**PROCEDURE FOR USE OF THE STUDENTS’ UNION MINIBUS**

 **Document Owner:** Student Opportunities Manager **Documents Governing This Procedure:** Students’ Union Minibus Policy

**Staff Procedure**

**Booking the Minibus**

1. Bookings will be taken via an online form on the su website which are automatically submitted to the email address su.minibus@northampton.ac.uk
2. Student Activities Administrators to check calendar and confirm booking with group.
3. Booking to be added to su.minibus@northampton.ac.uk outlook calendar, including approved driver, destination postcode and expected time of collection and return (approximately)

**Collecting the Keys**

1. Approved driver to report to visitor’s centre on Waterside Campus, identify they are there to collect the minibus and show Student ID card.
2. Visitor Centre to check su.minibus@northampton.ac.uk outlook calendar to confirm which group has the bus booked and the student collecting is the approved driver for collection.
3. If confirmed hand over the minibus key box with a minibus movement form (a legal requirement). Students must sign out the keys using a sign out sheet.

**Returning the Keys**

1. Once Bus is parked in car park the keys should be returned to the visitor’s centre, along with the original movement form. The keys should be signed back in.
2. Movement Forms will be collected and replenished weekly by the Student Minibus Assistant. If these are needed more frequently these should be requested via su.minibus@northampton.ac.uk

**Student Procedure**

1. Bookings will be taken via an online form on the su website which are automatically submitted to the email address su.minibus@northampton.ac.uk
2. These should be submitted a minimum of seven days in advance of the trip, but it is advised you book much further in advance.
3. Student Activities Administrators to check calendar and confirm booking with group.

**Collecting the Keys**

1. Approved driver to report to visitor’s centre on Waterside Campus, identify they are there to collect the minibus and show Student ID card. Only the approved driver can pick up the bus keys.
2. If confirmed the visitor’s centre will hand over the minibus key box with a minibus movement form (a legal requirement). Not completing and submitting a movement form will result in access to the bus being removed. You must sign out the keys before leaving.
3. Movement form to be completed prior to leaving for the journey and a list of all on board the bus (or a photograph of the movement form passenger list) to be sent to su.minibus@northampton.ac.uk

**Returning the Keys**

1. Once Bus is parked in the car park the keys should be returned to the visitor’s centre, along with the original movement form. You should also submit any incident forms, if relevant. You must sign the keys back in to the visitors centre.