

STUDENT ACTIVITIES TRANSPORT POLICY

The purpose of this document is:

- To provide information to ensure that individuals travelling to activities arranged by Students' Union clubs and societies are not subject to any unnecessary risk
- To highlight the importance of ensuring that all legal requirements connected with such travel arrangements are met.

This information has been produced for the benefit of:

- Organisers of Students' Union activities that require hired vehicles for large numbers.
- Or small groups who travel using public transport or private vehicles in connection with student activities.

Introduction

The activities arranged by clubs and societies through the Students' Union are an essential part of student life. Developing a simple transport policy for getting student activities to and from training/match and other venues is impossible. Whilst it has never been an easy task, changing rules in terms of Health and Safety and driving licence legislation coupled with changes to the British Universities & Colleges Sport (BUCS) competition structure has made it increasingly difficult.

Where the logistics of getting from A to B are found, there remain underlying concerns. It is not unknown for students to behave recklessly and if not causing injury damaging the hire vehicle, be it a coach or self-driven vehicle. Apart from laying down rules such as no drinking of alcohol to or from events, advising students to behave sensibly and checking documentation, there is little more that can be done. The SU officials and staff have neither the time nor qualifications to check the roadworthiness of private cars or the skills of the driver.

Guidelines

Large groups will be provided with a professionally driven hire coach from a reputable company, for this a Trip Registration & Transport Booking Form must be completed and returned to the Student Activities Co-ordinator.

Please note that the **drinking of alcohol on the coach is strictly forbidden**, anyone reported so by the coach company or fellow players will be barred from taking further part in SU activities for a period of time.

Small groups/teams will be required to use public transport. Students are expected to make use of any discounts available to them such as Railcards. Where public transport is paid using cash receipts must be obtained and submitted with reimbursement claim forms.

If public transport is not available for any of the above mentioned reasons, i.e. remote location, then the following options may be considered with the Student Activities Co-ordinator.

- Taxis
- Private Vehicles

Taxis

Taxis are best suited for transporting small numbers, short journey about town. Taxis are allowed with prior approval, at a rate of one taxi to 4/5 people. Again, receipts for monies paid must be collected from the driver and submitted documentation accompanying any claim for reimbursement.

Private Vehicle Use

Students can use their own vehicles for student activities, but first must carry out the following steps.

1. Complete a private vehicle registration form, available from the Students' Union.
2. Bring the following documents to the Student Activities Co-ordinator
 - Driving Licence and plastic card
 - Vehicle registration certificate.
 - MOT (if applicable)
 - Proof of regular service/maintenance
 - Certificate of insurance
 - Check with your insurance company to ensure that your insurance arrangements are sufficient and would cover you in the event of an accident.

Journeys over 120 miles or two hours in duration must have a **minimum** of **two** drivers.

If you need another driver for your car there may be a student(s) who already have full comprehensive insurance on their own vehicles, and may be insured to drive other people's vehicles. This usually only covers third party fire and theft. Please check with your own and their insurance company.

A record of mileage and any petrol receipts for the journey must be provided with any claim for reimbursement. Mileage will be paid at 0.20p per mile.

HIRE OF MINIBUSES & COACHES (CONTRACT VEHICLES)

Transport to BUCS Matches

For **away** games, transport will be provided by the Students' Union and must be booked through Student Activities Co-ordinator using the Trip Registration and Transport Booking request form.

Transport for Social Events

Coaches and minibuses may be booked for club/societies, but due to the expensive hire charges, strict rules must be applied:

- The club/society must endeavour to recoup 50% of the cost of hire.
- The hire of transport must be included in a budget proposal, and submitted at the next available Societies Council for inclusion on the agenda.

All requests for booking vehicles must be made by the trip organiser to the Student Activities Co-ordinator.

Exceptional Circumstances

Obviously occasions are going to arise when something goes wrong and these procedures cannot be followed precisely.

The first rule to apply to any situation is common sense.

- ***What happens if a pre-booked transport fails to arrive at the allocated pick up place at the appropriate time?***

Before any journey on a hired coach you should have collected details from the Student Activities Co-ordinator and travel directions. In the event of a problem with transport during office hours contact Student Activities on (01204 900850). On any other occasion ring the coach company direct.

- ***What happens if the coach breaks down in transit?***

Once the journey has started it is the travel company's responsibility to get you to where you need to be. Usually, they have contingency plans and you are advised to follow their instructions. Do not incur any additional costs, i.e. taxis or rail fare, without obtaining confirmation from the travel company that they will cover the costs.

- ***What happens if the vehicle in which teams are travelling is involved in an accident?***

If a vehicle has been hired and a driver provided, the "duty of care" will lie with the driver and the contractor who should have contingency plans. If for any reason the driver from the coach company is injured then the duty of care lies with the trip organiser.

- **Parking and Speeding Fines**

The Students' Union will not be responsible for paying any of the above. Individuals must pay their own fines.

Updated May 2011