffolk 4x4 Response is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful applicant for this position to apply for details of any criminal record from the Disclosure and Barring Service (DBS) and whether you are on the DBS barred list where the post involves regulated activity. Norfolk & Suffolk 4x4 Responses Security Policy for dealing with DBS check information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence (a copy of this document is available on request)

Norfolk & Suffolk 4x4 Response is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the job you will be doing.

Failure to declare a conviction, caution, reprimand or final warning may, however, disqualify you from working for us, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children to apply for a regulated position.

If you would like to discuss what effect any conviction might have on your application, please contact the membership secretary.

**LARA (Land Access & Recreation Association) The Drivers' Countryside Code of Conduct.**

1. Use only vehicular rights of way - not all green roads have rights for motor vehicles.

2. Keep to the defined track. Detour only to pass immovable obstructions. Report obstructions, (including low branches) to the highway authority. If the route is not obvious on the ground, ask locally, or check the

details held at highway authority offices.

3. Travel at a quiet and unobtrusive pace and when travelling in groups, keep to a small number.

4. Ensure that your vehicle and yourself are fully road-legal. Green roads are subject to the same laws as surfaced roads. There is no public right to drive on common land, moorland, sand dunes, or beach.

5. Pay attention to 'the Four Ws' –

Weather: Do not travel on green roads when they risk being damaged beyond a point of natural recovery when the weather improves.

Weight: Do not use roads which may be seriously damaged by the wheel pressure applied by your vehicle.

Width: Do not use roads that are too narrow for your vehicle. Avoid damage to trees, hedgerows and boundaries.

Winches: The use of winches on green roads is inappropriate and should not be required.

6. Respect the life of the countryside. Be courteous to other road users, including walkers and take great care when passing horses. Be prepared to stop your engine if needed. Always leave gates as you find them and take care near livestock.

7. Remember that wildlife faces many threats, and green roads can be valuable habitats. Take special care in spring and early summer.

**Rights of Way**

You have a legal right to use Byways Open to All Traffic (BOATs) and lost Unclassified Roads (UCRs). All Roads Used as Public Paths (RUPPs) have become Restricted Byways (RBs) following the Countryside and Rights of Way Act 2000 (CRoWA). Locally, a few RBs may have retained their motor vehicular rights, but check with the appropriate authority before driving.

Some vehicular rights of way may also have been closed to mechanically propelled vehicles by Traffic Regulation Orders (TROs). Where lawful signs are in place, it is an offence to disregard them.

Do not assume that Ordnance Survey maps give correct information on rights of way. Many maps contain out of date information, especially with regard to RUPPs. Other routes with public rights will also be missing.

Recent OS maps may indicate UCRs as ‘Other routes with public access’ but do not assume that these or any other minor road or track has vehicular rights: better to check status than risk prosecution.

**Voluntary Restraint**

In addition to the ALRC Code of Conduct, LARA operates a scheme of ‘voluntary restraint’ as an alternative to more formal measures to help to solve problems on green roads. Information about the scheme are on the LARA website www.laragb.org Recreational motor vehicle users are asked to abide by the spirit of ‘voluntary restraint’.

**4x4 Response Drivers Code of Conduct**

This Code of Conduct has been developed by Norfolk & Suffolk 4x4 Response to ensure that all its members act responsibly and project a professional and expert image when attending an incident or acting on behalf of a user service. All members must:

1. Ensure that their vehicle is road-legal at all times and that their vehicle insurance fully covers them and any thirdparty whilst driving on behalf of 4x4 Response.
2. Comply with the LARA Code of Conduct when travelling on unsurfaced roads.
3. Ensure that they are fully conversant with the limitations of their vehicles and are competent in its handling before taking the vehicle away from surfaced roads.
4. Ensure that they are fully conversant with the limitation of any equipment carried in their vehicle and competent in its use prior to operation.
5. Drive within their capabilities and do not take any unnecessary risks.
6. Ensure that they wear their 4x4 Response Hi-viz waistcoat or jacket and carry their identity card and wear it whilst driving on behalf of 4x4 Response.
7. Ensure that they carry a minimum level of equipment to include Radio, Notebook & pencil, Hi-viz waistcoat, torch, recovery rope, shovel, compass & OS Maps 132, 133, 134 & 144.
8. Ensure that they carry sufficient fuel prior to attending an incident, especially at night, and warm clothing in cold weather.
9. Remember that they are responsible for their own vehicle and the personnel within it. REGARDLESS of instructions from third parties the driver has ultimate responsibility to judge their capabilities and the limitations of their vehicle. The driver has the right to refuse to take their vehicle into a situation for which they do not feel safe. They must, however, follow the instructions of a Police officer if told to move due to the requirements of legislation.
10. Follow the instructions of the Team Leader, or the Controller.
11. Inform the Controller if they are unable to attend an incident or if additional assistance is required by the User Service.
12. Ensure that they do not pass any information, regarding an incident, to any third party without obtaining permission from the user service. Any information passed from a user body to 4x4 Response is strictly confidential.
13. Remember that they are representing 4x4 Response whilst attending incidents and must ensure that their actions project a professional and expert image at all times.