



# TRANSPORT POLICY

<b>Status</b>	Approved
<b>Consultation with staff</b>	9 <sup>th</sup> November 2018
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## **Hire Drive Vehicles**

GCU Students' Association only hires vehicles for affiliated groups, clubs and societies.

GCU Students' Association will subsidise the cost of the hire and the insurance, this is subject to budget availability.

GCU Students' Association only provides vehicle hire for journeys to locations out with the Glasgow postcode area, any group, club or society wanting to hire a vehicle for use within this boundary must pay for the full cost of the hire, insurance and fuel.

Any costs incurred for damage and repairs resulting from a road vehicle accident will be charged to the user group, either the excess or cost, whichever is less.

Any group cancelling a hire drive within 48 hours of the booking may be liable for a cancellation charge as prescribed by the hire drive provider.

All user groups must replace fuel used, any fuel payments invoiced from the hire drive provider will be charged to the user group's account.

7 days' notice must be given to book a hire drive vehicle.

## **Using Hire Drive Vehicles**

GCU Students' Association operates a No Smoking policy in all hire drive vehicles used for activities.

Vehicles hired by GCU Students' Association must not be used for personal activities.

For any single journey over 2 hours in duration or 120 miles in distance, it is strongly advised that there are two approved drivers.

All journeys outside Glasgow should be Trip Registered with GCU Students' Association using a Trip Registration Form.

If a vehicle on hire by GCU Students' Association is stolen or broken into the police must be informed immediately and an incident number obtained from them.

Passengers must not consume alcohol in any vehicle hired by GCU Students' Association.

Valuables must not be left in any unattended vehicle.

All drivers must be registered with GCU Students' Association and provide a copy of their driving licence at least 7 days prior to driving. To be eligible to drive a hired vehicle (up to 8 passengers) you must be aged 18 and over and have held a full UK or EU licence for 12 months or more.

Drivers of vehicles on hire by GCU Students' Association have a responsibility for the following:

- The safety of the passengers and vehicle at all times.
- Completing the vehicle log for every journey.
- Payment of fines for road traffic offences obtained whilst driving the vehicle.
- Reporting any vehicle defects to GCU Students' Association immediately, the vehicle log has a section for noting any problems.

- Before any journey drivers should satisfy themselves that their vehicle is in a safe condition in respect of brakes, fuel, oil & water levels, operation of lights, tyre condition and pressure.
- Drivers must never drink and drive, be aware that the effects of alcohol do not wear off after a night's sleep and that the Police can still detect level of alcohol the morning after. Similarly, drivers should not begin any journey if under the influence of any drugs.
- Drivers are strongly advised to check the weather and road conditions prior to any journey particularly during the winter months.

## **Minibuses**

Drivers passing their car driving test from 1<sup>st</sup> January 1997 do not automatically receive the (D1) entitlement to drive a minibus. However, an exemption allows new drivers to drive minibuses if all the conditions are met below:

- 21 years old or over.
- Held a full UK driving licence for minimum of 2 years.
- Driving on voluntary basis.
- Minibus used by non-profit organisation for social purposes under Section 19 permits.
- Minibus max weight (MAM or GVW) is no more than 3.5 tonnes (4.25 if accessible).
- Complete the GCU Students' Association Minibus Driver Training Session.

All minibuses hired by GCU Students' Association are operated under the Section 19 permits; these permits must be displayed by drivers clearly in the windscreens of any minibus used and are subject to the provisions below:

- Only passengers of the following classes shall be carried:
- Members of the body holding the permit.
- Persons whom the body exist to help and persons assisting them.
- Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them.
- Minibuses operated under Section 19 (Small Bus Permits) cannot travel overseas.

It is the responsibility of every individual over the age of 14 to use the seat belts provided, but it is good practice for drivers to remind everyone. The driver is responsible for ensuring that under 14 year olds wear their seat belt.

Drivers should be familiar with the Gross Vehicle Weights of the minibus and must not exceed the recommended limits. Drivers are advised not to overload the minibus with either passengers or luggage; there must be no standing in the minibus. Drivers should ensure all luggage and equipment is secured, but does not block gangways or exits. Distribute luggage and equipment evenly keeping heavy items at low level.

## **Private Vehicles**

Private vehicles can be used for transportation but their use in this capacity can affect insurance. All private vehicle owners intending to use their vehicles on GCU Students' Association activities are strongly advised to contact their insurance company to inform them of this use and confirm they are adequately insured.

For any single journey over 2 hours in duration or 120 miles in distance, it is strongly advised that there are two drivers.

All journeys outside Glasgow should be Trip Registered with GCU Students' Association using the Trip Registration Form.

Drivers of private vehicles used for GCU Students' Association activities have a responsibility for the following:

- Ensuring the vehicle is roadworthy and safe to use.
- Payment of fines for road traffic offences obtained whilst driving on GCU Students' Association activities.
- Drivers must never drink and drive, be aware that the effects of alcohol do not wear off after a night's sleep and that the Police can still detect level of alcohol the morning after. Similarly drivers should not begin any journey if under the influence of any drugs.
- Drivers are strongly advised to check the weather and road conditions prior to any journey particularly during the winter months.

### **Accident Procedure**

In the event of an accident drivers must always stop. Passengers are more important than property and a driver's first priority is to the safety of passengers. If required arrange for the emergency services to be contacted immediately. If appropriate move uninjured passengers away from the vehicle and away from traffic and await arrival of emergency services.

Drivers involved in an incident must exchange details, if someone is injured, or property damaged and particulars cannot be exchanged, driver must report to the Police within 24 hours.  
Do not admit liability as this may affect insurance cover.

If a driver is using a hire drive vehicle and it is not roadworthy after an accident use the emergency vehicle recovery number and the vehicle and passengers should be uplifted and taken to your destination or returned to Glasgow.

In the event of a serious emergency, contact the university on 0141 331 3787 to report the incident.  
After an accident contact GCU Students' Association as soon as possible on 0141 331 3886 or call into reception to report the incident.

### **Breakdown Procedure**

Passengers are more important than property and a driver's first priority is to the safety of passengers. On motorways: passengers should leave the vehicle unless at more danger outside. Other roads: passengers should stay inside vehicle - seat belts on - unless there is a safer place nearby.

Contact the Breakdown Recovery Service. Should the vehicle not be repairable at the roadside then the vehicle and passengers should be uplifted and taken to your destination or returned to Glasgow.

After a breakdown or accident contact GCU Students' Association as soon as possible on 0141 331 3886 to report the incident.