**MIN001**

**STUDENTS’ UNION MINIBUS POLICY**

Document Owner: Student Opportunities Manager

**1. Introduction**

1.1 This document is designed for University of Northampton Students’ Union staff and students wishing to book the Students’ Union Minibus. The document provides guidance on the requirements and costing’s if applicable.

**2. Purpose of Policy**

2.1 The purpose of this policy and set of guidelines is to:

* + 1. Assist the Students’ Union staff with enquires
		2. Define User Groups
		3. Outline Charges
		4. Set requirements and expectations of drivers
		5. Risk Management
		6. Minibus Maintenance

**3. Definition of User Groups**

3.1 Societies, Students’ Union affiliated student group.

3.2 Sports Clubs, Students’ Union affiliated student group.

3.3 Volunteering Projects, Students’ Union affiliated student group.

3.4 Other Student Group, led by students for students (Voice)

3.5 Associate members to the Students’ Union (Alumni)

3.6 University Northampton Student Union Staff

**4. Charges**

4.1 The minibus is free for the following Student Groups, Societies, Sports Clubs (subject to their funding) and Volunteering Projects. If the journey is chargeable, a Purchase Order number or payment will be required on booking @ 25p per mile

4.2 A charge for any additional mileage that exceeds over and above 10% of the original booking (without good reason) will be charged to the Student.

4.3 The minibus must be returned in a clean and tidy condition. Failure to do so will incur a cleaning

 charge.

4.4 Wilful damage caused to the interior of the minibuses will be charged to the user group (not from society/club accounts)

4.5 Any damages that are deemed to be caused through careless driving will be chargeable to the driver for the repair costs.

 4.6 If you are involved in an accident, which is your fault, you will be liable to pay the excess (please

 refer to a member of staff for the table of Excesses)

**5. Registered Drivers**

5.1 The following must be completed before any driver is approved:

5.1.1 A Driver Declaration form must be completed to ensure you meet all driver eligibility.

5.1.2 Photo Licence and online DVLA check is carried out and NI number required to complete this. A photocopy will be kept on record with the declaration.

5.1.4 A new driver will need to complete the driver familiarisation, this takes approximately an hour and may include motorway and town driving. (Please read criteria for driving the minibuses on the SU Website)

5.2 Any changes to the driver declaration must be reported to Students’ Union Administration immediately i.e. speeding fine, involved in an accident

5.3 Where a driver is considered “Non-Standard” (Usually due to age, or unspent driving convictions), the SU will have to inform its insurer and get a separate quote. We will only consider this in the following instance:

5.3.1 Where the student is driving on behalf of an affiliated student group (3.1, 3.2 or 3.3), and

the student group is willing and capable of taking on the financial burden of any additional costs incurred.

**6. Updating Details**

6.1If you are involved in an accident or incident that has caused damage, you will be removed from

 the driver database until the claim/incident has been investigated and resolved. An additional

 driver assessment may be required. or you may be removed on a permanent basis. This will depend on the outcome of the investigation

6.2 Driver declaration forms must be renewed/updated each academic year.

6.3 Your information will be held for a full academic year and then retained each year following confirmation you wish to continue being a driver.

6.4 If you wish to have your data removed during the academic year you must inform a member of staff that you are no longer a student or no longer wish to drive the minibuses, so your name can be removed from the approved driver list.

**7. Requirements of Drivers**

 7.1 An electronic booking form must be completed for all journeys **seven** days prior to trip

 7.2 It is a legal requirement that the driver must complete all parts of the movement form for all Journeys and return it to the SU on completion. Prior to leaving for your journey you must also email su.minibus@northampton.ac.uk with a full list of all of those travelling on the bus or a photograph of this page of your movement form. You must do the same for any return journey if any passengers have changed or are no longer travelling.

 7.3 The driver will need to return the minibus with ¾ of a tank of fuel, fuel cards are provided.

 7.4 Any damage must be reported to the Students’ Union on return. Complete an incident report

 Form found in the emergency procedures folder.

 7.5 No alcohol can be consumed on the Minibus. Failure to comply with result in the student group or user group receiving an immediate ban for the academic year.

 7.6 All Passengers must wear seat belts as required by law. The Driver must ensure all efforts are

 made to ensure their passengers are properly seated and belted.

 7.7 The driver must ensure that they take regular breaks, for rest and refreshments. A minimum break of at least 15 minutes after every two hours and an hour for more than four hours of driving is recommended.

 7.8 Any fines incurred for parking, speeding, including congestion charges are the drivers

 responsibility

 **8. Cancellation**

8.1 The Students’ Union reserve the right to cancel minibus bookings

8.2 If suitable notice is given by the Students’ Union to the user group they will not be offered alternative transport or be reimbursed.

8.3 Should the group be financially compromised (out of pocket) the SU will review each case individually and at their discretion, travel arrangements may be made at no extra cost

8.4 Groups using the minibus should give notice of cancellation to su.minibus@northampton.ac.uk as soon as possible so allowing the minibus to be used by others.

**REVIEW**

1. This policy will be reviewed annually by the Student Opportunities Manager and approved at the membership services managers meeting

**Date of this revision:** 29/11/2018

**Date of next revision:** 29/11/2019