



UNIVERSITY OF STRATHCLYDE SPORTS UNION

TRANSPORT POLICY

Updated by:
Date:

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Section 1:

Self-Drive Vehicles

1.1 Driver eligibility

To drive a vehicle on behalf of a University of Strathclyde sports club and on the Sports Union Motor Vehicle Insurance policy, the following criteria must be met.

- You should be 21 or over to drive a Minibus or 20 or over to drive a Minivan/Car
- Held your full driver's license for 2 years or more
- You must not have received more than 3 penalty points
- Experience of driving in the UK
- *From January 2018, participated in the comprehensive online driver assessment module.

The Sports Union Coordinator is responsible for authorising all student Drivers.

1.2 Driver approval process

If you intend to hire a vehicle through the Sports Union, the following information must be submitted to the Sports Union:

- Completed Authorised Driver Registration Form.
- A copy of your driver's license. Please be aware, it is the individual's responsibility to notify the Sports Union of any endorsements, penalty points or changes to your license.

1.3 Online Driver Assessment Module

From January 2018, to drive any hired vehicle through the Sports Union, the driver must participate in a comprehensive online driver assessment module through the AA.

This platform delivers an assessment by combining driver history, anticipation, observation, behaviour and knowledge, to provide a credible 'risk exposure' profile. It includes fully interactive video clips to ensure the most realistic risk assessment without the need to drive a vehicle.

These results generate an 'exposure to risk' profile for each driver. From the answers provided, all drivers will be assigned eLearning modules depending on their risk level. The results are visible online by both the driver and the Sports Union.

1.3.1 What are the benefits?

- Desktop assessment
- No formal booking
- Accessible 24 hours a day, 7 days a week
- eLearning modules can be completed at the driver's convenience

1.4 Minibus hire

Drivers looking to drive larger vehicles, including Minibuses (12-seats), must pass both a theory and practical Minibus driving assessment, commonly known in the Sports Union as 'MIDAS'.

During the assessment, the assessor demonstrates the required level of skill and the associated driving techniques, before drivers have the opportunity to practise the techniques themselves – under supervision.

9-seat Minivans can be driver without sitting the MIDAS test.

1.4.1 Assessment cost

Assessment costs £50 per person, which is covered by the Sports Union for up to five members per club per academic year. Additional driver assessments must be covered by the relevant sports clubs.

1.4.2 Pass rates

Using professional judgement, the assessor will determine if the candidate driver has the skills, experience and understanding to drive minibuses safely, responsibly and in accordance with the law.

If the individual is unable to pass the test after two assessments, they will not be able to sit the test a third time.

1.5 Car hire

The Sports Union will approve drivers using the driver approval process outlined in section 1.2.

A practical assessment is not required to hire a car.

1.6 Booking a Hire Vehicle

A booking form must be completed in full and submitted to the Sports Union from the Club Management Portal account. Once the request has been processed, the email account associated with the booking a notification containing the confirmation of the hire.

1.7 Section 19 Permit (12-seat hire only)

For a 12-seat minibus hire, the driver will be required to collect a Section 19 Permit from the Sports Union Office prior to travel.

To comply with this requirement, all minibuses (owned or hired) used for sports club purposes must display a Section 19 permit at all times when being driven, whether or not any passengers are on the minibus.

Minibuses which are parked do not require a Section 19 permit but must have one on display as soon as they are being driven.

If the permit is not returned within 48 hours after the hire or it is lost, stolen or damaged; the club will be invoiced £20 as a result.

1.8 Vehicle Insurance

Vehicle insurance will be booked for you automatically using the Sports Union Motor Insurance Policy with Endsleigh.

If damage to a vehicle occurs, and a claim is made, the Club will be charged 100% the cost of the excess.

- If there is no report of damage within 48 hours, the claim will not be processed via Insurance and the Club will be liable for the whole repair costs.
- If parking vehicles overnight, ensure that you choose a well-lit, safe location.
- Vehicles only to be used on official roads, no off-road driving.

1.9 Towing

For more information about towing please visit the DVLA website:

- <https://www.gov.uk/towing-with-car/driving-licence-rules-and-what-you-can-tow>

1.10 Vehicle Accidents & Damage

Any driver involved in an accident, however big or small, is obliged to discuss the details of the accident/damage in consultation with the Sports Union Coordinator. Please refer to section 4 for further information.

1.10.1 Parking

Due to the number of incidents from reversing or parking, it is now policy that a passenger must get out of the vehicle to help the driver park or leave the car park.

1.10.2 Minibuses

The Sports Union has the right to revoke a driver's permit if they are involved in a motor accident, depending on the accident circumstances.

Drivers who are involved in two or more accidents, depending on the accident circumstances, will not be able to drive on behalf of the Sports Union indefinitely.

1.10.3 Cars

Drivers who are involved in two or more accidents, depending on the accident circumstances, will not be able to drive on behalf of the Sports Union indefinitely.

Section 2:

Vehicle Hire Companies

2.1. Booking in advance

All booking requests must be received at least 7 days prior to travel, anything later than this will not be guaranteed to be processed. It is also important that all details are accurate when making bookings, changes are liable to administration charges of £10 per change.

2.1.1 Cancellation charges:

If a booking has to be cancelled due to adverse weather, or circumstances beyond the relevant Strathclyde sports club's control (e.g. cancellation by the opposition), we will endeavour to ensure that the external vehicle hire company is informed, and where possible, ask that cancellation charges will be reduced. In all other circumstances, the below cancellations rates apply:

- Cancellation within 24 hours of date of hire: 100% hire fee + £10 admin charge.
- Cancellation within 48 hours of date of hire: £10 admin charge.

2.2 Fuel Charges

Vehicles will be supplied with a full tank of fuel. Fuel not replaced will be charged at pump prices with no additional administration costs.

2.3 Vehicle hire company opening hours

Please refer to the Sports Union Club Management Portal transport section for up to date information on opening and closing times of all external vehicle hire companies used by the Sports Union.

2.4 Inspecting vehicles upon collection

Vehicles must be checked by the Driver for damage and if they feel there is anything they want added to the condition of the vehicle they can call the branch or leave a message on the phone.

The Driver should make themselves familiar with the vehicle controls e.g. lights, heater etc. before starting their journey too.

The level of fuel should be checked so that the User is happy that the level is showing full. If the user does not agree with what is written, please speak directly with the branch. It is always best to do this at the start of the hire rather than get caught up in a discussion after the hire ends.

An Accident Report Form should be completed if there is ever have a situation when there has been damage caused to the vehicle, a third-party vehicle or any damage to property, as much information as possible should be recorded on the form. Any damage should be reported straight away to the branch and to the Sports Union (see

section 3 for details). If it has happened over the weekend, again the user can call the branch or leave a message.

Section 3:

Coach Hires

3.1 Coach sizes available:

- 29-seater
- 52-seater
- 72-seater
- Other on request

3.2 How to book a coach

A transport booking form must be completed in full and submitted via the Club Management Portal from the Sports Club account.

Once the request has been processed, the associated email account will receive a notification containing the confirmation of the hire.

Coach bookings should be sent at least 7 days prior to the event to guarantee travel. Bookings received after this may mean travel cannot be guaranteed, especially during periods where coaches are in high demand (e.g. Scottish Cup Football, School Trips etc.).

Please contact the Sports Union Coordinator for an initial quote prior to booking. Total cost is calculated based on various factors, including journey distance and driver conditions.

3.3 Cancellations

The cancellation charges payable are as follows (subject to management discretion):

- Cancellation before 17:00 on day before hire: No charge
- Cancellation after 17:00 on day before hire: £25 or 10% of hire whichever is the greatest
- Cancellation after vehicle has left the Depot or no show by Club members at the appointed uplift point: 100% of hire

Section 4:

Accidents & Damage

4.1 Incident procedure

The following guidelines are in place to support student Drivers involved in vehicles accidents and incidents:

4.1.1 Incident takes place

If a Third party is involved call the police, ensure get the following information from the Thirds party:

- Name
- Registration number
- Contact number
- Insurance details
- Picture of the damage

4.1.2 On return to the Hire Company and Sports Union

On return Clubs must follow the below process no matter how minor or major the damage:

- Call the Hire Company ASAP to inform them that damage has occurred.
- Outline of accident and damage to be noted on the Accident Report Form, then email to the Sports Union Coordinator, along with any other info and photos as necessary.

4.1.3 Insurance claim

Following submission of the Accident Report Form and all other associated information, the insurance claim process will come into effect.

4.1.4 Insurance costs

Clubs are liable for 100% of insurance costs relating to all vehicle accidents, incidents and damage. This includes the insurance excess payable.

4.2 Driver accountability

All vehicle accidents and incidents are reported to the USSU Executive Committee. Should the student Driver be deemed accountable for the accident or incident, the Driver may be referred to the USSU Disciplinary Committee for further action.

4.3 Emergency Procedures

Student groups should follow the Sports Union Emergency Procedures relating to all vehicle accidents and incidents.

A copy of the Sports Union Vehicle Insurance policy number and 24-hour collection service is documented in the Emergency Procedures.

Appendix 1

Transport Terms & Conditions

The below Transport Terms & Conditions must be read and agreed to by all student Drivers before submitting a vehicle booking request:

- I have confirmed with a member of Sports Union staff that driver's names on this form are insured to drive this vehicle for the period stated.
- I have confirmed that no uninsured drivers will use this vehicle.
- I am responsible for the vehicle at all times it is on hire.
- I understand that booker and all drivers listed on this form will be sent an email from the Sports Union confirming hire dates and times – when vehicle has to be picked up at (start day/ time of hire) and returned by (end day/ time of hire).
- I will not pick up the vehicle from the hire company before the stated start of the hire time, and that I will return the vehicle before the stated end of hire time.
- I have picked up, read through and understood the information within the driver's pack (12-seater Minibuses only).
- I am aware of the Sports Union Emergency Procedures.
- I am responsible for accurately reporting any incident that occurs involving this vehicle or damage to this vehicle while it is on hire and in my charge.
- Failure to comply with any of the above could lead to the Sports Union taking disciplinary action against myself and/or my club.
- I confirm that I am fit to be in control of a vehicle as per DVLA regulations.
- I will report any changes to my licence throughout the year – convictions or medical – to the Sports Union immediately once they have been notified by the DVLA.
- I understand that failure to adhere to above would result in referral to the Sports Union Disciplinary Committee.