



**UNIVERSITY OF STRATHCLYDE SPORTS UNION**

# **TRANSPORT POLICY**

**Updated by:** University of Strathclyde Sports Union  
**Date:** February 2024

## **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 9 seater/Car
- Held your full driver's licence for 1 year or more (for 9 seater/ car)
- Held your full driver's licence for 2 years or more (for minibus)
- You must not have received more than 3 penalty points
- If under the age of 21, you must have no previous accidents
- Experience of driving in the UK
- Hold a UK licence (for minibuses only)
- Completed and passed (to a satisfactory level) the comprehensive online driver assessment module.

Once drivers have been successfully added to the drivers list, they can drive any vehicle (up to a 9 seater if non MIDAS driver). Clubs are welcome to alter drivers as they see fit throughout any trip they make.

The Sports Union Coordinator is responsible for authorising all student Drivers with respect of this policy.

### **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 via [ussa.sportsuser@strath.ac.uk](mailto:ussa.sportsuser@strath.ac.uk)

- Completed Driver Declaration and Insurance forms
- A copy of both sides of your driver's licence. Please be aware, it is the individual's responsibility to notify the Sports Union of any endorsements, penalty points or changes to your licence.

Once the above has been submitted, the driver will be emailed a link to the Online Driver Assessment Module.

### **1.3 Online Driver Assessment Module**

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

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.

The online driver assessment module is an insurance requirement to drive all vehicles on USSU's policy. Furthermore, this assessment ensures all drivers meet minimum safety requirements when transporting other students.

### **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

### **1.3.2 What are the costs?**

- Online Assessment + E-learning      £12 +VAT per driver
- Foreign Licence Check                £6.60 +VAT

The Sports Union will provide funding for students via clubs in the Annual Club Budget to support costs of the assessment. Additional drivers will be charged to the relevant Club Savings Account and it is at discretion of the Club Committee to reclaim this from the individual.

### **1.3.3 Assessment outcome**

Individuals who achieve results of low or average risk will be classed as a pass.

Results of above average or high risk will be classed as a fail.

Individuals who successfully pass the assessment will be automatically added to the Sports Union driver database.

If an individual fails the assessment after one attempt, and wishes to resit the test, they must email their Club Captain who in turn will email the Sports Union to notify them they are happy for the resit to take place.

If an individual is unable to pass the assessment after two attempts, they will not be allowed to sit the test for a third time.

## **1.4 Minibus hire**

Drivers looking to drive larger vehicles, including Minibuses (12, 14 & 15 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 driven without sitting the MIDAS test.

#### **1.4.1 MIDAS Assessment cost**

Assessment costs £100 per person, which is covered by the Sports Union via Annual Club Budget for up to three 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**

Vehicle hire requests must be emailed to [leanne.carnan@strath.ac.uk](mailto:leanne.carnan@strath.ac.uk) giving 7 days notice, with the following information associated to the hire request:

- Type of vehicle required (9 seater, van, minibus etc)
- Date and time hire is to start
- Whether hire is for 24 hours, 48 hours, 72 hours etc
- Name of driver who will be collecting the vehicle
- Whether cost of vehicle should be charged to budget or savings

Once the request has been processed, the email account associated with the booking will be emailed a notification containing the confirmation of the hire.

For clubs travelling outside of Scotland, abroad or on same day trips categorised high risk, then a Trip Registration Form must be completed prior to submitting a transport booking request

### **1.7 Section 19 Permit (12, 14 or 15 seat hire only)**

For 12 or 15 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.

It is essential that only those who are driving are listed on the Sports Union's driver list so the correct people are insured by the Sports Union Coordinator:

- The Sports Union Coordinator must be notified of any changes in drivers immediately.
- It is illegal to drive without insurance. The Sports Union will take no responsibility for any damage caused to individuals, vehicles, property etc. should a non insured driver be driving a vehicle hired by the Sports Union.

## **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.

If damage to a vehicle occurs, and a claim is made, the Club will be charged 100% of the cost of the excess. This is currently £750. However, this cost increases should the driver have points or previous accidents.

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.

### **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.

If parking vehicles overnight, ensure that you choose a well-lit, safe location.

### **1.10.2 Minibuses**

The Sports Union has the right to revoke driver's permission to drive any vehicles on behalf of the Club/Sports Union if they are involved in a motor accident, depending on the accident circumstances.

### **1.10.3 Cars**

The Sports Union has the right to revoke driver's permission to drive any vehicles on behalf of the Club/Sports Union if they are involved in a motor accident, depending on the accident circumstances.

### **1.10.4 Reversing**

Any manoeuvre that involves reversing of any of the hire vehicles must be guided by another member of the club or another individual. This is now policy.

### **1.11 Driver Considerations**

- Vehicles are only to be used on official roads, no off-road driving is permitted.
- Any trip going further than 200 miles must have at least two drivers per vehicle.
- Drivers should take regular breaks (roughly every 2-3 hours)
- No alcohol should be carried or consumed in the vehicle
- The aisles of the minivan or minibus should remain free from luggage
- Failure to comply with the above rules could result in approved driver status being removed or the club's ability to hire vehicles via the Sports Union

## **Section 2: Vehicle Hire Companies**

### **2.1. Booking in advance**

All Trip Registration and Transport 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 by the hire company at above fuel pump prices and will be subject to a labour charge.

### **2.3 Vehicle hire companies**

The Sports Union currently use two hire companies in Glasgow. They are:

Arnold Clark, 1330 South Street, Glasgow, G14 0BJ

Opening hours are, Mon-Fri 8am – 5.30pm, Sat 8 am – 5pm, Sun 9am – 4pm.

The latest vehicles can be returned to Arnold Clark is 30 mins before they close. This allows time for the company to check over the vehicle and complete the relevant paperwork

Arnold Clark requires a name that the vehicle will be booked under. This person must be the driver who collects the vehicle. After this, anyone on the drivers list can drive the vehicle and return the vehicle back to Arnold Clark

AMK Self Drive, 44 Methill Street, Glasgow, G14 0BE

Opening hours are, Mon-Fri 8.30am-5.30pm, Sat 8.30am-4pm, Sun 9am-4pm

AMK have a drop box which enables clubs to return vehicles out with their office hours

## **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 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 an accident happens 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**

Coach hire requests must be emailed to [leanne.carnan@strath.ac.uk](mailto:leanne.carnan@strath.ac.uk) with the following information contained in the hire:

- Date and time of pick up (pick up is normally from Collins Street, Glasgow)
- How many people will be travelling
- Address, including postcode, of where you are travelling to
- Whether there will be any additional stops on the journey
- Date and time of pick up for return journey
- Whether pick up for return journey is the same location as drop off
- Whether there will be any additional stops on the journey back to Glasgow

Once the request has been processed, the email account associated with the booking will be emailed 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 vehicle accidents and incidents:

#### **4.1.1 Incident takes place**

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

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

#### **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.
- Inform the Sports Union Coordinator providing as much information as possible along with photos if necessary.

#### **4.1.3 Insurance claim**

The Sports Union Coordinator will email an Accident Report Form and all other associated information to the club. The completed form must be returned to the Sports Union Coordinator within 2 days to allow the insurance claim process to come into effect. If the form is not returned back to the Sports Union Coordinator within the deadline, cost of repair, in full, will be passed on to the driver and/or club. The Sports Union will only submit an insurance claim for damage in excess of £1000. Anything that falls under this amount must be met by the Club.



#### **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**

Should the Student Driver be deemed accountable for the accident or incident, the Driver will be removed from the Student Driver Database and banned from driving future vehicles under the Sports Union.

Serious accidents or incidents may be referred to the Sports Union Disciplinary Committee for their consideration.

#### **4.3 Refuelling of Vehicles**

It is imperative that the individual who is refuelling the vehicle ensures the correct type of fuel (petrol/diesel) is used for that particular vehicle. If the wrong type of fuel is used, the onus will be on that individual and/or club for all repair costs due to damage that is caused by this. Our insurance policy does not cover damage caused by refuelling with the wrong type of fuel.

#### **4.4 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.

#### **4.5 Accidents and Breakdowns**

If involved in an accident, insurance is through Endsleigh, underwritten by QBE **policy number 00025644MBP**. Policy holder **Strathclyde Student Association**.

For recovery following an accident or notification of a new accident/theft claim – call 0800 389 1708 and select the option “New motor claim notification” Please ensure you have provided your location and the total number of people in your vehicle for recovery. This option should not be selected for a recovery following a mechanical breakdown

For a breakdown including recovery due to a mechanical breakdown – call 0800 389 1708 and select the option “Recovery following a breakdown” Please ensure you have provided your location and the total number of people in your vehicle for recovery. Do not use this option if you require recovery following a motor accident.

If you are reporting an incident involving a temporary hire vehicle, please ensure you make it clear at the time of reporting the vehicle is a temporary hire vehicle that has been added to your insurance policy.

## **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 the individual placing the booking request and all drivers listed on this form will be sent an email from the Sports Union confirming hire dates and times – when the 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 (12/14/15 seater Minibuses only).
- I am aware of the Sports Union Emergency Procedures.
- I have read and agreed to the Sports Union Transport Policy
- 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 the above would result in referral to the Sports Union Disciplinary Committee.