



Union Vehicle Drivers' Manual

Latest Revision Date: February 2024

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

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Latest Changes

New for v2025.0:

- Complete document review. Some stuff may be similar, but a lot has been revised and updated. Read in its entirety, so you're up-to-date with the latest procedures and information. If you spot any old info or think something is incorrect or misleading, please email sutransport@bath.ac.uk to let us know.

Useful Links

SU Transport Web Pages: <https://www.thesubath.com/transport/>

SU Transport Management System: <https://su.bath.ac.uk/transport>

SU Vehicles Risk Assessment: <https://www.thesubath.com/pageassets/transport/SU-Vehicles.pdf>

Acceptable Use of SU Fleet Insurance: [Being updated]

SU Disciplinary Policy: <https://www.thesubath.com/governance/policies-procedures/>

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 Office.

MPVs vs Minibuses

We generally hire 9-seat MPVs, as these provide the most seats that can be driven on a B class licence for student trips. We no longer use minibuses, as these normally have more seats than can legally be used before hitting the weight limit on your licence. We occasionally get enquiries from groups about using minibuses – you might have meant an MPV, or you might genuinely be talking about a vehicle with more than 9 seats. Minibuses have a greater administrative burden, will generally only have about 1000kg of allowable mass before you cannot drive them (average mass of an adult is 75-85kg, and that doesn't include your clothes or equipment), and have additional legal and insurance restrictions.

Except in special circumstances, the Transport Office generally deals only in MPVs, cars, or vans. If you need a different vehicle from this, please talk to us before making a booking.

Essentials before driving off

Don't get complacent!

One of the biggest dangers a driver faces 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 much - 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. Most studies say about 2/3 of road accidents occur within 10 miles of the driver's home – familiarity and complacency can lead to errors.

Keep an eye on the Transport System

Check the Trip Overview page on the Transport System in the run up to your trip. 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 (even if you have a form). 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.

Insurance

In your inbox, you should have a saved copy of an email that says you are insured. This will be for a particular academic year, and will terminate on 1st September. If you have this email (and nothing has happened that would cause your insurance to be revoked, such as a road accident), then you are insured. The email will say what kind of vehicles you are insured for – you may drive any SU vehicle of the relevant type on any SU trip, even if you weren't included when booking.

If you have not got this email, or it is dated before 1st September of this academic year and it is now September or later, or something has changed on your insurance declaration (e.g. road accident, notifiable medical condition, speeding fine), then **you are not insured**. Do not drive an SU vehicle until you are properly insured. ("Road accidents" include any collisions in any car you were responsible for, whether an insurance claim was made or not.)

See also: Insurance

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. See [Booking & Usage Procedure](#)

Only drivers can book vehicles.

If you require an MPV, car, or van through The SU, this is the procedure:

1. Complete an Online Vehicle Request Form on The SU's Transport Management System, found at <https://su.bath.ac.uk/transport>. This covers all the trip details we need, i.e. where you are going, what you are doing, who is driving etc. Make sure you select the correct Area to be charged – this might not be your group if you are driving for specific reasons (e.g. BUCS).
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 email detailing your request and an estimate of how much it will cost. Until you receive this second email, Transport Office staff may not have seen or processed your trip, so leave plenty of time for it to be arranged – we generally ask for at least 5 full working days' notice.
3. Once booked and authorised, you will receive an automated email stating that a Vehicle Form (white) will be available for collection from Chris's desk in the SU Activities Office (Edge 2.01).
4. Collect the vehicle keys from the Security Reception desk in the Library. Take the forms and your library card. The Vehicle Form will be signed by a member of Security, and given back to you.
5. At the end of your trip (via a filling station so that the vehicle is left with the right amount of fuel) you return the white Vehicle Form to Security in the Library with the vehicle keys.

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, drop the Transport Office an email to find out why. If your trip doesn't go "green" on the Booking System at the same time as everyone else's, email 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! (This also helps us plan vehicles and saves the Union money, even if it doesn't directly affect the cost of your trip.)

Costs

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

Fuel Costs

Drivers are responsible for returning the vehicle with the right amount of fuel. For SU-owned vehicles this is a full tank, for hired vehicles it varies by company. The best policy is to fill the vehicle up to the level you found it with and let the Transport Office know if you suspect the previous user didn't fill it up properly. The cost of filling up is claimed back from the Club/Society/Area, using the SU's expenses app.

Returning an external hire vehicle without enough 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 fuelled. Going via one of Bath's petrol stations as your last port of call before returning to the University is a very easy way of saving a lot of money. There are at least 2 that are open 24/7 – returning at 3am is not an excuse.

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).

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 periodically, and are automatically transferred from your SU account. Your society should make sure you ear-mark the appropriate costs in your budget while waiting for this transfer to occur – they can get delayed at busy times of year, but they will happen eventually and you don't want to have spent it in the meantime.

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. If we are unable to cancel a vehicle assigned to your trip, your group may still be charged the resulting costs.

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 another user's trip, so allow time in your booking for reasonable delays. If you think you might be late, check the Transport Management System to see if there is another trip after yours and, if necessary, phone the Transport Office to let them know so that the message can be passed on and alternative arrangements made.

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.

Vehicle Checks.

Will your trip get the vehicle dirty?

Vehicles should be returned in the same condition as when you picked it up, including being reasonably clean. If the vehicle is particularly grubby or full of litter, take pictures and let us know as you would with damage. In the same vein, plan for how you will return it in the right condition. Do you need rubbish bags? Are your passengers going to get the seats wet, or the floor muddy? Consider taking clean clothes or shoes, or towels or bin bags to sit on. Are you going to need a dustpan and brush, or a way to clean the outside of the vehicle because you've somehow covered it up to the roof in mud? If you know you might need to wash the vehicle, let us know – we might have the supplies (such as a pressure washer) to help.

The log sheet

The vehicle log on the form is a required document. Even if you are the only driver on your trip, fill it in – we don't know whether or not you had an undeclared driver do a stint during your trip. Falsifying a log will result in suspension of driver status and could 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. Hired in vehicles are not tracked, and will need mileage including.

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. If you don't help us fulfil this legal duty, we will not be able to supply you with vehicles in future.

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. There might be some shared responsibility (and consequences) with the Transport Office, but there is no escaping your personal responsibility as the driver.

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.

Insurance

Obviously, you must be insured to drive any vehicle. Those which you hire through the SU are covered by the SU's insurers, 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 within the period asked about; if you had a bump with another driver that you sorted without claiming on insurance, you must still declare it.
- You must wait until you receive an email confirming your insurance quote has been accepted by the SU before driving. This will detail your personal excess, which is the amount you will pay if you are subject to an at-fault insurance claim. By driving an SU vehicle, you implicitly accept the insurance terms (and all other Transport Office policies).
- 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, who owns the vehicle, or whether you claim on insurance. 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 directly if necessary
- Anyone who books a vehicle under this scheme but then uses it for any purpose other than the ones declared would likely be in breach of the Road Traffic Act 1988 (due to breach of insurance conditions). 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.

Who Can Drive Union Vehicles?

To drive a Union vehicle, you must be a Union-approved driver. This generally involves completing the SU's driver training course, consisting of a Moodle course (with test), a classroom theory and discussion session, and an on-road observed drive with an SU Driver Observer. Successful completion entitles you to drive SU vehicles. Exceptions are available for experienced drivers (over 25 with more than 5 years since passing) with clean insurance declarations – talk to the Transport Office if you feel this might be possible for you. We recommend taking the course anyway, as it is a good idea to get feedback on your driving to help spot bad habits.

To apply for the SU Driver course:

- UK licence holders: 18 or older.
EU licence holders: 21 or older.
- You must have held a full licence for at least 1 year.
- Unfortunately it's generally not possible to insure anyone who does not hold a UK, EU, or Channel Islands.
- To drive the SU truck, you must be 21 or older and have held a licence for 2 years.

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

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 vehicles without further assessment, subject to fulfilling insurance criteria. Contact the Transport Office for instructions on how to do this.

Drivers must renew their driver registration annually, on or after 1st September. You do not have to take the training course again – this is merely to make sure we have the most up-to-date insurance information for you each year.

To apply for the SU Driver course, look online at www.thesubath.com/transport.

Please note that all drivers who drive for the Union must by law be volunteers (or SU staff whose role is not primarily driving) and therefore you cannot be paid for driving.

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 SU Disciplinary procedures. Any complaint or incident will be dealt with on an individual basis, depending on the nature of the situation.

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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.

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 Office on 07974 492643 - 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 can be divided into categories:

- A. Vehicle exterior
- B. Engine fluid levels
- C. Vehicle interior
- D. Vehicle systems
- E. Driver aids

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 find any issues, take a picture and send the Transport Office an email as soon as you can to let us know – no need to include the pictures, but keep them handy in case we ask for them. (It's a good idea to take pictures from each corner of the vehicle, even if you don't spot anything, to show the condition of the vehicle in general. Taking pictures at the end of your trip might also be a good idea, to show the condition you left it in.)

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.

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.

Section A Checks: Vehicle Exterior

Walk around the vehicle, checking the following:

Bodywork	Are there any dents or scrapes in the exterior panels?
Mirrors & Glass	Are both wing mirrors present and undamaged? Are there any chips or cracks in the windscreen or windows?
Wipers	Are the blades in good condition? It is a good idea to lift them gently away from the glass to ensure they are not stuck in place and nothing is trapped underneath.
Lights	Are any of the lights broken, clouded, or obscured?
Fuel Cap	Is it present and does it work properly?
Tyres	Check all tyres for excessive wear, correct pressure and any other damage (e.g. cracks in the tyre wall). Tyre pressures are difficult to inspect visually. If going on a long trip, check the tyres at a garage or get a tyre pressure gauge.
Cleanliness	It is illegal if any of the windows are dirty to an extent that obscures the driver's vision. On a less legal note, if the previous users have left the outside filthy, you should make a note of this so you don't get the cleaning bill.

Generally, you should treat large vehicle 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. If in doubt, call the breakdown company – it's what we pay for.

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
- Power steering (if applicable - it might be purely electric)
- Radiator coolant
- Washer reservoir

If any fluid levels are below half, make a note on the white form. If you need to top up the reservoirs (only if they are below minimum, or the washer fluid), check the vehicle manual to find what fluid is required. **Make absolutely sure that you buy the correct specification of any fluid.** (Call the Transport Office before buying any fluids if you're on campus – we might have some in stock.) 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.

Do not top up the brake fluid, unless the brakes feel spongy on a gentle test when you set off. If the pads are worn, the fluid level can look low but adding fluid will leave no space in the system for fluid to rise when they are replaced.

If the engine coolant reservoir is hot, do not open it. The reservoir is pressurised, and you do not want to be sprayed with hot coolant. Wait until it has cooled completely before topping the reservoir up, making sure you use the correct fluid.

Section C Checks: Vehicle Interior

Check that these are present

Vehicle manual	Specific manual for vehicle. If not present, you may be able to find a copy on the manufacturer's website.
Tyre changing equipment	Ensure the jack and all other relevant pieces of equipment are present in the vehicle.
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.

Section D Checks: Vehicle Systems

These should be done with the ignition on, but don't necessarily need the vehicle to be running.

Fuel	Make a note of the fuel level – you should return it with the same amount of fuel, adding an appropriate amount if you find a Fuel Transfer Form in the vehicle.
All Lights (External and Internal)	<p>Check that all lights are working, including the fog lights. If not, make arrangements to replace the bulbs (e.g. hire company, Halfords, Transport Office). Keep receipts and claim money back upon your return.</p> <p>If the headlights are not auto-adjusting, are they at the correct level? A vehicle with just a driver in it will need the beam level adjusting when 8 passengers hop in the back.</p>
Windscreen wiper and washers	It is illegal to drive if either of these systems is not working. It's also very hard to tell if there's washer fluid in a lot of vehicles – best to check it works than find out on the road.
Horn	Sound briefly to check that it is working. Do not do this if it would cause confusion, danger, or at anti-social hours.
Brakes	Ensure they are working properly by using them gently as you move out of the parking space.

Section E Checks: Driver Aids

This last section is about making sure you are in the correct position to control the vehicle, have the correct safety equipment, and are familiar with where everything is in the vehicle.

Seat & steering wheel	Adjust the seat and steering wheel so that you are in the correct position. You should be able to depress the pedals fully without stretching, comfortably rest your wrists on the top of the steering wheel without leaning forwards, and see the dashboard unobscured through the top segment of the steering wheel.
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. A head restraint that is too low could cause your head to be forced up and back, rather than supporting it, in the event of a collision.
Mirrors	Mirrors should be adjusted to show a tiny bit of vehicle and as much blind spot as possible. Larger vehicles may have secondary lower mirrors, with which you can see the rear wheels and close in to the side where cyclists might be.
Controls	<p>Familiarise yourself with where all the controls are – you don't want to have to be finding the fog lights while driving on the motorway, or the hazard lights after an incident! Important ones to find: the lights, including full beams, indicators, fog, and hazard lights; the horn; wipers and washers (including for the back, if fitted); windscreen demister; climate control; parking brake; gear shift.</p> <p>Do not assume you know where these are or how they work – car technology changes, and varies between manufacturers. If in doubt, check the manual.</p>

Problems with the vehicle

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

- Note down the problem on the Vehicle Allocation Form
- Return the keys to the SU Activities Office, Level 2 in The Edge
- If the Transport Staff aren't available, please leave a note with the keys stating the problem.

You can also ring the breakdown company if it will not delay you to the point your trip would be cancelled anyway – it's why we pay for cover.

Mechanical Breakdown

All our vehicles have breakdown cover. Hire vehicles have their own cover, and information about this is generally 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. Feel free to contact the Transport Office for advice after breaking down, and remember to report incidents by email as soon as sensible to do so.

Changing a tyre

All vehicles should 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, particularly on larger vehicles. Changing 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.

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. 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.

Driving the Vehicle

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

Drugs, Alcohol, and Smoking

- The SU has a twelve-hour ban on consumption of alcohol by the driver prior to driving a vehicle.
- The SU also operates a 24-hour driving ban after excessive alcohol consumption.
- The SU 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.

Maximum Capacity

- It is illegal to overload the vehicle with equipment, or carry more than the maximum permitted number of passengers.

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.

Speed

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

Parking

- When parking on the road, the driver should use the near-side of the road if at all possible.
- Nearly all our vehicles (except cars) exceed 1525kg unladen and must therefore show sidelights at night when parked on the road. (If you don't know when you must use sidelights at night, go read [sections 249 to 251 of the Highway Code](#). Flick through the rest while you're there – it's a good idea to refresh your knowledge every so often.)
- Consideration must be given to where you are going to park at your destination. It is generally not legal to park MPVs in municipal car parks or on-road bays with parking charges.

Luggage

- Luggage must not block ANY door or gangway, or obstruct emergency evacuation in any way. Most MPVs have a large boot space – best to use it, rather than hinder passenger egress. If you will require a lot of luggage space, talk to the Transport Office about whether you need a larger/additional vehicle.

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. Here, "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 (or 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.

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. Nearly all damage in the last 2 decades 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 performing a difficult manoeuvre without a guide, then that driver will become personally liable for the full cost of the insurance excess. (Normally the driver is only responsible for their personal excess, not the standard excess portion.)

Driving Abroad

SU 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 Office well in advance (at least two months).

As we normally need to hire in vehicles, getting registration numbers in advance can be tricky (one of our suppliers only assigns vehicles a few days in advance, at most). If booking ferry tickets or the like, you may need to ring the operator to see if a vehicle reg can be added later, or put in a registration number knowing that you will need to change it closer to the time.

Emergencies

- Passengers are more important than any vehicle.
- Follow the advice given in 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 if appropriate.
- Inform Transport Office or Security, 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 or on stickers in the cab.

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 suitably 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 (or Security if you can't get hold of the Transport Office) 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 SU, because you do not own the vehicle
- The insurance policy details: our insurance policy is with **QBE**, and the policy number can be found on the Vehicle Form. If you haven't got these details for some reason, give them the Transport Office email address (sutransport@bath.ac.uk) and we will provide them if they email us.

Make a full report by email to the Transport Office as soon as possible.

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.
- If you have one, a fire extinguisher will likely only help with small fires - it is there to help you get out and to safety but will not be big enough to deal with a vehicle fire.

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

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 in the table below.

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 ² 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 25% or 15mph above limit, whichever is smaller)	Email to driver	Disciplinary – fine to driver and/or short ban
Speeding (over 25% or 15mph above limit, whichever is smaller)	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 to driver, consider re-assessment or short ban	Disciplinary – 100% full excess to driver, 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”

² Throughout this table, a fine to the driver will be reasonable and proportionate, likely of similar or equal size to the fine charged to the Club.

Points of contact

Chris Lyon, Facilities & Technical Manager / Transport Office

01225 38 7660 / 07974 492643

Email: sutransport@bath.ac.uk

Available during office hours for queries and to report problems.

Outside of office hours, available for emergencies or urgent advice. If you don't get a response on the mobile number, send a text or email to summarise the issue so it can be followed up when Chris is available.

For all emergencies, collisions & breakdowns, if you have been unable to get through to the Transport Office, you must email sutransport@bath.ac.uk as soon as possible to let us know what has happened.

Security Office

01225 38 5349

Available 24 hours to report any problems. Might be able to give advice, but limited in this regard.

Security off-campus emergencies

01225 383 999

This is if you need support urgently. Far from campus, there is limited support Security can provide – do not be afraid to ring the emergency services or the SU's breakdown/insurance companies (detailed on the vehicle forms) if more appropriate.

Hired-in vehicle assistance

Depending on hire company, there may be phone numbers provided on forms or in the vehicle. If applicable and available, use these for breakdown assistance. If not, use the SU's breakdown cover.

Please report all problems to the Transport Office

Please drive safely.