

FREEWHEELERS

EMERGENCY VOLUNTARY SERVICE



RIDING FOR LIFE



Freewheelers EVS Induction Brief

Purpose The purpose of this brief is to ensure that you have a proper understanding of what is expected of you on joining Freewheelers EVS. This brief complements the handbook. Freewheelers EVS will retain a signed copy of this form as a record of your induction, and you are encouraged to take a copy from the website for your own records.

All members

Handbook: On joining Freewheelers EVS, make sure you have a copy and have read and understood the Handbook. If you have any queries contact a member of the Committee.

Fund Raising: Freewheelers EVS cannot survive without members fund raising. You will be expected to assist in fund raising at a minimum of two events per year. If you are riding the bike, you will be expected to be available to attend events during your period of duty, if requested.

Attendance at routine meetings: Routine meetings are a very important aspect of ensuring that all members are aware of important operational information. Try to attend the monthly meetings ; if you cannot then ensure you **read the minutes when posted to the website**. As a minimum you are expected to attend at least one meeting a quarter.

Annual General Meeting: The AGM is the key business meeting of the year. All members are expected to attend unless there is an urgent and unavoidable reason, in which case pass apologies to the Secretary. The AGM will normally be promulgated at least three months in advance.

Where to go with queries: If you have any operational queries when you are on duty, you should first contact the duty co-ordinator, who will attempt to resolve them with you. Otherwise, please feel free to resolve queries with any of the committee members.

Commitment When you commit to covering a week or half-week you are expected to be available for all duty hours, ie 7pm to 7am weekdays, and all day bank holidays and weekends, unless by prior arrangement with the Rota Co-ordinator.

If you commit to cover and then become unavailable for that period then it is primarily your responsibility to arrange cover for that period (usually by emailing the other riders in your area or co-ordinators and chasing responses as necessary)

Expenses You will incur some expenses with Freewheelers. Primarily some petrol/mileage costs on your vehicle(s) for bike hand-overs (the service bikes themselves have fuel cards), and charges for mobile phone and/or texts (which we use between co-ordinators and duty riders). You can minimise these by never calling the charity's 07050 number (check and use the co-ordinators' or riders' 'real' mobile numbers). Most of our riders are on mobile contracts – you'll notice it more on PAYG. In principle we don't expect volunteers to be out of pocket, but in practice it is very unusual for volunteers to reclaim these – please talk with the Treasurer if you intend to.

Riders only

Your responsibility under the law : You are to obey all legislation and regulations, including the Highway Code, applying to the driving and use of vehicles. Failure to comply with legislation may

