

## Road Safety and High Visibility Materials Distribution Policy

All requests must be received via the following channels:

- RSA website <http://www.rsa.ie/en/RSA/Road-Safety/Orders-online/Orders-online/>
- Phone **0818 532 532**
- E-mail [info@rsaorders.ie](mailto:info@rsaorders.ie)

Items that are available free of charge are subject to strict approval rules and limits are applied to all orders. You should only order a vest if you have not already got one. Further information is set out below.

The following list of categories outlines the limit on the number of items you can order. If you need more items than the limit allows, charges may apply for the extra items.

- **Family**  
Max 1 item per family member.
- **Pre-school**  
Max 1 item per person.  
Pre-school providers are encouraged to do training on the *Simon and Friends* road safety education programme before distributing the vests to children.
- **School** (primary, secondary, third level)  
Max 1 item per person.  
This depends on stock availability at the time. The RSA already delivers high visibility vests to pupils in junior infants as part of the Back to School campaign in September so orders for junior infants may not be approved on that basis.
- **Emergency Services**  
Max 200  
Orders must be on an event or campaign basis. The RSA already delivers road safety and high visibility materials into schools every year so duplicate orders may not be approved on that basis. If no event or campaign is planned a max of 20 may be ordered for reception.

- **Local Authority Road Safety Officer**  
Max 200  
Orders must be on an event or campaign basis. If no event or campaign is planned, a max of 20 may be ordered for reception.
  
- **Charitable events / Fund-raising events**  
Max 100  
Organisers should encourage people to bring their own vests to the event.  
Organisers are advised to implement the recommendations outlined in “Road Safety Information for Charitable Events on Public Roads” booklet. *For larger events (more than 1,000 participants), organisers should ensure that a road safety plan has been put in place for the event.*  
Consideration will be given to orders for large sporting or charitable events (over 1000 participants) however, depending on stock levels and distribution plans, we may not be able to fulfil the order and you will be contacted as soon as possible.
  
- **‘Not for profit’ clubs / agencies** (eg Active Retirement, Men’s Shed, ICA)  
Max 50  
These vests must be for use on the public road.
  
- **Companies / ‘for profit’ clubs/agencies** will only be provided with garments/items on foot of payment. The current prices are set out in the table below but are subject to change by the RSA at any time. We can only release materials to companies on receipt of a purchase order / payment for the materials requested.

Size	Total cost each
4 – 6 yrs	€2.08
7 – 9 yrs	€2.08
Small	€1.86
Medium	€1.86
Large	€1.86
X – Large	€1.86
XX -Large	€1.86
Drawstring bags	€1.61
Adult armband	€0.35
Kids armband	€0.35
Motorbike vests	€2.09
Running bib	€1.96
Rucksack covers	€1.80
Bike Lights	€2.80
USB Bike Lights	€9.00
Reflective Bag Strips	€0.20
Beanie Hats	€2.30
Keyrings	€0.45
Cycling Gilets	€12.30
Cycling Jackets	€20.90
Footshape Tags	€0.80
Motorcycle Neckerchief	€1.50

Size	Total cost each
Reversible Hoodies	€20

### The approval and dispatch process:

- All orders are reviewed using the above rules.
- Generally, orders will be processed from time of order to dispatch within two working days. However, during busy periods, this may increase to 4 working days.
- When the order is dispatched it should be delivered to you within 3 working days.
- The order processing unit reserve the right to amend any order received and you will be notified of any change by e-mail.
- If the number of items in your order exceeds the category limits above, charges may apply for the extra items. In this case you will be contacted by the RSA to discuss payment methods or to amend the order.
- Orders for materials will not be approved if you plan to sell them on or want to include them in any paid for services or packs.
- No garments/or other RSA property will be released from the RSA's storage facility without first placing an order and the normal approval processes applied.
- The order placed must outline the planned use of items ordered. The RSA reserve the right to exercise discretion when approving orders and may contact you for more information if needed.

All the above rules are subject to stock availability at the time the order is received, and the RSA reserve the right to amend these rules at any time, without notice.

Thank you for taking the time to read this policy and we ask you kindly to adhere to the rules when placing orders.

If you have any queries in relation to this policy, please contact us on the information below.



**RSA Order Processing Team**  
Road Safety Education Department

Locall. 0818 532 532 E-mail [info@rsaorders.ie](mailto:info@rsaorders.ie)