New Worker Training Induction

Responsibility of all persons travelling in company vans, cars, rental cars, or any vehicle associated with an Iconic Event including the driver?

- The term OPERATOR herein means and refers to the Owner of the Event, Managing Agent, Iconic Productions and/or it associates.
- The term WORKER herein means and refers to an employee and/or an Independent Contractor of the OPERATOR.

All WORKERs and persons travelling in an Iconic owned vehicle or a rental/hired vehicle organised by Iconic are required to look after the vehicles with the utmost of care. This includes:

1. Use all new features as they are intended to be used.
2. Do not force or attempt to use an element, if you are not 100% sure of how to do so. Call theÂ OPERATOR directly for instructions if uncertain.
3. Keep and maintain a clean and tidy vehicle at all times.
4. Do not leave anything behind that could adversely affect the feel, smell or surface of interior.
5. Do not install or add anything new into the vehicle with out permission.
6. **ABSOLUTELY NO SMOKING IN THE VEHICLE AT ANY TIME.**
7. If drinking or eating in the vehicle, immediately clean up all spills or mess. Remove all trash, packets, wrappers, cups etc from your meals, if eating in the vehicle. Have a garbage baggage to through your garbage into, when finished and dispose of it, at your nearest garbage can.
    1. At the end of the day's driving or shift, all persons in the vehicle are required to clean up after themselves and removed all rubbish from the vehicle.Â The vehicle must not ever have any leftover rubbish from food or drinks in the vehicle for the next day, the next group of people entering it or next drive shift.
    2. If you eat and drink in the car **YOU** are required to clean it up at your cost.Â If this is not done and the company is required to pay for the cleanup or is charged a cleanup cost, it will be charged back to to the persons rostered and indicated to be in the car at the time of the last shift.
    3. If you find when entering the vehicle the last group of persons left the car with rubbish or uncleaned **YOU** are required to notify your supervisor or Iconic's Vehicle Manager Supervisor and supply photos to avoid being responsible for others mess.
8. Do not have any more than legally allowed number of persons in the vehicle, excluding the driver.
9. If an animal is travelling in the van, ensure the proper procedures are followed as per the FAQÂ Dogs and the Staging Van .
10. **Alcohol** and the company **policy** on alcohol within the vehicle is:
    1. **under no circumstances allowed** to be found or stored in the passengers compartment of the vehicle at any time for any purpose, with the exception of it being stored and locked in the boot of the car in a protective container.
    2. **under no circumstances allowed** to be consumed inside any part of the vehicle.
    3. **under no circumstances allowed** to be brought or transported within the company vehicle, with the exception of it being stored and locked in the boot of the car in a protective container.

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11. Manuals of all vehicles are stored on the Company Server and available if required.

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The stage hand vehicle provided can only be used for work purposes and for theÂ WORKER to fulfil their job duties.Â Family members and friends will not be allowed or permitted to travel in the vehicle provided, unless written permission is obtained by the OPERATOR .Â TheÂ WORKER will have to provide a written letter of the person they wish to take with them and the reason why, including the persons age. All personal travel to and from locations, will be at each person's and WORKER own expense and cannot be part of any travel arrangement, regardless of whether the vehicle was leaving a venue and a contractor wished to briefly stop at a location of their personal choice for their own personal requirements.Â The vehicle can only be used for the sole purpose of transportation of equipment and performers to and from booked show venues, accommodation or airports or other locations as approved and/or authorised by the OPERATOR .

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Vehicles that have been modified by an approved Vehicle Modification Company will have a engineering certificate stored at the office regarding any changes/modifications to the vehicle. Therefore UNDER NO CIRCUMSTANCES should any item, unharnessed be placed in the passenger area of the vehicle. It is illegal to have any item placed in the passenger section of the van from this point forward unless stored under the seats or in the allocated store compartments in the passenger area. Items places in the passenger section of the vehicle, can become a projectile in an accident or in harsh braking scenarios. Small back packs or suit cases (like those taken as carry on baggage on an airplane) are allowed, but need to be placed under the bench seats if they are to in the passenger component.

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All props and equipment (no exceptions) should be placed in the storage area of the van, behind the cargo barrier. The large poles and items that go through the cargo barrier in the specially designed cut out, needs to be tied to cargo barrier by way of a bungee strap or rope (not string). Injuries to persons or damage to props because items were not properly placed in the correct place or secured will be the responsibility of the Driver and the contractors in the vehicle.

Questions Asked and Answered:

1. David Phillip | 21-May-2020 12:23 |
   Question: Does the Supervisor "On set/at venue" have the authority to approve request from cast or crew who request to use the cabin of Vehicle for work or does he/she have to obtain approval from event management team?
   a. answered by @steve.baltzois | 24-May-2020 17:16 |
   a. yes, as long as it is documented on the correct department channel.Â It needs to be noted here that workers should not use the vehicles as a place of work, to rest or sleep when they are at a venue and a Green Room is available or is being made.Â Access to the vehicle for the reasons mentioned in the question below is only a temporary place unless there is no actual office, green room or place, other than the vehicle to do work.

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2. David Phillip | 19-May-2020 11:52 |
   Question: What is Iconic Policy when a cast or crew member who have arrived on set "early and prior to their call sheet time" request access to the company van or vehicle as they wish to rest?
   a. answered by @steve.baltzois | 20-May-2020 12:46 |
   a. If they arrive early they are allowed to rest in the green room or setup location.Â The company stage vehicles including vans and trucks are not to be used to rest in.Â They can stay inside the vehicle to do work as long as they are in the passenger seat and documented slack permission has been

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approved for them to be in the vehicle when parked and stationary and approval for them to have the vehicle keys with them.Â They then become partly responsible for the vehicle and its content if anything happens, however the actual designated driver needs to ensure that the other worker is checked on regularly and the vehicle remains in a stationary and non-accident prone status.

Attached files:

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Author: Alex Rozen
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