**ACT001**

**Volunteer Driving Your Own Vehicle Policy**

**Document Owner: Membership Services Manager**

1. **Introduction**
	1. If you are driving your own vehicle and are doing it for a sports club, society or Student led volunteering group (you should be a member of the group), we ask that you register your details with the Students’ Union.
	2. This is because of our legal obligation under the Corporate Manslaughter and Corporate Homicide Act 2007. The Students’ Union is liable for any injury or death that is caused by vehicles driven by our groups for authorised activity, so we need to ensure that all vehicles used are roadworthy.
2. **Purpose of Policy**
	1. To ensure committees understand the legal obligations of the Students’ Union and what they must do to be allowed to drive on our behalf.
3. **How to register a vehicle**
	1. To register your vehicle please fill out the Private Car Registration Form and email it with a copy of the below documents to suminibus@northampton.ac.uk
	2. Attaching copies of:
		1. Plastic driver’s licence (both sides)
		2. MOT certificate (or new car registration form if the car is under 3 years old)
		3. Certificate of Motor Insurance
		4. Confirmation of Taxation of vehicle (DVLA check)
		5. The Driver should comply with the policy
4. **How often to Register**
	1. If your insurance, tax or MOT runs out during the academic year, you will need to inform us – your registration will cease if one of these documents expires. To update a current registration, you just need to send a copy of the current document to suminibus@northampton.ac.uk
	2. If you continue to update your documents with us, then we will keep your registration on file for as long as you are involved with sports clubs, societies and student led volunteering groups. We will remove your details and destroy any paperwork when you leave university.
5. **Being Reimbursed for Driving**
	1. If you drive on behalf of your group you will need to email to get pre-authorisation from your relevant Member Development Assistant/Coordinator:
		1. Su.sport@northampton.ac.uk (Sports)
		2. su.societies@northampton.ac.uk (Societies)
		3. su.volunteering@northampton.ac.uk (Volunteering)
	2. Driving on behalf you your group, you can claim back fuel costs at 25p per mile. This should include the starting point of the relevant university campus (NN1 5PH) to the destination postcode and return journey.
	3. Reimbursement forms should completed and include the driver’s name, registration of the vehicle used, mileage and submitted with a purchase order raised by your group treasurer (If being paid from your group account).
	4. We ask that you inform your insurance company so they are aware you may be doing additional driving. A letter can be arranged should you insurer request one.
6. **REVIEW**
	1. This policy will be reviewed annually by the Membership Services Manager.

**Last Review: 01/11/18**

**Next Review: 01/11/19**