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The National Vintage Tractor and Engine Club (1967) Ltd

Code of Practice and Guidance For the Organisation and Management of Vintage Tractor Road Runs

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Forward

In recent years, and since the formation of the National Vintage Tractor and Engine Club (hereafter referred to as the NVTEC), there has been an increased interest in the organisation of tractor road runs for pleasure and charitable purposes.

This Code of Practice is based upon the experience of event organisers and members of the NVTEC and is intended to provide guidance for those organising and managing tractor road runs that are pertinent to the aims of the NVTEC. Its contents are based upon what is considered to be 'good practice' at the time of publication.

The contents of this Code of Practice should in no way be construed as 'law' and event organisers may consider alternative practices but they should be at least as safe as those described herein and **should be documented**.

All appropriate Health and Safety, Statute and Road Traffic laws still apply and shall override the contents of this Code of Practice if there is any conflict.

Any such conflicts should be notified to the NVTEC Safety Co-ordinator so this Code of Practice can be suitably revised and updated.

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1.0 Introduction

- 1.1 This code of practice has been prepared for the guidance of those organising and managing tractor road runs that are pertinent to the aims of the NVTEC and should be read in conjunction with the NVTEC Code of Practice for Exhibitors.
- 1.2 Those participating in a tractor road run should refer to Sections 2 and 7 of the Exhibitors Code of Practice published by the NVTEC.
- 1.3 The terms Vintage Tractor, Classic Tractor, Modern Tractor, etc are as set out in the Constitution of the NVTEC.
- 1.4 This Code of Practice sets out what are considered to be the **minimum** standards for the organisation in such events as is the custom for members to attend.
- 1.5 Whilst this Code of Practice covers the minimum requirements for the safety of the participants and members of the public the Event Organiser and or the Local Authority may apply higher standards. These higher standards should then be complied with as required.
- 1.6 This Code of Practice does not apply to steam driven vehicles or those outside the aims of the NVTEC.

2.0 Tractors

- 2.1 For the purposes of this Code of Practice a tractor shall be as defined in the constitution of the NVTEC.
- 2.2 Organisers may restrict or prohibit the participation of certain tractors due to their size, height, weight etc if there are any restrictions along the proposed route. Large modern tractors may not be able to access some byways or narrow lanes and low bridges may restrict those fitted with high cabs.
- 2.3 Tractors should be able to maintain a suitable speed to prevent delays and causing traffic issues. A suitable speed will depend upon the type of event, a Marshall event will be slower than a more general event, modern and modern classics will be able to travel faster than vintage or classic tractors.
- 2.4 When on the public highway the driver shall hold the appropriate driving licence for the class of vehicle.
- 2.5 Tractors shall be covered by Road Traffic Act insurance and be fully taxed.
- 2.6 A tractor is not a passenger carrying vehicle and should not be used as such. Generally vintage tractors should only carry **one** person regardless of the type of seat fitted.
At the event organisers discretion modern tractors fitted with a cab may carry a single passenger but only where a suitable seat is provided by the manufacturer **as original equipment** and seat belts must be worn where fitted.
The use of 'wing seats', as fitted to some continental tractors, and bench seats is discouraged.
Under no circumstances will any person be carried standing on the link arms, drawbar or wings of a tractor or the drawbar of any drawn implement.
It may be a criminal offence under the Prevention of Accidents to Children in Agriculture Regulations 1998 to allow a person under 13 years of age to drive or be carried on any powered agricultural vehicle.
- 2.7 The loading and unloading of tractors shall take place either in a suitable enclosure or well away from the public areas as determined by the Event Organiser. If it is necessary to load or unload in a public area (for example due to breakdown) then the area around the loading shall be kept clear of the general public, preferably by stewards or marshals provided by the Event Organiser, and extra care shall be taken.
- 2.8 When tractors are not in motion, but their engine is running, the owner or their representative shall be in attendance at all times.

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- 2.9 When a tractor of the hot bulb type is being started by a gas torch the torch shall be extinguished as soon as the tractor has properly started. The gas container shall then be stored in a safe position with the valve turned off where there is no danger of it being knocked over or accidentally re-ignited.

3.0 Authorisation

- 3.1 The NVTEC does not authorise events under the Motor Vehicles (Off Road Events) Regulations 1995
- 3.2 Since, at least in part, a tractor road run takes place on the public highway the event cannot be considered under the Motor Vehicles (Off Road Events) Regulations 1995 for authorisation under section 13A of the Road Traffic Act and all regulations under the Road Traffic Act 1991 (as amended) apply. An offence under sections 1, 2 and 3 of the Road Traffic Act may be committed in public places which are not roads. These offences are 1, Causing Death by Dangerous Driving. 2, Dangerous Driving and 3, Careless and Inconsiderate Driving.
- 3.3 Organisers should contact the local police force in whose jurisdiction the event is to take place as early as possible and, in any case, at least 12 weeks before the event, or other such time period as the local police authority may require, to notify them of the route and to seek advice on any points of road safety which may be of concern. First contact may be made in person at the local police station who will probably advise that the notification is put in writing, what details are required and to whom it should be addressed. If contact is made early the police are usually most helpful.
- 3.4 Enquiries of the local Highway Authority should be made to ensure that no major planned highways maintenance is to take place along, or in the vicinity, of the proposed route which may give rise to increased disruption to other road users. Temporary traffic lights can also cause the participants of the road run to become widely dispersed.
- 3.5 The Local Authority should be advised of the event although it is unlikely a submission to the local Safety Advice Group (SAG) will be required due to the general small number of participants. A tractor road run would not usually require a Temporary Traffic Regulation Order since road closures or other temporary highway restrictions are not normally required. However, the Local Authority will be able to advise if they consider it necessary and what their procedures are for its implementation.
- 3.6 The Local Authority should be able to advise on any Bylaws which may affect the running of a tractor road run. These may restrict a number of vehicles gathering and driving in convoy. The number of vehicles that constitute a convoy can vary widely and may be as little as three vehicles. Failure to comply with local bylaws may leave vehicles at risk of being impounded.
- 3.7 The Local Authority or the Local Highway Authority should also be able to advise of any restrictions on local byways which may be closed over the winter months to protect them during times of inclement weather.

4.0 The Route

When selecting the route, the speed of any likely participants should be taken into account, for example Field Marshalls are slow tractors and a shorter route would be more appropriate than would be the case for more modern tractors.

The time of year may also influence the route since the event should be completed before nightfall as many vintage tractors are not fitted with lights.

4.1 Rights of Way

These public rights of way are as defined in the Countryside and Rights of Way Act 2000.

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4.1.1 Footpaths

Public Footpaths allow a public right of way on foot only.

There is **no** public right of way on horseback, cycle or for any horse drawn or mechanically propelled vehicle.

Many public footpaths follow farm drives, private farm lanes and field boundaries across private land. If part of your route is to follow any drive, lane or field boundary which is also a public footpath prior permission must be sought from the landowner, preferably in writing.

Participants should give way to any pedestrians using the public right of way and stewards may be required to help protect the public.

4.1.2 Bridleways

Public Bridleways allow a public right of way on foot, horseback or cycle only.

There is **no** public right of way for any horse drawn or mechanically propelled vehicle.

Like footpaths many public bridleways follow farm drives, private farm lanes and field boundaries across private land. If part of your route is to follow any drive, lane or field boundary which is also a public bridleway prior permission must be sought from the landowner, preferably in writing.

Participants should give way to any pedestrians, those on horseback or cyclists using the public right of way and stewards may be required to help protect the public.

4.1.3 Restricted Byways

These were originally designated as Roads Used as Public Paths (RUPPs) under the Wildlife and Countryside Act 1981 and were re-designated as Restricted Byways under the Countryside and Rights of Way Act 2000.

They allow a public right of way on foot, horseback, cycle or horse drawn vehicle, there is **no** right of way for mechanically propelled vehicles.

4.1.4 Byways

Byways Open to All Traffic (BOAT). A public right of way usually used as a footpath or bridleway but with a right of way on foot, horseback, cycles or a mechanically propelled vehicle. A byway is a public highway and all road traffic laws apply, participants should be courteous and give way to other users.

4.1.5 Green Lanes

There is no official definition of a 'Green Lane' and the term is often indiscriminately applied to byways, farm lanes and tracks but does not necessarily indicate a public right of way. If your route is to follow a 'green lane' which is not designated a byway or other public right of way prior permission must be sought from the landowner, preferably in writing.

4.1.6 Minor Roads

Minor roads can often be narrow and twisty. Where possible arrange the route to ensure sufficient safe passing places for traffic and road run participants.

4.1.7 Secondary Roads

The majority of the road sections will probably be on secondary roads. However, be aware that some secondary roads can be very busy, consideration should be given to other road users and suitable passing places identified to prevent a build-up of traffic and impatient drivers.

4.1.8 Major Roads

Major roads should be avoided if at all possible. Where a major road must be used it should be for as short a distance as possible and ideally should be joined and exited via a left turn. Try to avoid turning right onto or from major roads.

4.1.9 Dual Carriage Ways

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Dual carriage ways should be avoided if possible.

From the 1st January 1988 any slow-moving vehicle, such as a tractor, having a maximum speed not exceeding 25mph must display an amber flashing warning beacon when driven on a dual carriage way.

4.1.10 Motorways

It would be an offence to drive a vintage tractor on any motorway or its slip roads.

However, if part of the proposed route should run alongside or close to any motorway organisers should consider if the presence of several tractors is likely to cause a distraction to normal users of the motorway. If any motorway accident is considered to have been caused by the tractors distracting motorway drivers the event organisers may possibly be held at least partly responsible.

4.2 Level Crossings

If possible, it is recommended the route avoids railway level crossings. They can cause delay and result in the participants being separated from each other.

4.2.1 Public crossings

Railway level crossings on public roads will be either half barrier crossings or full barrier crossings and participants must comply with all signage and signals. When slow moving vehicles are using the crossing it is necessary to contact the railway for permission to cross. It may be wise for a steward to be present at the crossing and seek permission before allowing tractors to cross.

4.2.2 Authorized User Crossings

On byways and farmland railway level crossings can take several forms and are usually gated, the gates being manually operated by the driver of any vehicle. These crossings are generally private railway crossings for the use of the persons authorised by the railway company, **they are not for the use of the general public**. The authorised user is usually the landowner, although there may be several authorised users if the crossing gives access to several premises. The authorised user is responsible for ensuring that any persons he requires to use the crossing are aware of the correct procedure for the safe use of the crossing. The procedure can vary depending upon the frequency of trains and may require permission from the local signal man each time an individual vehicle has to cross. Discuss the correct operation with the authorised user and railway operator.

4.3 Inclement Weather

Consider having an alternative route for use in the event of inclement weather, Byways and other off-road sections may become difficult after heavy rain.

4.3.1 Steps must be taken to prevent mud being transferred to the highway and any mud which is transferred must be cleared as soon as possible. If mechanical clearing is not possible stewards should have suitable brushes and shovels available.

4.3.2 If a person without lawful authority allows a deposit to be made on a carriageway, he is guilty of an offence and is liable to a fine under Section 148 of the Highways Act 1980.

4.3.3 Where mud has been deposited on the carriageway, and in order to prevent delay and minimise danger, the Highway Authority may remove the mud and recover the cost from the offender. Section 8 of the Highways Act 1961 and Section 149 of the Highways Act 1980.

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5.0 Stewards

- 5.1 Tractor road runs rely heavily on having sufficient stewards to ensure the safe and efficient running of the event, never underestimate how many stewards you will require.
- 5.2 All stewards should be readily identifiable, the use of high visibility jackets or vests is ideal but be aware that many participants may also be wearing high visibility clothing. If possible, try to use a colour other than yellow, alternatively vests should bear the legend Steward, Marshall or similar for identification purposes. Another alternative may be to issue stewards with appropriate armbands to identify their function.
- 5.3 Stewards should only be assigned a single function and ideally their function should be identifiable from their identification vest or an armband. It is suggested that separate stewards should be assigned to Traffic Management, First Aid, Breakdown and Recovery, etc.
- 5.4 All stewards should be briefed on their duties before the commencement of the event and have some means of remaining in contact with the event organiser or an assigned section leader, such as mobile phones with the relevant numbers programmed ready for use, or suitable two-way radios. It should be clear to all stewards who to report to in the event of any problems occurring.
- 5.5 Stewards should be shown, and ideally have a copy of, the risk assessment in relation to their function and be made aware of what actions are necessary to reduce the risks.

5.6 Traffic Management Stewards

- 5.6.1 Traffic Management stewards should be at least 18 years of age and be aware of road traffic safety. Stewards should be competent and ideally have knowledge of the local roads.
- 5.6.2 There should be sufficient Traffic Management stewards available to ensure that they do not need to move to a new location until the last tractor has passed their present location.
- 5.6.3 It is recommended that there should be at least 3 Traffic Management stewards at each junction, one to watch traffic from the left, one to watch traffic from the right and one to direct the road run participants. At junctions with poor visibility or fast-moving traffic additional stewards may be required to monitor oncoming traffic.
- 5.6.4 Traffic Management stewards should at all times be in visual contact with at least one other steward.
- 5.6.5 Traffic Management stewards should position themselves in a safe position near to the junction but they should neither stop or direct traffic. Their function is to warn oncoming traffic of the presence of slow-moving tractors and guide the participants in the right direction.

5.7 First Aid Stewards (See also section 7)

- 5.7.1 First Aid stewards should be competent and have attended at least a Basic First Aid course within the last 3 years. They should have the means to be able to raise the alarm or contact the emergency services, if necessary, either directly via mobile phone or via a two-way radio with the event organisers.
- 5.7.2 First Aid stewards must be readily contactable and have a means to access any part of the route quickly, a 4x4 vehicle is probably the most suitable.
- 5.7.3 Consider having at least one First Aid steward take part in the road run either on a tractor or in a following vehicle. (See also Section 7).

5.8 Breakdown and Recovery Stewards

- 5.8.1 Breakdown and Recovery stewards are responsible for arranging the recovery of disabled vehicles and recovering them back to the start of the event. They will need to be aware of the local roads and access points to the route for suitable recovery vehicles. (See also Section 8).

6.0 The Run

Before the start all participants should be briefed as to who to contact in the event of a breakdown or accident, usually the last man, and made aware of the length of the route to ensure they have sufficient fuel

6.1 The Start

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If there are a large number of participants consider setting of in smaller groups at around 2-to-5-minute intervals to reduce possible congestion and inconvenience to other road users.

6.2 The leader

Should be readily identifiable as such to the stewards and others.

- 6.2.1 The leader must have comprehensive knowledge of the route, and preferably a map, together with details of any alternative routes that may be required in the event of inclement weather, accidents, diversions etc.
- 6.2.2 The leader should be able to readily contact the traffic stewards, his last man and others to advise of any changes to the route or other emergencies or problems as may arise
- 6.2.3 They should maintain a safe speed appropriate to the age and type of tractor taking part ensuring the participants do not become too widely spaced.
- 6.2.4 If the participants are becoming too widely separated a suitable place should be found to pause the run until the participants have reformed.

6.3 Participants

Drivers should show due regard to other road users. Wherever possible allow space for other road users to pass safely. Do not drive too close to the tractor in front, allowing sufficient space for an overtaking vehicle to pull in.

Drivers should try to maintain visual contact with the both the tractor in front and the tractor behind to reduce the risk of participants becoming disorientated and lost.

In the event of breakdown or other problems the participant should pull to the kerb and advise the last man of the problem or request recovery.

6.4 Last Man

- 6.4.1 The last man should be readily identifiable to traffic stewards, and others, in order that they know when they are able to move on.
- 6.4.2 As far as is practically possible the last man should maintain visible contact with the leader. Where this is not possible some other means of maintaining contact with the leader, such as a mobile phone, should be available.
- 6.4.3 The last man should notify the leader if the participants are having difficulty in keeping up with those in front to slow down or pause the run until all participants have reformed.
- 6.4.4 In the event of a breakdown the last man should contact the breakdown stewards to arrange recovery and advise the leader if he is to be delayed.
- 6.4.5 To ensure that all participants reach the destination.

7.0 Health and Welfare

- 7.1 First Aid assistance should be readily available to participants at all stages of the event. It may be advisable for at least one First Aid steward to follow the event in a suitable vehicle. The First Aid steward should be in contact with the event organisers and be able to arrange further assistance as required.
- 7.2 Since parts of the event are likely to be off road consider how the emergency services may access any incident and how the location can be identified.
- 7.3 Many emergency services now have access to the App “**what3words**” which can identify a location to within a few meters, subject to a suitable signal being available. Consider ensuring that First Aid stewards, at least, also have access to this App which can be freely downloaded to a mobile phone to enable emergency assistance to be speedily available.
- 7.4 Sufficient and suitable toilet facilities should be made available at any organised stop, such as a ‘lunch stop’ and if possible, at points along the route particularly if the route is of an extended length. The location of any public facilities may be considered to cover this requirement.

8.0 Breakdowns

- 8.1 A suitable means of recovery for disabled tractors should be available.

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- 8.2 If a recovery lorry is to be used remember that parts of the route may be off road and difficult to access. It should be large enough to recover the largest tractor taking part.
- 8.3 If large parts of the route are off road a modern tractor and low loading trailer may be more appropriate as a recovery vehicle.
- 8.4 A chain or strap is **not** a suitable means for recovery back to the start of the event. However, they may need to be used to move a disabled vehicle to a safe place for recovery.
- 8.5 If a tractor must be towed use a solid pole wherever possible.

9.0 Insurance

- 9.1 All tractors must be covered by valid appropriate Road Traffic Act insurance. Participants should be required to sign a declaration to this effect before taking part. (See Appendix 1).
- 9.2 Event organisers should have appropriate Public Liability Insurance in place. It is suggested that this should give at least £5 million cover but greater cover may be required by some authorities.
- 9.3 Event insurance should be arranged to cover any claims for damage from landowners, the highway authority or any other third parties. This should form part of the Public Liability Insurance, discussion with your insurance provider is advised.

10.0 Licences

- 10.1 All drivers must hold an appropriate full driving licence for the class of vehicle. Participants should be required to sign a declaration to this effect before taking part. (See Appendix 1).
- 10.2 All vehicles should be taxed for use on the public highway.

11.0 Risk Assessments

- 11.1 A risk assessment for the event needs to be prepared. This may be a single document covering all aspects alternatively separate risk assessments may be prepared for separate functions as below.
- 11.2 A risk assessment of the route should be undertaken highlighting any possible problems and what corrective action is required.
- 11.3 A risk assessment of the steward's actions and responsibilities needs to be undertaken highlighting any safety issues and what corrective or preventative measures need to be taken.

12.0 Trailers and Transport Boxes

- 12.1 Event organisers will need to decide, probably in consultation with any landowners whose property they propose to cross, if the carriage of passengers in trailers and transport boxes is to be permitted.
- 12.2 The Health and Safety Executive give guidance on the use of trailers for the carriage of passenger behind agricultural tractors (see appendix). However, this only applies on agricultural land and the HSE guidance is to contact the local police authority if they are to be used on the public highway.
- 12.3 The carriage of passengers in a trailer drawn by a tractor on a public highway may give rise to an offence under the Road Vehicles (Construction & Use Regulations) 1986 as amended. This may invalidate the driver's insurance.
- 12.4 Regulation 90 (1) of the Road Vehicles (Construction & Use Regulations) 1986 permits the carriage of passengers other than for hire or reward so provide there is no element of reward no offence is committed under this regulation. However, the regulations presume that other regulations are also complied with and it is not possible to take Regulation 90 (1) in isolation.
- 12.5 The Health and Safety Executive offer guidance on the use of trailers for the transport of workers in their leaflet "Carrying Passengers on Farm Trailers" Agricultural Information Sheet No 36. <http://www.hse.gov.uk/pubns/ais36.pdf> to which reference is recommended. Any children carried in a trailer must be supervised by a responsible adult.

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- 12.6 Transport boxes, or similar, mounted on a 3-point linkage are not intended for the carriage of passengers and if so adapted it would be an offence to carry a child under 13 years of age on an agricultural tractor even if a suitable seat is provided.
- 12.7 There is a high risk of injury to passengers being carried in a transport box should a vehicle run into the rear of the tractor and the tractor driver's insurance may be invalid.
- 13.0 Signage**
- 13.1 Simple direction arrows may be advantageous prior to junctions to forewarn participants of a change of direction before they reach a road junction.
- 13.2 Any direction signs should only be placed in position by the traffic stewards immediately prior to the arrival of the lead tractor.
- 13.3 All direction signs must be removed immediately after the last man has passed and before the traffic stewards leave for their next position.
- 13.4 Signage should not be affixed in such a way as to obscure any road sign or cause possible confusion to other road users.

Appendices**Appendix 1 Sample Entry form**

It is recommended that all participants complete an entry form and sign a declaration in respect of their licences and insurance before commencement of the event. A simple example is shown below

< NAME of the EVENT >

Tractor Road Run

<DATE>

Entry Form

Tractor

Make;

Model;

Date;

Registration Number;

Declaration

I declare that;

- a) I hold an appropriate driving licence for the class of vehicle
- b) my tractor is in a roadworthy condition
- c) my tractor is taxed for use on the public highway
- d) my tractor is insured for road traffic use

Print Name (driver)

Signed (driver)

Date

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Appendix 2 Bibliography

Agricultural Vehicles on the Road	Mike Braithwaite
Carrying Passengers on Farm Trailers (Agricultural Information Sheet No 36 Rev1) www.hse.gov.uk/pubns/ais36.pdf	Health and Safety Executive
Using Tractors Safely. A Step-by-Step Guide (Industry Guidance INDG 185 Rev 3) www.hse.gov.uk/pubns/indg185.pdf	Health and Safety Executive

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