



THE UNIVERSITY *of* EDINBURGH
Sports Union

TRANSPORT POLICY & PROCEDURES

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All EUSU Transport guidance follows Transport Scotland's latest guidance seen [here](#)

Tier 3: COVID Guidelines

- Only consider transport when essential, **stay as local as possible** and try and **use other modes of transportation first** (cycling, walking etc...)
- All travel will have to be booked through Sign Up Genius for Track & Trace purposes
- Trip Forms are mandatory
- **Car sharing will not be possible. This includes car sharing of personal vehicles.**
- **Same household vehicle travel of any number is accepted.**
- **You may only travel within 5 miles of your [local authority area](#)**
- **Currently the only vehicle that can be booked is a van with 1 driver in it**

Tier 2: COVID Guidelines

- Only consider transport when essential, **stay as local as possible** and try and **use other modes of transportation first** (cycling, walking etc...)
- All travel will have to be booked through Sign Up Genius for Track & Trace purposes
- Trip Forms are mandatory
- Any vehicle being used for club activity has to operate at **50-75% capacity** to allow for distancing between passengers. If unsure what this means please see the table below. This does not apply if you are the same household.
- Nobody travelling should have had or been in contact with anyone with symptoms in the past 14 days
- As much as possible share the transport with the same people each time
- All passengers will be required to wear a face covering **at all times**
- All touchpoints on the vehicle (handles, steering wheels, handbrake etc...) should be disinfected before and after use
- As much as possible keep the vehicle well ventilated (windows open).
- **Hire of any vehicle smaller than a 9 seater will no longer be possible. This includes car sharing of personal vehicles.**
- **Minimise unnecessary journeys between areas in different levels**
- **Avoid any unnecessary travel to places in Level 3 or Level 4 areas**

Socially Distant Capacity Numbers

	49 Seater (ECL)	29 Seater (ECL)	12 Seater (AC)	9 Seater (AC)	Van (AC)
Passengers	24	14	6	5	1

Introduction

Edinburgh University Sports Union offers its member clubs the option of reduced rate hire of self-drive vehicles or coaches to aid with mass transport to fixtures, competitions and official club activities. As the members' safety remains our top priority we operate a strict transport procedure for authorisation of drivers and insurance for these individuals when driving these vehicles voluntarily for their club. The information below outlines the various processes and procedures all club committee members and drivers should be familiar with prior to 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 AADriveTech
- Have experience of driving in the UK

Step 2 – Authorised Drivers Form

- Complete online [Authorised Driver Registration Form](#)
- Driver Renewal
 - 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](#) to remain on the system and continue to drive for their club.

Step 3 – Necessary Documents

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

- Scan of driver's licence and National Insurance Number;
 - Allows the Sports Union to check the licence status online on a monthly basis.
 - **NB:** It is the driver's responsibility to notify the Sports Union of any penalty points or changes to their licence.
- Proof of a valid eye test (within last 24 months).

Step 4 – AADriveTech 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 DriveTech.

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.

What are the costs?

	Cost	Comments
Online Assessment + E-learning	£14.40	Per driver/ per Year
Foreign Licence Check	£6.60	Including Northern Ireland/DVA

For those only wishing to hire cars of up to 7 seats, once Steps 1-4 and the online AADriveTech assessment and additional modules have been completed, they will be authorised to drive cars up to 7 seats.

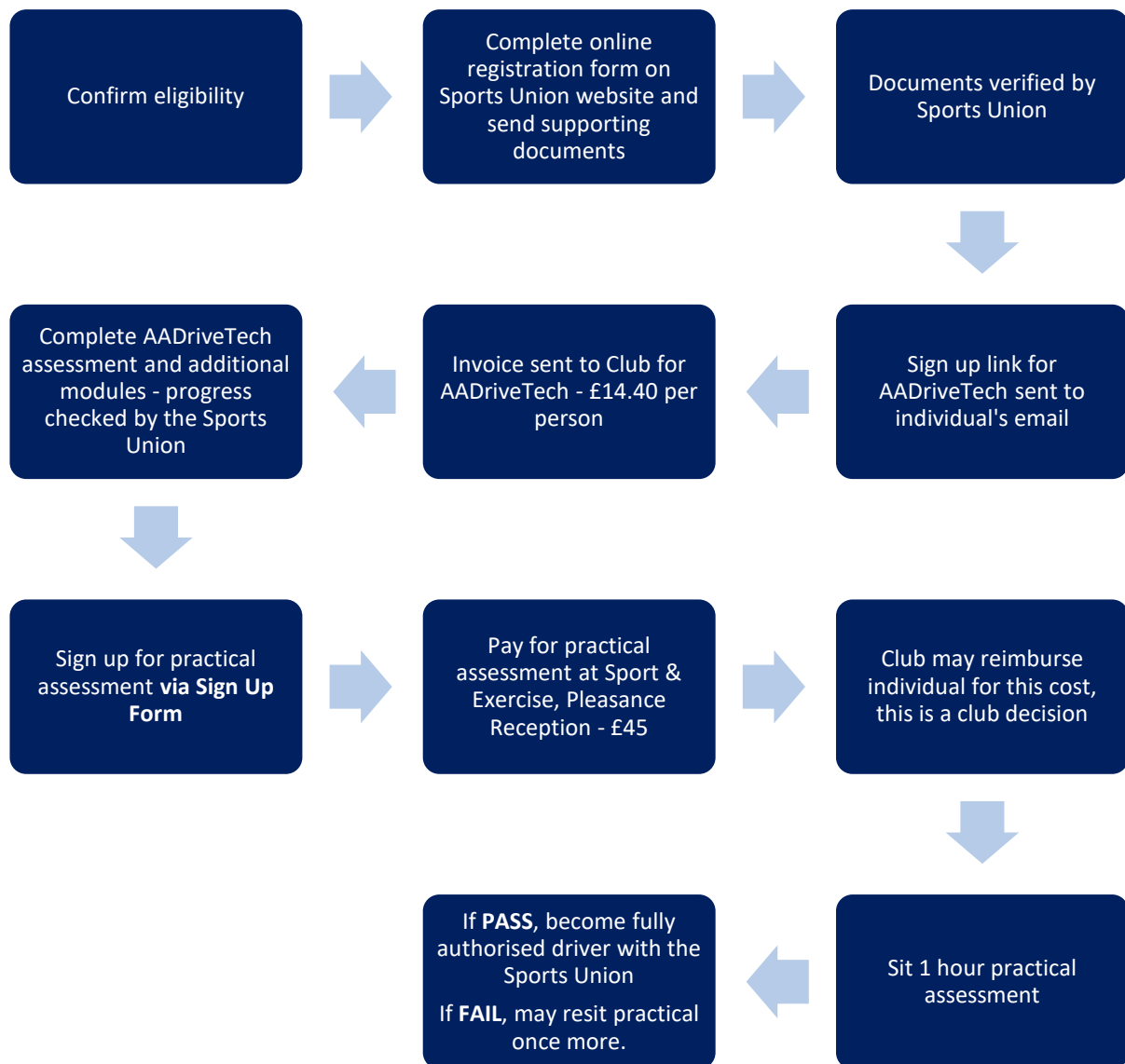
Step 5 – 1 hour practical driving assessment

Driver authorisation for larger vehicles (9 seats +) OR vans 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 practise the techniques themselves – under supervision.

- 9 Seater Tests
 - Students can choose to sit a 9 seater test however passing this test does not allow them to drive 12 seater minibuses, it will however allow you to drive a van
 - Staff members at the University cannot take the minibus test unless they already have a D1 on their license. They can however, take a 9 seater test and drive 9 seater vehicles
 - **Assessment cost £45 per person**
 - The £45 is payable on the day of the assessment at Sport & Exercise reception
- Minibus Test (12 seats)
 - 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 or EU Drivers Licence
 - Minibus test slots can be booked into via the following [link](#)
 - During the assessment, the assessor demonstrates the required level of skill and the associated driving techniques, before drivers have the opportunity to practise the techniques themselves – under supervision
 - 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 vans
- **Assessment cost £45 per person + the divided cost of the minibus hire**
 - The £45 is payable on the day of the assessment at Sport & Exercise reception
 - The divided cost of the minibus hire will be invoiced directly to the club
- **NB:** If an individual is unable to pass the assessment after two attempts, they will not be able to sit for a third time.

The process will run as below:



Section 2 – Arnold Clark Cars, Minibuses & Towing Vehicles

Step 1 – Bookings Procedure

Booking requests are to be sent to the Sports Union **at least 14 days prior** to the date of hire. Bookings received after this time will incur a £10 admin charge and 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 all drivers of this vehicle for insurance purposes;
 - Include the type/size of vehicle needed;
 - 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 apply:

- Cancellation between 48 hours and 7 days of date of hire: £10 charge
- Cancellation between 24 hours and 48 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.

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* in the Handbook tab. These forms are **necessary 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 will face a **transport ban**. 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. This is necessary to validate the insurance organised through the University, it is **illegal** to drive a 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 £20 to cover replacement. Please **do not** pass Section 19 permits between clubs.

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 a 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

NB: Failure to comply with the above rules could result in approved driver status being removed or the clubs ability to hire vehicles via the Sports Union

Step 6 – Vehicle & Key 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 branch **before** beginning the journey – the contact number is 08457023946.

There are two collection locations for Arnold Clark vehicles:

Peffermill Playing Fields – contact 0131 667 7541

Keys are to be collected from and returned to the 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.

The Sports Union will aim 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.

Arnold Clark Seafield Branch – contact 0131 561 7779

1 Seafield Street
Edinburgh
EH67LG

If you are collecting the vehicle from the branch, all keys must be collected and returned to the Seafield Branch.

Opening hours: Monday-Friday	0800 – 1800
Saturday	0800 – 1800
Sunday	1000 – 1700

NB: 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 3rd party is involved call the police, ensure to get the following from the 3rd 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 3 – Edinburgh Coach Lines

Bookings Procedure

Coach bookings should be sent **at least 14 days prior** to the trip. Bookings received after this time will incur a £10 admin charge.

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 [booking form](#) must be completed and sent 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;
 - Accurate number of passengers;
 - Pick Up Location
 - Appleton Tower
 - Pleasance
 - 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, with the cost of accommodation and meals added for any overnight stays for your driver. 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](#).

Cancellations

The cancellation charges payable are as follows (subject to management discretion);

- Cancellation before 17.00 on day before hire - No charge
- Cancellation after 17.00 on day before hire - £25 or 10% of hire whichever is the greatest

- Cancellation after vehicle has left the Depot or no show by Club members at the appointed uplift point - 50% of hire charge
- Cancellation of sports event en route or after arrival at destination - 100% of hire charge

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 Edinburgh Coach Line 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* in the Handbook tab 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 will face a **transport ban**.

ECL Emergency Contact

Should you encounter any issues your first point of contact should be the Sports Union. ECL can be contacted on 0131 554 5413 during office hours (Mon-Fri 0900-1700). 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. The emergency number is 07860 205 990.