



Union Vehicle Drivers' Manual

Latest Revision Date: July 2017

You must read & understand this
before driving any Union Vehicle

If there is any conflict between the guidance in this document and the Highway Code, then the Highway Code takes precedence

Also available online:
www.TheSUBath.com/Transport

1. Introduction

The SU operates a fleet of vehicles. We have vehicles on long term hire and, in addition to these, we hire in other vehicles during peak times. The fleet is operated to support student activities, and can be booked to be used while on SU business only.

This handbook should answer any questions you may have about driving Union vehicles. If you have any other questions please ask the Transport Coordinator.

2. Essentials before driving off

- **ON OF THE BIGGEST DANGERS** is getting complacent or careless once you've run a couple of trips. **Always** carefully make sure you've done everything correctly before you go. Things don't change - for example, it was necessary for you to check the lights the first time you drove, and it's always necessary to check the lights every time you drive.
- **Have you checked "Allocations Overview?"** There are many things that can go wrong before you're able to get the keys, and it's **your** responsibility to make sure everything's OK before you go. If your trip is not "green," Security won't issue the keys. If your trip is "amber" or "red" a few days before you are due to travel, it's wise to check with the Transport Office.
- **Are you driving a MINIBUS or an MPV?**
 - If you are driving a **MINIBUS**, you must display a Section 19 Permit (see further on). The fleet minibus has got Section 19 Permits already on the windscreen, but if you are allocated a hired-in minibus, you must make sure you get a Section 19 Permit. This will either be among your white & yellow forms (if Paul remembers!) or you must go to him and collect one. You **CANNOT** drive a minibus for the SU without a Section 19 Permit in your windscreen - if you do, you will be driving "otherwise than in accordance with your licence," worth 3 to 6 points!
 - If you are driving a **MINIBUS**, the minibus must contain a fire extinguisher and a first aid kit.
 - If you are driving an **MPV**, you do not need a Permit, fire extinguisher or first aid kit - they are legal requirements for minibuses only.
 - If you can't tell the difference between a minibus and an MPV, you need to do the Theory session again! To help you out, the difference is explained later in this manual.
- **Are you INSURED?**
 - The answer is **"YES"** if you are a currently qualified and registered SU driver. If so, you can drive any vehicle, either fleet or hired-in (in the class for which you are registered, i.e. "MPV" or "Minibus+MPV") on any approved SU trip. Although it's easier for the Transport Office if you've been declared as a driver before the trip, this doesn't in any way stop you from driving if you haven't been declared. You don't need to phone or text for permission to drive, you are insured. Please note - registration finishes at Freshers' Week each year and you must re-register to become re-insured.
 - Therefore, the answer is **"NO"** if you have not re-registered after Freshers' Week.
 - The answer is **"NO"** if anything has changed on your insurance declaration since the last time you filled one in. Our policy is automatically cancelled for you if your insurance declaration changes, until such time as you've filled out another one and Endsleigh have sent us a revised quote for you. Therefore, if you get any points, or have any kind of collision in any vehicle, no matter whose fault or whose car you were driving, you have to re-declare. Insurance is termed in law "a contract of utmost good faith," which means that you **must** declare ANYTHING which might affect the premium or excess which your insurers charge, and the onus is on YOU to tell them.

- **Have you checked the vehicle for roadworthiness?** You can't just get into the driver's seat and drive off without thoroughly checking that the vehicle is roadworthy and that there is no external damage to the bodywork, **then signing the back of the white form**. This generally splits into four areas:
 - Bodywork - if you don't check this before you drive off, you could be liable for the cost of repairs.
 - Fleet vehicles: see if there is a white sticker in the driver's cab, which will detail any known damage. If there is external damage which is not on the sticker, take photos and send a text to the Transport mobile phone. This puts a time stamp on your discovery of the damage, to prove that it happened before you drove off.
 - Hire vehicles - check the bodywork; if you see a dent or scrape then look to see if it's on the hire company's Damage Report. If it isn't, take photos and send a text to the Transport mobile phone. Again, this puts a time stamp on your discovery of the damage, to prove that it happened before you drove off.
 - Engine fluid levels - open the bonnet and check oil, coolant, brakes, power steering and washer. **DO NOT** open any lids unless you are sure you know what you are doing. There should not be any need to open anything except to replenish fluids, and opening lids can cause either brake problems, or power steering problems, or cover your face with high pressure scalding water!
 - Lights - for most of the rear lights, the "ignition" must be on, i.e. turn the key two clicks, but don't turn the engine on. All the test lights will come up briefly on the dashboard when the ignition is on. The brakes, reversing lights, indicators and hazard lights won't work unless you do this. **DO NOT** leave the ignition or headlights on any longer than necessary, in case the battery is already low and you won't be able to start the engine. Check all external lights including fog lights (remember that some vehicles have only one rear fog light, on the driver's side).
 - Everything else - including:
 - Your seat and steering wheel positions, which are usually infinitely customisable. Take time to be as comfortable as possible. You should be able to depress the clutch fully without stretching your leg, and you should be able comfortably to rest your wrists on the top of the steering wheel without leaning forwards in the seat. If the vehicle is provided with arm rests **DO NOT** use them as they will restrict your steering in an emergency and could literally mean the difference between life and death.
 - Head restraints - The head restraint should ideally be adjusted so the rigid part of the head restraint is as high as the eye or top of your head, and as close to the back of the head as is comfortable.
 - Mirrors. These should be adjusted to show a tiny bit of vehicle and a lot of blind spot! Check to see if you have "under-mirrors" with which you can see the rear wheels
 - Controls. You have already found the lighting controls, so now make sure you know where the other controls are, so that you don't have to look for them when travelling at high speed on the motorway. These include - windscreen wipers and washers, heating, horn ...oh, and the radio.
- **Are you going to get dirty or muddy?!** Then you should consider how your Mum would feel if you brought her car back filthy inside. Whilst we're not expecting you to keep the outside clean, you need to think **in advance** about keeping the inside clean. Plan ahead! Changes of shoes/socks, bin liners to sit on and store dirty clothes, etc. are not difficult to organise. Put yourself in the next passengers' (clean) shoes...
- **Have you filled out the log sheet?** The vehicle log is a required document. Falsifying a log will result in automatic suspension of driver status and will lead to disciplinary action. If you forget to fill in the log sheet, leave gaps and inform the Transport Office on your return. Persistent problems with log sheets may also result in suspension and disciplinary action. Logs are generated automatically by the GPS tracking system in fleet vehicles, but these still require a driver to note the start and end of his/her driving shift. The reason for requiring the log sheet is that the SU is required under section 172 of the Road Traffic Act 1988 to know exactly who is driving at whatever time, and virtually no excuses are accepted by the Courts.

REVERSING and difficult manoeuvring (e.g. tight gates)

When performing any reversing or difficult manoeuvring, drivers must get at least one, preferably two, passengers to stand outside the vehicle and act as guides, if it is safe for the passengers to exit the vehicle in the circumstances. However, even when using guides, the driver is solely responsible for the vehicle. With one exception, the only damage to moving vehicles during the period 1996 to 2013 was caused by scrapes to the bodywork when manoeuvring, and for this reason external guides are an SU requirement. If a driver damages a vehicle when reversing or difficult manoeuvring without a guide, then that driver will become personally liable for the full cost of the insurance excess.

3. Points of contact

Paul Brooks, Central Services Coordinator: 01225 38 3800, email: sutransport@bath.ac.uk
Available during Office hours for queries and to report problems.
For vehicle emergencies when hiring, and if the Coordinator is out of the office, and to report damage etc., use the Transport mobile: **07896 291092**

Security Office: 01225 385349
Available 24 hours to report any problems.

Security off-campus emergencies: 01225 383 999

VW assistance: 0800 777 192
24 hours breakdown service helpline including tyres & windscreens for the fleet VW Shuttles

Nissan assistance: 0800 246 820
24 hours breakdown service helpline including tyres & windscreens for the fleet Nissan Navara

Hired-in vehicle assistance: phone the number supplied with the keys & hire company forms

For all emergencies, collisions & breakdowns, if you have been unable to get through to the Transport mobile phone, you must call into the Transport Office first thing the next day to report the incident. If that's not possible, then email sutransport@bath.ac.uk

4. Driver Responsibility

When you collect the keys for a vehicle, you become legally responsible for it. If the police or Driver and Vehicle Standards Agency (DVSA) stop you then you are personally liable for any transgressions of the law.

When driving a Union vehicle, you are not only responsible for the vehicle, you are also responsible for the lives of all your passengers, other road users' lives and your own life.

The minibuses are operated under Section 19 of the Transport Act 1985. This means that with a couple of exceptions, the same laws apply to our minibuses as to other larger commercial buses on the road. Breaking the law carries very serious penalties for both the driver and the Union. As driver, you could lose your driving licence. The Union can also be prosecuted and we could lose our operating permit

5. In-vehicle GPS tracking system

Fleet vehicles are fitted with Quartix brand in-vehicle GPS "black boxes." The primary purpose is to protect The SU's valuable assets, but they have a contribution to make to road safety:

You should note that the Quartix black box system is capable of recording speed, driver hours and driving style. If you are involved in any infringement of the law or serious breach of Union policies, action may be taken against you, as the driver. This will not be in the form of a fine.

6. Insurance

Obviously, you must be insured to drive any vehicle. Those which you hire from the SU are insured by QBE Insurance, but subject to certain conditions. As far as drivers are concerned, these conditions are:

Every driver must fill in an application form fully - insurance is a contract of "utmost good faith," i.e. you MUST declare everything asked for on the form. For example, if you had points which have gone from your licence, they must still be declared if less than 5 years ago.

You must wait until your insurance quote has been accepted by the SU before driving - confirmation of this is your receipt of an email to that effect. To accept the insurance terms, you must log in and change your password.

You MUST inform the Transport Office if anything changes, e.g. you get a Notice of Intended Prosecution, or you have any kind of incident in a motor vehicle, regardless of whose fault or who owns the vehicle. From the moment of this change, **you are not insured** until the Transport Office gets a new quote for you. This could mean that you have to cancel your trip. You should never drive unless you are absolutely sure that you are insured - contact the Transport Office using the mobile if necessary

Anyone who books a vehicle under this scheme but then uses it for any purpose other than the ones declared when booking would be in breach of the Road Traffic Act 1988. So if you suddenly decide to go to a night club after the match, but haven't mentioned this when booking, you are probably not insured, as we reserve the right to refuse a vehicle hiring request and every hiring request is examined to see if it falls within The SU's Acceptable Use of Fleet Insurance Policy

7. Who Can Drive Union Vehicles?

To drive a Union vehicle, you must become a Union approved driver. This takes the form of becoming a MiDAS driver (**M**inibus **D**river **A**wareness **S**cheme, which is why it's always spelt with a small "i"). This is a nationally recognised scheme designed to improve the standard of minibus drivers and, despite its name, it applies to both Minibuses and Cars/MPVs (also called "People Carriers"). You also have to complete MMEEP (**M**inibus & **M**PV **E**mergency **E**vacuation **P**rocedures) fire evacuation training, again for all classes of vehicles not just minibuses.

The MiDAS scheme consists of four sections. There is a Moodle course and test, classroom theory session, and an on-road assessed/observed drive (which will be carried out by MiDAS Driver Assessor/Trainers (DATs) and Driver Observers (DOs), several of whom are students just like you, who have completed the DAT/DO course). **After successfully completing these, you can drive**, but must complete MMEEP by the end of the term after the one in which you complete your MiDAS assessment.

- To apply for a MiDAS Minibus course:
 - You must be aged 21 or older
 - Have held a full UK driving licence for 2 years (unfortunately, our insurers will not insure holders of non-UK licences to drive minibuses)
- To apply for a MiDAS Car/MPV course:
 - You must be aged 18 or older (21 or over if an EU licence holder)
 - Have held a full UK or EU driving licence for 1 year. Unfortunately it's generally not possible to insure anyone who does not hold a UK or EU licence due to the very high excess which applies to these drivers, but please contact the Transport Office for more information.

In all cases, you may have no more than 6 penalty points on your licence, must not have been disqualified for any reason within the preceding 5 years and must not have had your licence revoked under the New Drivers Act 1995 within the preceding 3 years

Obtaining a MiDAS minibus certificate will entitle you to drive Minibuses and cars/MPVs. MiDAS Car/MPV certificates will entitle you to drive cars/MPVs. You will be able to "upgrade" to drive vans and/or tow trailers if you need to, just contact the Transport Office for advice.

Anybody who already holds a MiDAS certificate issued from another institution will be able to drive Union vehicle without further assessment, subject to fulfilling insurance criteria.

Drivers must renew their driver registration annually, on or after Freshers' Week. This is done free of charge.

To apply for a MiDAS course, look online at BathStudent.com/skills-training. **All drivers who drive for the Union must by law be volunteers and therefore cannot be paid for driving.**

- **Employees:** for minibuses, there is an issue with driving for hire or reward. Therefore, the SU has decided that employees **must** have category D1 on the licence in order to drive a minibus. Employees without D1 may not drive outside of working hours either (with one exception - social use definitely not connected in any way to the driver's employment) – see the Central Services Coordinator for information & advice. (Note: "hire and reward" does not mean that the driver is driving for hire or reward, but that the organisation is obtaining money from the minibus users as part of any fee charged for membership or for a specific event)

MMEEP (**M**inibus & **M**PV **E**mergency **E**vacuation **P**rocedures) training is held regularly throughout the year and new drivers must complete this training by the end of the term after the one in which they finish their MiDAS training. It is for all drivers including Car/MPV drivers. It consists of a practical session using a smoke machine to simulate a vehicle fire. The smoke used is non-allergenic and water-based, but if there is any concern about health risks, please contact the Central Services Coordinator to see the data sheet.

The Transport Office reserves the right to remove the privilege of being able to drive Union vehicles. This may be done if a serious incident occurs, or complaints are made about a driver. Reassessments may be carried out in some situations. Serious incidents & complaints will be referred through the Students' Union Disciplinary procedures. Any complaint or incident will be dealt with on an individual basis, depending on the nature of the situation.

8. Vehicle Checks

You are responsible for the vehicle for which you have the keys. If it is not roadworthy, do not drive it. Trips are important, but lives are more important and, as driver, your own licence is the one at risk. **If the vehicle is not roadworthy, you must abandon the trip.** Contact the Transport mobile phone - it might be possible to allocate a different vehicle for your trip.

Below are the checks that should be carried out to vehicles to ensure that they are roadworthy and mechanically sound to complete the trip that you are about to go on.

Vehicle checks fall under four categories:

- A. Vehicle exterior
- B. Engine fluid levels
- C. Vehicle interior
- D. Vehicle systems – checked once vehicle is running.

Not only do these checks ensure that the vehicle is roadworthy, but they protect you from blame if the vehicle is broken or damaged. On the back of the white Vehicle Form is a list of checks to be carried out, with space to write down any problems. If the section is ticked, it is assumed that there is no problem with that aspect. Checks should be carried out every day of a multi-day hiring.

If you do find any problem affecting the roadworthiness of the vehicle, you must inform the Transport Office **immediately** so that it may be attended to and not disrupt further trips.

There are some aspects of the following checks that only apply to minibuses. These are indicated by *italics*.

Section A Checks: Vehicle Exterior

Walk around the vehicle, checking the following:

Bodywork	Are there any dents or scrapes in the exterior panels?
Mirrors	Are both wing mirrors present and undamaged?
Lights	Are any of the lights smashed?
Fuel Cap	Is it present and does it work properly?
Tyres	Check all tyres for excessive wear, correct pressure and any other damage (i.e. cracks in the tyre wall). Tyre pressures are difficult to inspect visually. If going on a long trip, check the tyres at a garage.
Cleanliness	It is illegal if any of the windows are dirty to an extent that obscures the driver's vision.

Generally, you should treat minibus and MPV tyre problems as a breakdown and not attempt to rectify the problem yourself. If there is a problem with a car tyre and you are physically and technically competent to do so, then change the wheel for the spare, but be aware that many makes of large vehicles have torque settings for wheel nuts, and have to be re-torqued after a certain number of miles.

Section B Checks: Engine Fluid Levels

Open the bonnet and check each of the fluid levels. Think ahead and bring a rag with you to wipe the oil dipstick on. If you have a problem identifying any of the fluid reservoirs, consult the specific vehicle handbook (in the vehicle).

- Oil level
- Brake fluid *[do not open the lid]*
- Power steering if present *[do not open the lid]*
- Radiator Coolant *[do not open the lid unless you are sure the coolant is cold]*
- Washer reservoir

If any fluid levels are below half, make a note on the white form. If you need to top up the reservoirs, check the vehicle manual to find what fluid is required. **Make absolutely sure that you buy the correct specification of any fluid.** Keep the receipts from any purchase, and claim the money back from the Transport Office on your return. Please bring any containers that are not empty to the Transport Office.

Section C Checks: Vehicle Interior

Check that these are present

Vehicle manual	Specific manual for vehicle
Tax Disc	Ensure it is present and valid for your entire trip.
Section 19 Permit (minibuses)	<i>It is illegal to drive a minibus without a Section 19 permit – Legal requirement for minibuses only</i>
<i>First Aid Kit (minibuses)</i>	<i>If any part is used, inform the Transport Office on your return so that it can be restocked. – Legal requirement for minibuses only</i>
Ice Scraper	
Tyre changing equipment	Ensure the jack and all other relevant pieces of equipment are present in the vehicle
<i>Fire Extinguisher (minibuses)</i>	<i>This should be secured to the floor next to the driver. Ensure that it is present, sealed, and the pressure gauge shows it is charged – Legal Requirement for minibuses only</i>
Seat Belts	Check that all seat belts are undamaged and in working condition.

Finally, check the cleanliness of the vehicle. There should be no litter left by previous users and the floor / interior surfaces should be reasonably clean.

Once you have completed all these checks and you are satisfied that the vehicle is ok so far, start the vehicle and complete the last section.

Section D Checks: Vehicle Systems

These should be done once the vehicle is started, and before you leave campus.

Fuel	Has the vehicle a full tank of fuel?
All Lights (External and Internal)	Check that all lights are working. If not, make arrangements to replace the bulbs. Keeps receipts and claim money back upon your return.
Windscreen wiper and washers	It is illegal to drive if either of these systems is not working.
Horn	Sound briefly to check that it is working
Brakes	Ensure they are working properly

When all the checks have been successfully completed, and you are satisfied that the vehicle is in a safe and roadworthy condition, sign the declaration on the bottom of the Vehicle Form.

Changing a tyre

All vehicles have handbooks in them. Refer to these manuals as to how to change a wheel. It is often wiser to contact the breakdown service to assist before you begin changing a wheel. Changing Minibus and MPV tyres is not a simple task, requires significant effort and, unless you're carrying a torque wrench with you, is best left to the breakdown services.

If a wheel is changed, notify the Transport Office as soon as is sensible, so that the replacement can be arranged. If you are driving a Union Vehicle, you should phone Arval, VW or Nissan (see page 4) to have tyres checked, changed, replaced or fitted. They will advise you of a suitable tyre firm and will pay for the tyres to be replaced if necessary.

Mechanical Breakdown

All our vehicles have breakdown cover. Hire vehicles have their own cover, and information about this is on the inside of the front windscreen or with the keys. Union Vehicles are covered by our policy. Information about this is on the white form. Always contact the Transport Office to report incidents and for advice after breaking down.

Problems with the vehicle

If you complete the checks, and find a problem, **only attempt to rectify it if you are absolutely sure what you are doing.** If it cannot be fixed and there is any possibility that either the problem could affect the safety of the roadworthiness of the vehicle, or you run the risk of causing damage, you must:

- Note down the problem on the Vehicle Allocation Form
- Return the keys to security
- Ask security to leave a note with the keys stating the problem.

9. Costs

Costs are advertised on the web site, BathStudent.com/transport/vehicle-costs/ or are available on application from the Transport Office or via email to sutransport@bath.ac.uk

10. Fuel Costs

Drivers are responsible for returning the vehicle with a full tank of fuel. The cost of this is claimed back from the Club/Society/Area, using a "Trip Fuel Claim" Form. As a general rule, you will get a form pre-printed with many of the required details

Returning an external hire vehicle not full of fuel is very expensive. One company charges us pump prices + 25%. If this happens, the cost will be passed onto the club or society which did not leave the vehicle full. Going via one of Bath petrol stations as your last port of call before returning to the University is a very easy way of saving a lot of money.

If you fill up a vehicle with the wrong fuel ("misfuelling"), **do not start the vehicle** – petrol will seriously damage a diesel engine. Report it as a breakdown and seek technical advice from a qualified mechanic (refer to the breakdown section).

11. Paying for vehicle use

When booking the vehicle you agree to pay for its use, and that is why permission must be sought from either the Chair or Treasurer of the relevant club or society. Vehicle charges are calculated monthly, and are automatically transferred from your SU account.

12. Cancellation

It is sometimes not possible to cancel a vehicle if the Transport Office has had to hire in additional vehicles from local companies. Whilst we have good relationships with our hire companies and it's often possible to cancel, this is **not** guaranteed.

13. Booking & Usage Procedure

Only drivers can book vehicles.

If you require a minibus, MPV, car, van or lorry through the Students' Union, this is the procedure:

1. Complete an Online Vehicle Request Form on the Students' Union web site, BathStudent.com/transport. This covers all the trip details, i.e. where you are going, what you are doing, who is driving etc.
2. When it is received and processed, you will receive an automated email acknowledging the request. This will be followed later (a few days before your trip) by another automated email detailing your request and an estimate of how much it will cost.
3. Once booked, a Vehicle Form (white) and a Trip List/ Fuel Claim Form (yellow) will be available for collection from the Transport Office.
4. Before collecting keys from security, the list of everybody travelling and going on the trip must be entered on the back of the Trip List Form.
5. Collect the vehicle keys from the University Security Office in the Library. Take both forms and your library card.
 - The Vehicle Form will be signed by security, and given back to you.
 - The Trip List Form will remain in security. This is kept for emergency information in case of an incident.
6. At the end of your trip (via a filling station so that the vehicle is left full of fuel) you return the white Vehicle Form to security with the vehicle keys. You will then be given your fuel claim form to fill in; if you don't receive it automatically from the Security Officer then ask for it.

Please note - it is your responsibility to make sure that the booking is progressing satisfactorily. If you don't get an email in a day or two, pop into the Transport Office to find out why. If your trip doesn't go "green" on the Booking System at the same time as everyone else's, pop in and find out why not, etc.

Bookings are processed on a "first-come-first-served" basis and are automatically allocated an accession number (Trip ID) for this by the booking system. We will always try to accommodate your requests, but even if your booking is not late, there is NO guarantee that the Transport Office will be able to fulfil it. Advice: if you know the dates of your events, book the vehicle even if it's next year!

14. Special Equipment

Overloading a vehicle is dangerous and illegal. If you are going to be carrying lots of equipment or baggage, think about it before your trip. For example you cannot fit 15 people in a minibus with enough kit for a week. Think about allowing some seats to put baggage on, or arranging the use of an additional vehicle such as a van.

The Union has a fleet of trailers available for use with specific equipment. If you have any questions, or queries, contact the Transport Office. There are many options available to problems posed by special equipment, and the hire of vans can be arranged.

15. Driving the Vehicle

There are a number of legal and Students' Union requirements that you as the driver must comply with when the vehicle is being driven on public roads.

- The Students' Union has a twelve-hour ban on consumption of alcohol by the driver prior to driving a vehicle.
- The Students' Union also operates a 24-hour driving ban after excessive alcohol consumption.
- The Students' Union has also banned the consumption of any sedative drugs by the driver prior to using Union vehicles.
- It is illegal to smoke in any Union Vehicles or hired-in vehicles.
- It is illegal to overload the vehicle with equipment, or carry more than the maximum permitted number of passengers.
- It is illegal for any passenger to distract the attention of the driver without due cause.
- The driver and passengers must use seat belts, and the driver has a duty of care to ensure that this happens.
- Rear doors of minibuses should not be used for the loading/unloading of passengers unless required in an emergency or if parked on the offside of a road, where using the sliding side door would increase the danger to the passengers
- The Highway Code must be obeyed at all times. This includes the following speed limits (where no traffic signs indicate a lower limit).

Road	Car	Minibus	Towing	Vans to 3.5T
Motorway	70 mph	70 mph*	60 mph	70 mph
Dual Carriageway	70 mph	60 mph	60 mph	60 mph
Single Carriageway	60 mph	50 mph	50 mph	50 mph
Street-lighting	30 mph	30 mph	30 mph	30 mph

*however, many minibuses are electronically limited to 62mph

- When parking on the road, the driver should use the near-side of the road if at all possible.
- All our vehicles exceed 1525kg unladen and must therefore show sidelights at night when parked on the road
- The only legal place to park a minibus in Bath at night is the Riverside Coach Park or off the road in a private drive.
- Consideration must be given to where you are going to park at your destination. It is generally not legal to park minibuses or MPVs in municipal car parks or on-road bays with parking charges
- Luggage must not block ANY door or gangway, or obstruct emergency evacuation in any way. All passengers must have unobstructed access to 2 exits

16. Driving Hours

Drivers who are licensed under the Department of Transport regulations to drive Passenger Carrying Vehicles have their driving hours rigidly defined and strictly enforced. These rules specify the maximum number of hours that can be driven, and breaks that must be taken. These laws are not enforced for SU drivers, however the basic requirements form the content of the SU policy.

General SU requirements are:

- It is not sensible to undertake a long trip after a full day's work.
- For long trips, arrange to share driving amongst drivers.

Specific SU Policy is:

- Breaks must be built into the journey planning – you **must** have at least a 15 minute break away from the vehicle **at the most** after every 2 hours.
- **No more than 9 hours' total "activity" time in any day** when driving is involved (NB "activity" time includes everything associated with the event and trip, e.g. driving, taking part in a match, getting changed before/after, loading trailers, etc.)
- Regardless of any other regulation, **no driver to complete more than 6 hours' or 250 miles driving** in any one day, including rest periods
- There must be at least **11 hours' complete rest period overnight** between any days when there is driving
- Regardless of any other regulation, **4 hours** including rest breaks (175 miles) to be the maximum for a driver when any part of the journey is between 22.00 and 08.00, i.e. during the "normal hours of sleep."
- In case of any conflict of regulations, the **LOWEST** amount of time or mileage takes precedence.

Remember: tiredness can and does kill, and the group most at risk are 17 to 30 year-olds.

17. In case of Collision

If you are trained to perform First Aid, then you should do so if necessary. **If not, see if any of your passengers is suitable trained.**

Never admit liability in the event of a collision, even if you feel it is your fault. **For this reason do not apologise to the other driver. This complicates later insurance claims if one party claims the other is liable.**

Telephone the emergency services if appropriate (i.e. any injuries where details can't be exchanged or a damaged vehicle is left on the road). Telephone the Transport Office mobile (and Security outside of normal hours) to let someone know what has happened.

Write down the names and address of all drivers and witnesses, and the registration numbers of all vehicles involved. If possible, take photographs or make a quick sketch of the accident. This can prove extremely useful for insurance claims or any legal proceedings.

If somebody is injured in a collision, it must be reported to the Police with 24 hours if details cannot be exchanged. You are obliged by law to give any person affected by the collision the following details:

- Your name and address
- The vehicle registration number
- The name and address of the Students' Union, because you do not own the vehicle
- The insurance policy details: our insurance policy is with **QBE**.

On return to the University, make a full report in writing to the Transport Office as soon as possible.

18. In the event of Fire

- Stop immediately and switch off the engine.
- Leave the gear stick in 4th in case of accidental engine re-ignition.
- Get the passengers out and away from the vehicle, closing the vehicle doors behind them.
- Call the emergency services.
- If you have time, remove the ignition key, close all windows and, if you think there may be an engine fire, release the bonnet catch. **Do not** open the bonnet.
- MiDAS advises that you **do not attempt to use the fire extinguisher**.

When the emergency services arrive, inform them if there is a hazardous load on board, for example gas canisters.

19. Collecting & Returning Vehicles

You will need your Library Card to collect keys.

The fleet of vehicles is used heavily. Returning a vehicle late may impact on another user.

The vehicle should be left as you would like to find it. This means empty of rubbish, clean and tidy. If you collect a vehicle that is not as you would expect to find it, it does not mean that you can leave it in the same state. If you are unhappy, report the incident to the Transport Office, who will be able to take action against the offending user.

If there have been any problems or incidents during the trip, report them to the Transport Office at the earliest opportunity. If there is a problem with the vehicle, leave a note on the steering wheel to inform the next driver, and notify the Transport Office immediately.

20. Driving Abroad

It is not possible to take minibuses abroad.

Other Union vehicles may be taken abroad, but special criteria must be met. Authorisation must be gained from our insurers and lease companies, who also have to send relevant documents such as a Vehicle on Hire Certificate Form VE103B. If you are thinking about going abroad, talk to the Transport Coordinator well in advance (at least two months).

21. Penalties

Whilst we don't want to dwell on your mistakes, it is felt important that you understand what will happen if you break any rules or laws. Penalties are explained on the next page

Transport Office Penalties

Incident	First occurrence	Subsequent occurrences
Damage or other claim where driver is shown not to be at fault	No action	No action
Minor unspecified incident	Email to driver	£25 fine to Club ¹ escalating to disciplinary for 3 rd occurrence – fine to driver
Unsatisfactory return (vehicle not cleared out internally, window open, lights left on, etc.)	Email to driver	£25 fine to Club escalating to disciplinary for 3 rd occurrence –fine to driver
Unsatisfactory procedure e.g. failing to complete log sheet or sign off road-worthiness sheet	Email to driver	£25 fine to Club escalating to disciplinary for 3 rd occurrence – consider fine to driver and/or Club or short to permanent ban
Speeding up to 15mph above limit	Email to driver	Disciplinary – fine to driver and/or short ban
Speeding over 15mph above limit	Disciplinary – fine to driver and/or ban of up to 8 term-time weeks	Disciplinary – consider permanent ban
Exceeding allowable driver hours without reasonable excuse (e.g. traffic delay)	Email or disciplinary, depending on circumstances – consider fine to driver and/or ban	Disciplinary – consider permanent ban
Damage or other claim where driver is shown to be at fault	50% personal excess each, driver & Club	Disciplinary – 50% personal excess each, driver & Club, consider re-assessment or permanent ban
Damage claim arising from allegation of careless/dangerous driving	Disciplinary – 50% personal excess each, driver & Club, consider re-assessment or permanent ban	Disciplinary – consider 100% full excess and/or permanent ban
Damage claim arising from failure to use banksmen when reversing or manoeuvring in tight space	Disciplinary – 100% full excess, consider re-assessment or short ban	Disciplinary – 100% full excess, re-assessment or permanent ban
Failing to report damage	Disciplinary – 50% personal excess each, driver & Club, consider additional fine and/or short ban	Disciplinary – 50% personal excess each, driver & Club, consider additional fine and/or permanent ban
Careless or dangerous driving, or committing a moving traffic offence	Disciplinary – sanction range from warning to permanent ban	Disciplinary – sanction range from warning to permanent ban

¹ "Club" in this context and throughout includes "Society or SU Area"

Emergencies

- Passengers are more important than any vehicle
- Follow the advice given in MiDAS training - assess the situation, take account of individual circumstances and follow the safest course of action
- On the Motorway, passengers should leave the vehicle and stand well clear of the carriageway, unless they are at greater risk doing so.
- On other roads without hard shoulders or lay-bys, passengers should stay inside the vehicle with their seat belts on, unless they are at risk doing so or there is a safer place nearby
- Call the Police or other emergency service if appropriate
- Call vehicle recovery service
- Inform Office/Base and anyone waiting on your arrival

For up-to-date breakdown, collision & emergency procedures, look on the back of the white Vehicle form.

For breakdown in a Hired-in vehicle call the number provided with the keys

Contacts

Transport Office: 01225 38 3800 / 07896 291092

University Security Office: 01225 385349 (Available 24/7)

University Security OFF CAMPUS EMERGENCY: 01225 383 999

Please report all problems to the Transport Office

Please drive safely.

EXTRACT - RISK ASSESSMENT FOR USE OF SU VEHICLES

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Failure of mechanical parts	Driver, passengers, other road users	<ul style="list-style-type: none"> Vehicles checked by drivers before use, according to the SU Drivers' Manual Vehicles checked by Transport Office and approved service agents according to the SU "Fleet Operational Safety Policy" qv Process in place for disciplining of drivers who drive knowing there to be a vehicle defect or contrary to MiDAS training and/or the SU Drivers' Manual 	5	2	10 MEDIUM	
2	Fire, collision or breakdown	Drivers, passengers & other road users	<ul style="list-style-type: none"> Drivers follow action plan from MiDAS training - assess the situation, take account of particular circumstances of the emergency, make a decision based on these, putting peoples' lives first Drivers to follow guidelines from MiDAS and MMEEP training Drivers follow procedures according to the SU Drivers' Manual Drivers to deposit Trip List (detailing all persons on the vehicle) with Security Office prior to being issued with the keys (this does not apply to MiDAS tests and observed drives) 24 hour contact with both Security Office and Transport Office (via emergency mobile phone) available 	5	2	10 MEDIUM	
3	Collisions and near misses caused by poor driving technique or unsuitable drivers	Drivers, passengers & other road users	<ul style="list-style-type: none"> Drivers to be trained to MiDAS standard Drivers who have passed a DSA D1 or D driving test within the preceding 4 years may drive without undergoing MiDAS training Drivers to drive according to MiDAS training and the SU Drivers' Manual Process in place for passengers to report poor driving Process in place for disciplining of drivers who drive poorly or contrary to MiDAS training and/or the SU Drivers' Manual Drivers required to re-register, make insurance declaration and produce both parts of driving licence annually at the start of 1st semester Drivers required to make insurance declaration on acquiring motoring conviction or on being involved in a collision (regardless of fault) or on making an insurance claim. 	5	2	10 MEDIUM	
4	Collisions and near misses caused by tiredness	Drivers, passengers & other road users	<ul style="list-style-type: none"> Drivers to take a break of at least 15 minutes after a maximum of 2 hours' driving Drivers to conform to the SU's Driver Hours Policy Transport Office to monitor drivers' hours via the log sheets and to take appropriate action if requirement not complied with 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
5	Potential danger caused by passengers failing to report bad driving for consideration by the SU	Drivers, passengers & other road users	<ul style="list-style-type: none"> Feedback form available on Transport web pages Passengers to be contacted by Transport Office on random basis and asked to complete an on-line questionnaire about the driver. Results of questionnaire to be shared with the driver Adverse reports to be forwarded through normal disciplinary channels for consideration by SU President 	5	2	10 MEDIUM	
6	Collisions caused by reversing or tight manoeuvring	Drivers	<ul style="list-style-type: none"> Drivers to be especially vigilant when reversing Drivers to ask one or two passengers to alight and assist in guiding the vehicle if it is safe to do so 	2	3	10 MEDIUM	
7	Collisions and near misses caused by driving abroad, punishment of driver caused by illegal use of vehicle abroad, damage to the SU's reputation caused by illegal use of vehicle abroad	Drivers, passengers & other road users	<ul style="list-style-type: none"> See separate risk assessment 	5	2	10 MEDIUM	
8	Inability of driver to proceed, e.g. due to illness	Drivers, passengers & other road users	<ul style="list-style-type: none"> Member of Staff holding Transport emergency mobile phone is authorised to add to the insurance any other person licensed to drive the class of vehicle (either on their own driving licence or by virtue of Section 19 permit) as a one-off emergency measure, without undergoing MiDAS training and assessment/observed drive (subject to retrospective insurance declaration being made to insurance company) Due to insurance regulations, this does not apply to any potential driver who is a "non-standard" driver under their rules, in which case the vehicle and passengers must be recovered by breakdown services. 	2	2	4 LOW	
9	Problems caused by driver's ignorance of correct procedures	Drivers	<ul style="list-style-type: none"> the SU Drivers' Manual issued whenever driver renews Union Driver registration and to new drivers at all MiDAS Theory sessions Risk assessment issued whenever driver renews Union Driver registration and to new drivers at all MiDAS Theory sessions Alterations and additions to Risk Assessment to be communicated to drivers via transport booking system mailing facility All drivers renewing Union driver status to attend a refresher session before being re-registered Risk assessment available for download from BathStudent.com 	5	2	10 MEDIUM	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
10	Injury from inadequate seat restraint	Drivers & passengers	<ul style="list-style-type: none"> • “Seat Belts Must Be Worn” signs to be displayed in the SU vehicles • Driver to check that all passengers are wearing seat belts before setting off • Although not legally required to wear a seatbelt in the rear of minibuses, children between the ages of 3 and 12, who are below 135cm in height, are not to be transported in the SU minibuses or hired-in minibuses unless providing a child seat/booster cushion and documentary proof is available that the child seat/booster cushion is approved for use in minibuses. However, if “all-age” seatbelts are provided, then children of these ages may be carried if these are correctly adjusted for each individual child 	5	2	10 MEDIUM	
11	Collisions etc due to driving on snow and/or ice	Drivers, passengers & other road users	<ul style="list-style-type: none"> • Minibuses, MPVs and hired-in cars are two-wheel drive only and therefore driving on snow/ice should be avoided. On the arrival or forecast of snow/ice, a decision shall be made as to whether or not the fleet at the time parked at the University shall be grounded as per the SU “Fleet Operational Safety Policy” qv , and if so, (or if the weather is known to be poor at the location of a trip already taking place) drivers on their trips shall be contacted by phone to discuss the advisability or otherwise of continuing to drive • The Navara has 4x4 capabilities and may be driven on snow/ice if the rest of the fleet has been grounded, generally only in an emergency, for example to transport stranded staff home. Before agreeing to drive, the driver must make his/her own risk assessment relating to the prevailing conditions based on his/her own skills and experience, and the driver must not be compelled to drive if s/he considers it unwise or considers him/herself not competent to deal with the prevailing conditions. • Due to their limited driving experience, persons under the age of 25 shall not be allowed to drive using the fleet insurance policy on snow/ice if the fleet has been grounded, unless in exceptional need, for example to get back to campus after a trip, to be determined on a case-by-case basis by the Transport Office 	5	2	10 MEDIUM	
Assessor signature:			Print name: Paul Brooks	Review date: August 2018			