



THE UNIVERSITY *of* EDINBURGH  
**Sports Union**

**TRANSPORT POLICY & PROCEDURES**

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## Introduction

Edinburgh University Sports Union offers its member clubs the option of reduced-rate rental of self-drive vehicles or coaches to support transport to official club activities and fixtures. Members' safety remains our top priority, so we operate a strict transport procedure to authorise drivers and insure them when driving these vehicles as club volunteers. This policy document explains what is required by club committees and drivers before booking transport with the Sports Union.

## Section 1 – Driver Authorisation

### Step 1 – Eligibility

To become an authorised driver with the Sports Union, the individual must fulfil **ALL** the following criteria:

- Aged 21 or over
- Held a full driver's license for 2 years or more
- Have received no more than 3 penalty points
- Completed the driver assessment through the AA Drive Tech
- Have completed an eye test valid within the last 24 months
- Have at least a year's experience of driving in the UK

### Step 2 – Authorised Drivers Form

- Complete online - [Authorised Driver Registration Form](#)
- For driver renewal, see section 2 (page 4).

### Step 3 – Necessary Documents

The below documents are to be emailed to the Sports Union's [bookings email](#):

- Send a clear photo of the front and back of the driver's licence and national insurance number. This allows the Sports Union to check the licence status of UK licences online on a regular basis.
- **Please note**, it is the driver's responsibility to notify the Sports Union of any penalty points or other changes to their licence, as well as any changes to health conditions or eye sight that may affect their driving.
- Proof of a valid eye test (within last 24 months).

### Step 4 – AA Drive Tech Online Assessment

Once you have completed the Authorised Driver Registration Form you will be sent an automatically generated email containing a link to the online theory test and learning modules, these are provided to us by AA Drive Tech.

This platform delivers an assessment by combining driver history, anticipation, observation, behaviour and knowledge, to provide a credible 'risk exposure' profile. These results generate an 'exposure to risk' profile for each driver. From the answers provided, all drivers will be assigned eLearning modules depending on their risk level. The results are visible online by both the driver and the Sports Union.

These modules **must** be completed in order for the individual to be able to drive a hire vehicle for their club.

### ***What are the costs?***

The cost of the AA Drive Tech assessment and eLearning modules combined is **£17.64 per driver**, however this is set by AA and may be subject to change.

Applicants wishing to hire cars of up to 7 seats and A2/B1 category vans will be authorised to drive these vehicles once steps 1-4 and the online AA Drive Tech assessment and eLearning modules have been completed.

### **Step 5 – 1 hour practical driving assessment (Larger Vehicles Only)**

Driver authorisation for larger vehicles (9 seats, 12 seats and any C1 category vans - LWB) requires an assessment of the driver's ability and confidence on the road. During the assessment, the assessor demonstrates the required level of skill and the associated driving techniques, before drivers have the opportunity to practice the techniques themselves – under supervision. **These vehicles are all manual so those with automatic-only licences will not be able to sit the test.**

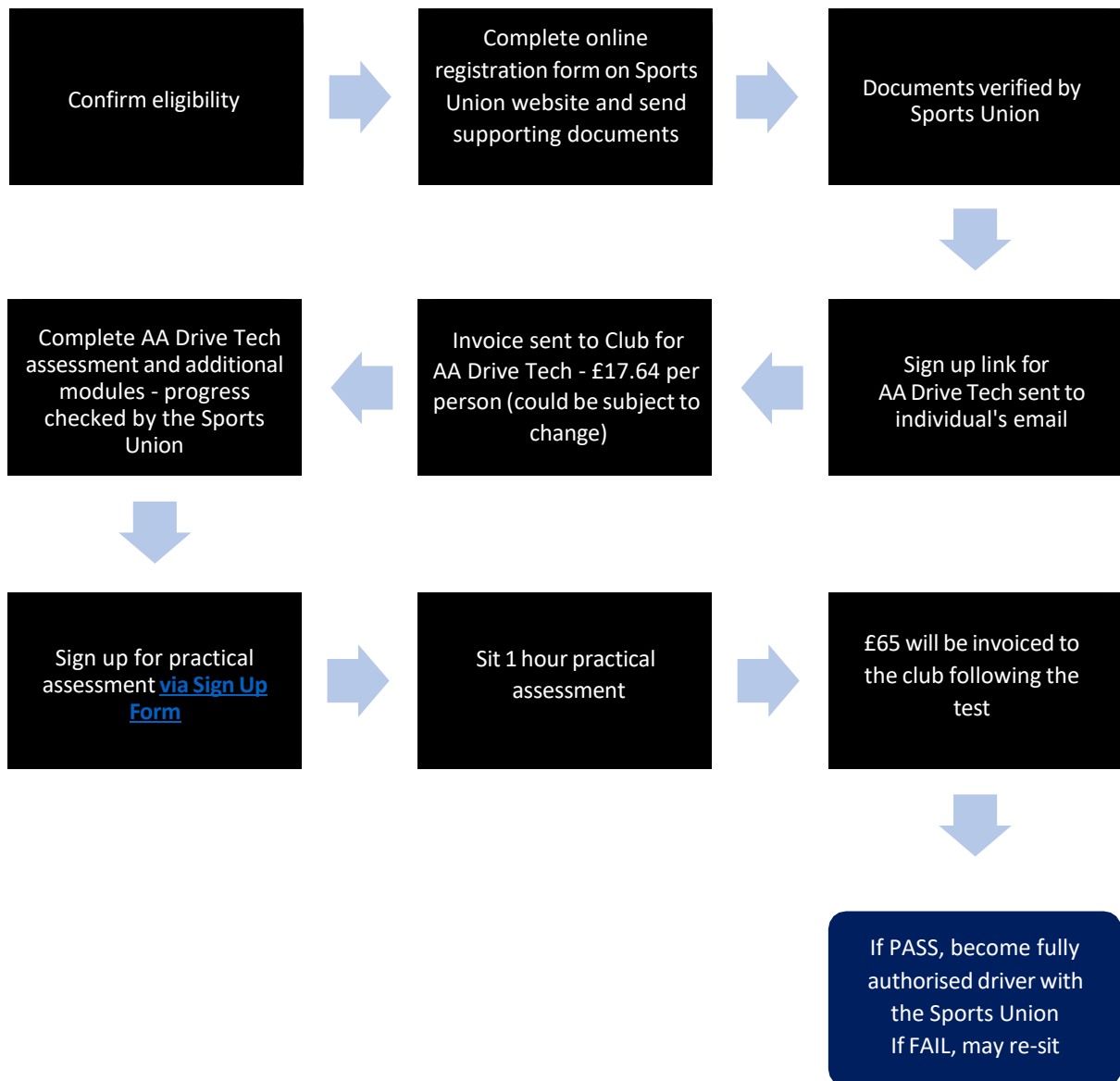
When all necessary steps of the driver process have been completed, minibus test slots can be booked here: [Minibus Tests](#)

- 9 Seat-Minibus Tests:
  - Staff members at the University cannot take the 12 seat minibus test unless they already have a D1 on their license. They can however, take a 9 seater test and drive 9 seater vehicles.
  - Students can choose to sit a 9 seater test however passing this test does not allow them to drive 12 seat-minibuses or C1 vans. They must sit a 12-seat minibus test separately.
    - **Assessment cost: £45 + £20 towards minibus hire.** The combined cost of **£65** will be invoiced to the club following the test.
  
- 12 Seat-Minibus Tests:
  - To be able to take a minibus test you must have completed Steps 1-4.
  - To be able to take a minibus test you must have a UK licence for manual vehicles.

- Using professional judgement, the assessor will determine if the candidate driver has the skills, experience and understanding to drive minibuses safely, responsibly and in accordance with the law.
- Passing the assessment allows the individual to drive minibuses (12 seats), MPVs (9 seats), HiLux vehicles and C1 category vans (LWB).
  - **Assessment cost: £45 + £20 towards minibus hire.** The combined cost of **£65** will be invoiced to the club following the test.

An individual can attempt the assessment up to twice. If they fail twice, then they will not be able to sit a third time.

The process will run as below:



## Section 2 – Driver Renewal Process

When a new academic year begins the Sports Union needs to update all information of authorised drivers and delete any information no longer required. Therefore, **ALL** authorised drivers must complete the [Driver Renewal Form](#) at the very beginning of every academic year if they wish to remain on the system and continue to drive for their club.

At this stage, any changes to relevant documents must be updated, and any changes to their licence, or to health conditions or eye sight that may affect their driving, must be declared.

## Section 3 – Arnold Clark Cars, Minibuses & Towing Vehicles

### Step 1 – Bookings Procedure

Booking requests must be sent to the Sports Union **at least 14 days prior** to the date of hire. Bookings received after this time are not guaranteed to be processed.

With regards to knockout season, we are aware that booking requests cannot be made so far in advance and we will work closely with the clubs to ensure transport is booked for these late notice fixtures.

The general process for bookings is as follows:

- A [booking form](#) must be completed and sent **from the club email account** (e.g. athletics@ed.ac.uk) to the Sports Union's [bookings account](#). Information given on this form must be correct and complete as changes or additions will delay the booking process;
  - Include the names of **everyone** who will drive the vehicle for insurance purposes;
  - Include the type/size of vehicle needed (please specify if you require automatic gear);
  - All bookings are charged on a 24hr rate.
- Confirmation of this request will be sent to the general club email for your records;
- Once the request has been processed, both the club and treasurer's email accounts will receive a calendar invite containing the confirmation of the hire – accept this invitation to add the hire to the club's calendar.

### Cancellations

If a vehicle booking is cancelled by any club the following charges will applied at the discretion of Arnold Clark:

- Cancellation between 7 days and 48 hours of date of hire: £10 charge
- Cancellation between 48 hours and 24 hours of date of hire: £30 charge
- Cancellation within 24 hours of date of hire: 100% amount invoiced + £30 charge

If a booking has to be cancelled due to adverse weather, or circumstances beyond the club's control (e.g. cancellation by the opposition), we will endeavour to ensure that Arnold Clark are informed, and where possible, ask that cancellation charges will be reduced. However with less than 24 hours' notice it is unlikely that this will be possible. Please note that any cancellations can only be dealt with within the EUSU Office hours (Mon-Fri 08:30-16:30).

## Step 2 – Vehicle Insurance

Vehicle insurance will be booked for you automatically using the University's Motor Insurance. There will be no charge to cover insurance costs.

- It is essential that only those who are driving are listed on the booking form so the correct people are insured by the Sports Coordinator, in the case of multiple drivers please email confirmation of all driver names.
  - The Sports Coordinator must be notified of any changes in drivers immediately.
  - **It is illegal to drive without insurance.**
  - **If damage to a vehicle occurs, and a claim is made, the club will be charged the cost of the excess which is currently set at £500.**
    - If there is no report of damage **within 48 hours**, the claim will not be processed via Insurance and the club will be liable for the whole repair costs.
    - If parking vehicles overnight, ensure that you choose a well-lit, safe location.
    - Vehicles only to be used on official roads, no off-road driving.

## Step 3 – Trip Forms

The [trip form](#) can be accessed online via the [Sports Union website](#) under *Transport*. These must be completed **for all journeys** the club arranges so the Sports Union is aware of the members on the trip and where they are going.

**Any club that fails to complete their trip forms may face a pause on all vehicle hires and booking requests.** This information is required both for insurance purposes, as well as, in the unlikely event that an accident should occur we have knowledge of all individuals on the vehicle (Trips include away matches, overnight trips and tours for example).

## Step 4 – Section 19 Permit (12 seat hire only)

The driver will be required to collect a Section 19 Permit from the Sports Union Office prior to travel (opening hours: Mon-Fri 08:30-16:30). This is necessary to validate the insurance organised through the University, it is **illegal** to drive a 12-seat minibus for university purposes without a Section 19 permit displayed.

Minibuses which are parked do not require a Section 19 permit, but must have one on display as soon as they are being driven.

All permits must be **returned within 48 hours of end of hire**. If it is not returned in this time or it is lost, stolen or damaged; the club will be invoiced £11 to cover replacement. Please **do not** pass Section 19 permits between clubs or not return them unless you have permission to do so from the Sports Coordinator.

## Step 5 – Driver Considerations

- Any trip going further than 200 miles **must have at least two drivers per vehicle**.
- Drivers should take regular breaks (roughly every two/ three hours).
- No alcohol should be carried or consumed in the minibus.
- The aisles of the minibus should remain free from luggage.

- **When reversing or parking minibuses, 9 seaters, vans, it is Sports Union policy that a passenger must get out of the vehicle to help the driver park or leave the car park.**
- Any parking fines should be paid **immediately** to avoid Arnold Clark adding a surcharge.

**Failure to comply with the above rules could result in the driver of the club being disallowed from hiring vehicles via the Sports Union.**

### **Step 6 – Vehicle & Key Collection**

It is important that all booking confirmations are checked so that vehicle collection and return points are known to the driver. Following collection, complete the checks of the vehicle detailed on the back of the envelope the keys will be in. If the driver is unsure or unhappy with any detail of the vehicle they should immediately contact the Arnold Clark branch before beginning the journey – the contact number is 08457023946.

The Sports Union aims to have hires delivered to Peffermill for the convenience of our members. However, at peak times this is not always possible for Arnold Clark or Peffermill – please keep this in mind when booking vehicles at busy periods, especially during knockout season and **always** check booking confirmations.

Arnold Clark vehicles will be collected by the club from **Peffermill Playing Fields** – contact 0131 667 7541

Keys are to be collected from and returned to the Laurie Liddell main reception. All vehicles will be parked in the coach car park. Please note that the times of hire must coincide with Peffermill's operating hours, as below.

Opening hours: Monday-Friday	0800 – 2200
Saturday-Sunday	0800 – 1900

**If you wish to amend or cancel a vehicle that is to be delivered to Peffermill, the request must be received at LEAST 48 hours in advance of the hire. If it is not received in this advance time, the club will incur 100% of the hire cost.**

On rare occasions, vehicles may have to be collected from **Arnold Clark Seafield Branch** – contact 0131 561 7779

1 Seafield Street  
Edinburgh  
EH67LG

Keys are to be collected from and returned to the main reception.



**Please note that all vehicles must be returned with a full fuel tank, if this is not the case the club will be charged for the refuelling of the vehicle.**

## **Towing**

For more information about towing please visit the DVLA website:

<https://www.gov.uk/towing-with-car/driving-licence-rules-and-what-you-can-tow>

## **Accidents Breakdown & Recovery**

Emergency telephone numbers are located on the reverse of the key fob which is attached to the key for the vehicle, and in the Driver's Information Folder which is supplied with the vehicle at the time of delivery.

## **Incident Reporting Procedure**

Any driver involved in an accident, however big or small, is obliged to discuss the details of the accident and any damage in consultation with the Transport Advisor and Sports Coordinator: Transport & Administration.

The University's [Motor Incident Report Form](#) must be completed with information taken at the scene of the incident.

These steps should be followed should an incident occur:

- If a 3<sup>rd</sup> party is involved, call the police and ensure to get the following from the 3<sup>rd</sup> party:
  - Name
  - Registration number
  - Contact number
  - Insurance details
  - Always take pictures of the damage, however small
- On your return the Club must follow the below process no matter how minor or major the damage:
  - Call Arnold Clark ASAP to inform them that damage has occurred – 0845 702 3946
  - Outline of accident and damage to be noted on the Accident Form and email to the [Sports Union](#), along with any other info and photos as necessary.
- Thereafter the Insurance claim process will come into effect. If you have any further questions regarding this process please contact the Sports Coordinator: Transport & Administration.
- Complete the [club accident form](#)

## **Outcomes of an Accident**

The University has the right to invoke the following actions following motor accidents:

- Revoke a driver's permit if they are involved in a motor accident, depending on the accident circumstances. To reinstate the permit, the driver will be required to re-sit the minibus test.
- Drivers who are involved in two or more accidents, depending on the accident circumstances, will not be able to drive on behalf of the Sports Union indefinitely.

## Section 4 – Coach Hire

### Bookings Procedure

Coach bookings should be sent **at least 14 days prior** to the trip. Requests received after this will have no guarantee of being processed.

With regards to knockout season, we are aware that booking requests cannot always be made so far in advance and we will work closely with the clubs to ensure transport is booked for these late notice fixtures.

The general process for bookings is as follows:

- **A [Coach Booking Form](#) must be completed.**
- Information given on this form must be correct and complete as changes or additions will delay the booking process;
  - Accurate number of passengers;
  - Pick Up Location – **Appleton Tower (George Square), Pleasance or Peffermill.**
  - Full address & postcode of destination;
  - Complete, detailed itinerary for the driver – should include all necessary transfers.
- Confirmation of this request will be sent to the club email account for your records;
- Once the request has been processed, both the club and treasurer’s email accounts will receive a calendar invite containing the confirmation of the hire – accept this invitation to add the hire to the club’s calendar.

Cost of coach hire is calculated based on mileage for your trip. If coach hire is required overnight, driver accommodation and meal costs may be added to the invoice for the trip. The Sports Coordinator will make you aware of any additional costs. These costs will be added to your invoice and no payments should be made directly to the driver in cash. The cost also varies for different sizes of coach. If you would like a quote for a journey please contact the Sports Union [bookings account](#).

If the Sports Union’s main coach provider cannot facilitate the clubs request or do not have the availability, efforts will be made by the Sports Coordinator to secure a booking with an alternative coach line.

### Cancellations

The current Ratho Coaches cancellation charges payable are as follows (**subject to management discretion**);

- Cancellation before 24 hours before the start of hire – NO CHARGE.
- Cancellation within 24 hours of the start of hire on day before hire or on the day before the driver departs the depot 50% OF HIRE CHARGE (regardless of coach size).
- Cancellation after the vehicle has left the depot, or no show at Edinburgh uplift – 100% OF HIRE CHARGE.

**Cancellations with other coach companies will vary and be at the discretion of the company. It is advised, if clubs have a booking through an alternative company, they are aware of the cancellation policy and cancel with as much notice as possible.**

## Prior to Departure

Before your club members leave for their upcoming fixture, trip or competition there are a few simple but vital things that **MUST** be done:

- Submit a completed [trip form](#) via the Sports Union website;
- Check all details of your journey are correct on the booking confirmation;
- Ensure all club members are aware of the collection point and time, and are not late.

## Trip Forms

The [trip form](#) can be accessed online via the [Sports Union website](#) under *Transport* on the Sports Union website. These forms are **mandatory for all journeys** the club arranges so the Sports Union is aware of the members on the trip and where they are going.

This information is required both for insurance purposes, as well as, in the unlikely event that an accident should occur we have knowledge of all individuals on the vehicle. **Any club that fails to complete their trip forms risk facing a pause on ALL transport bookings and future requests.**

## Ratho Coaches Emergency Contact

Should you encounter any issues your first point of contact should be the Sports Union. Ratho Coaches can be contacted on 0131 333 2635 during office hours. There is an out-of-hours number FOR EMERGENCY USE ONLY. This number should not be used if the matter can reasonably wait until the office is re-opened the next day. This is the emergency only number – 07741 332000.

## Section 5 – Alternative Travel Methods

The SU will consider booking requests for train journeys if it is the best and most cost effective form of travel for the club. This would typically be done if it was travel that the Sports Union would fund itself. Please see our [BUCS Transport Policy](#) for further information.

If the Sports Union does purchase train tickets on behalf of the club, it will only cover the cost of railcard tickets. If the transport is to be funded by the club itself, we would strongly encourage clubs to organise and purchase tickets themselves.

## Section 6 – Before All Trips

- Complete the [Trip Form](#) in full detail.
- Ensure all your members travelling are aware of leaving times and locations.
- Ensure the club have all relevant documents applying to the booking e.g. hire confirmations, coach movement detail, train tickets.
- If travelling in a 12-seat minibus, ensure a section 19 permit has been collected.
- Be aware of the process of reporting accidents or incidents: [Accident and Incident Form](#)

## Section 7 – Sustainability

The Sports Union is increasing its efforts to improve our carbon emissions and overall sustainability within transport. In the 2023/24 academic year, the Sports Union aims to:

- Track and monitor carbon emissions from all Arnold Clark and Coach Hire bookings.
- Provide drivers and clubs with advice and encouragement to think and act sustainably when it comes to transport arrangements.
- Implement a mandatory learning module for new authorised drivers – ecological and economical driving.
- Maximise coach sharing to reduce costs for clubs and overall emissions.

While we have no policies in place, we would encourage clubs to consider the below when booking and organising transport:

- Public transport provides an easy way for you to take advantage of cheaper, more energy-efficient transport.
- Coach sharing - Could you coach share to split costs and save on emissions? Contact [eusubook@ed.ac.uk](mailto:eusubook@ed.ac.uk) to check if another club is travelling to your location.
- Consider the transport needs for the distance and location you are travelling to. For example, if it is a short trip, is an AC vehicle / coach required or could a bus or train be used?
- For authorised drivers, consider how vehicles can be driven in an ecological manner.
- Reduce air travel.