

# Checklist: Vehicle Management Plan

Use this helpful checklist when developing your vehicle management plan. Not all elements will be applicable to all events. Please discuss with the Event Officer if you are unsure which elements are required for your event.

<b>Outline of Vehicle Movement</b>	
	Why is vehicle movement required?
	Nature of vehicle movement. Will this be in public parks, footpaths or on closed roadways?
	Type and size of vehicles
	Who will be operating vehicles?
	When will vehicle movement occur?
<b>Vehicle Path</b>	
	Outline the proposed path of travel for vehicles. It might be helpful to demonstrate this on your site map.
	What surface will vehicle movement occur on?
	Are bollards/gates required to be accessed for vehicle movement? How will this be managed?
<b>Safety</b>	
	How fast will vehicles be travelling?
	Will your vehicle have a spotter? How will your spotter be identified?
	How will the public be notified of vehicle movement in public spaces?
	Have you included your mitigation measures for this activity in your event risk management plan?