



Edinburgh University Sports Union Driver Handbook

Rules, Responsibilities Guidance for Authorised Drivers of
Edinburgh University Sports Union and Member Clubs

Introduction

The content of this driver handbook will outline the responsibilities and obligations of all registered authorised drivers who will drive on behalf of the Sports Union and their clubs.

Familiarising with the content of this handbook is **essential** for all registered authorised drivers and drivers seeking to register as an authorised driver with the Sports Union.

Much of this handbook is derived from the University Driver Handbook which can be found online.

Becoming an Authorised Driver

In order to become an authorised driver with the Sports Union, a driver must:

- Be aged 21 or over.
- Have held a full driving licence for 2 years or more.
- Have received no more than 3 penalty points.
- Have a minimum of 1 years' experience of driving in the UK.
- The driver must be a member of the Sports Union and their club.

- Have read and familiarised themselves with the EUSU Driver Handbook and signposted resources.
- Have completed the [Authorised Driver Registration Form](#)
- Have sent a clear image of the front and back of drivers licence to eusubook@ed.ac.uk (this allows the SU to check the licence status of UK licences online).
- Have completed an eye test, and sent an image of the certificate to eusubook@ed.ac.uk. The eye test must have been completed and valid within the last two years.
- Have completed the AA Drive Tech driver risk assessment, and achieved a minimum 80% pass across all eLearning modules.

Rules and Driver Responsibilities for the Use of Hire Vehicles Booked via the Sports Union

All vehicles hired through the Sports Union **must** be treated with upmost care. Drivers are responsible for the safety of all passengers, including themselves. The following rules apply to drivers and clubs when hiring a vehicle via the Sports Union and outline the responsibilities of drivers:

- The hire vehicle **must** only be used for official club activity (e.g. travel to fixtures or events).
- Any trip going further than 200 miles **must** have at least two drivers insured per vehicle.
- The driver **must** complete [Pre-hire](#) and [post-hire](#) vehicle check forms per vehicle hired.
- The [trip form](#) **must** be completed accurately before the start of the hire by the driver or another club member.

- Under no circumstances whatsoever should alcohol or illegal substances be carried or consumed by any person (including passengers) when travelling in a hire vehicle. Drivers should not under any circumstances drive while under the influence of alcohol, drugs or medicine.
- Under no circumstances should mobile phones be in use when the engine is running or the vehicle is moving.
- Under no circumstances should smoking or vaping take place in a hire vehicle.
- Vehicle aisles of the minibus should remain free from luggage. It is an **offence** to block minibus aisles with luggage.
- Drivers must take breaks **every two hours**.
- A driver **must not** drive any more than nine hours in one day.
- Seatbelts must be worn at all times by passengers and driver(s) when the vehicle is moving. Passengers **must not** stand in the vehicle while it is in motion.
- When reversing or parking minibuses or vans, a passenger **must** get out of the vehicle to help the driver park or leave the car park.
- Drivers are responsible for the safety and behaviour of all passengers in the vehicle, as well as the security of the vehicle during the time it is on hire and in use by the club.
- Drivers are responsible for any traffic offences associated with the hire vehicle committed during the period of hire with the club. If drivers have signed the pre-hire vehicle check form to confirm the vehicle is in a roadworthy and safe for use, the driver is then responsible thereafter.
- Drivers are responsible for ensuring that vehicles are loaded with any equipment in a safe manner, and that equipment weight does not exceed the weight capacity of the vehicle.
- When parked and left unattended, vehicles **must** be locked. If parking vehicles overnight, vehicles **must** be parked in a well-lit, safe location.
- Vehicles only to be used on official roads, no off-road driving.
- Any accidents or vehicle damage **must** be reported **immediately** via the [Motor Incident Form](#). This should be completed in full detail and returned to eusubook@ed.ac.uk along with any images of damage.
- It is a driver's responsibility to ensure they have notified the Sports Union of any penalty points or other changes to their driving licence, as well as changes to health or eye sight that may impact their ability to drive on behalf of their club.

Minibus Specific Rules & Advice

- Under **no** circumstances should a trailer be towed when using a minibus.
- UoE staff and individuals who are paid for services to clubs **are not** permitted to drive 12-seat minibuses.
- The maximum authorised mass (MAM) must not exceed 3.5 tonnes (3500kg) – this means the total weight of the vehicle and passengers / equipment on board.
- Drivers should take time to familiarise themselves with vehicle controls and the size of the vehicle.

- When reversing, at least one passenger **must** get out of the vehicle to help guide the drivers reversing.
- Minibus speed limits: 50mph on single carriageways, 60mph on dual carriageways, 60mph on motorways.
- For the use of 12-seat minibuses, a section 19 permit **must** be collected from the Sports Union office and displayed on the dashboard of the vehicle at all times.

Potential Sanctions in the Event of Rule Breaches

At its discretion, the Sports Union has the right to invoke the following actions following motor accidents, road traffic offences, or if a club or driver is found to have been in breach of **any** of the vehicle hire rules:

- Revoke a driver's authorisation to drive on behalf of their club.
- Enforce that the driver must re-sit the practical driving assessment and eLearning modules.
- 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.
- If the Sports Union has any concerns relating to safety or a driver's conduct, the driver authorisation may be removed and they will not be able to drive for their club indefinitely.
- A pause or ban on transport booked via the SU may be imposed on a club if it is found to be in breach of vehicle hire rules or EUSU's transport policy.

Vehicle Collection Process

Information on the vehicle booking process can be found in our transport policy document. Once a vehicle has been booked for your club, and you are the named driver, a calendar invite will be sent to you and your club email accounts containing the hire booking confirmation and further details on the hire. As the driver, you should familiarise yourself with the booking confirmation document so you are aware of hire start and end times and the pick-up and return location.

Unless otherwise stated in the booking confirmation, all hire vehicles will be delivered to **Peffermill Playing Fields** for the convenience of our members so this is where vehicles should be collected from and returned to. Keys are to be collected from and returned to the Laurie Liddell main reception. They will be contained within an envelope which contains the details of the hire vehicle. All vehicles will be parked in the coach car park. If you are driving a 12-seat minibus, you **must** collect a section 19 permit from the Sports Union office before collecting the vehicle at Peffermill. Section 19 permits **must** be displayed on the dashboard of 12-seat minibuses **at all times** when being driven.

Please note that the times of hire should coincide with Peffermill's operating hours, as below:

- Monday – Friday: 0900 – 2200
- Saturday – Sunday: 0900 - 1900

Following key collection, it is mandatory that the driver conducts a thorough vehicle check. Any

images of existing damage on the vehicle should be reported and uploaded as part of the [pre-hire vehicle check form](#).

If you are unhappy with any detail of the vehicle, you should immediately notify the Sports Union office on 0131 650 2346 (if during opening hours) and contact the Arnold Clark branch on 0131 561 7779. If you are unable to get through to the branch, the Arnold Clark Business Centre should be contacted on 0141 567 0561. An emergency number for the Sports Union, id required out of hours, is available on the title page of the Transport Policy.

If you are unhappy with the condition of the vehicle during this check, **DO NOT** set off until the condition has been declared with either the Sports Union or Arnold Clark.

Vehicle Return Process

As above, unless otherwise stated in the booking confirmation, vehicles should be returned to Peffermill within its operating hours.

Vehicles should be sensibly parked in the coach park area. Before returning the keys within the envelope to Peffermill main reception, it is mandatory for drivers to ensure the [post-hire vehicle check](#) has been completed.

Vehicles should be returned to Peffermill with a full tank of fuel or the same level of fuel as was in the vehicle when delivered. If this is not done, the club will be invoiced by Arnold Clark for the cost of refueling as well as a refueling surcharging rate, making it more expensive than if the driver does this themselves. If you have used a 12-seat minibus, you will need to return the section 19 permit used to the Sports Union office. This must be returned within 48 hours of the hire ending.

Vehicle Insurance

Vehicle insurance will be booked for you by the Sports Union office automatically using the University's Motor Insurance. It is **essential** that only those who are driving are listed on the vehicle booking form so the correct people are insured by the Transport Coordinator. In the case of multiple drivers, please email confirmation of all driver names. This is the club's responsibility not the drivers.

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.

Accidents Breakdown & Recovery

An emergency telephone number specific to the vehicle being driven is located on the inside of the windscreen. There may also be contact information on the fob attached to the key and in the driver's information folder which is supplied with the vehicle at the time of delivery. Arnold Clark breakdown team can also be contacted on 0800 074 5411 / 0141 332 2622.

In the event of a breakdown, it is important to contact Arnold Clark as soon as possible and explain the exact circumstances to the call operator. If the breakdown occurs within Sports

Union office hours, please notify the office by calling 0131 650 2346. If the breakdown occurs out with Sports Union office hours, and it is an emergency situation, please call the emergency contact on the first page of the [transport policy](#) document.

Incident Reporting Procedure

In the event of a vehicular incident, however big or small, details of the accident and any damages must be disclosed immediately to the Transport Coordinator and the steps outlined below **must** be followed.

This includes but is not limited to:

- Damage to an Arnold Clark hire vehicle, regardless of size or scale
- Damage to a third-party vehicle, regardless of size or scale
- Injury to driver or passengers when the vehicle is in motion.

Step 1 – Motor Incident and Insurance Claim Form

The driver **must** complete the University's [Motor Incident and Insurance Claim Form](#) with as many details as possible. The information should be taken at the scene of the incident so third-party details can be gathered (if a third party is involved), and the details of the incident are fresh in the driver's mind.

If a 3rd party is involved, ensure to get the following from the 3rd party:

- Name
- Registration number
- Contact number
- Insurance details
- Always take pictures of the damage, however small

Photos of all damage **must** be captured.

Once the Motor Incident and Insurance Claim Form has been completed, it should be emailed as an attachment along with images of damage to the Sports Union [bookings account](#).

Step 2 – Contacting the Sports Union & Arnold Clark to Inform of the Damage

Call Arnold Clark and the Sports Union office (if open) as soon as possible to inform them that damage has occurred to the vehicle.

The Arnold Clark branch should be contacted on 0131 561 7779. If the vehicle is no longer in a driveable condition, the Arnold Clark breakdown team should be contacted on 0141 332 2622 / 0800 074 5411 or alternatively the number of the inside of the vehicle windscreen.

Step 3 – Further Considerations

The driver and fellow passengers from the club should use sensible judgement on whether the incident is severe enough to require the attention of the emergency services.

Step 4 – Injury to the Driver or Passengers

If an injury has occurred to the driver or a passenger as a result of a vehicle incident, a [club accident form](#) should be also submitted as soon as possible after the incident.

Outcomes of an Incident & Reported Insurance Claim

Once the accident has been reported and insurance claim submitted to the Sports Union, the insurance claim process has started. The club will ultimately be liable for the insurance excess of £500 or any repair costs that falls below this threshold.

The outcome of insurance claims can take a great deal of time, so to check the status of your club's claim, you should contact the [bookings account](#).

Towing

EUSU has a towing and trailer policy in place which any club wishing to tow or use a trailer must adhere to: [Towing-and-Trailer-Policy-and-Rules.pdf \(ed.ac.uk\)](#)

For more information about towing please visit the DVLA website: [Towing Rules & Advice](#)

Resources for Drivers to Familiarise With

The Highway Code: <https://www.gov.uk/browse/driving/highway-code-road-safety>

ROSPA Minibus Safety & Guidance: <https://www.rospa.com/policy/road-safety/advice/vehicles/minibus-safety/drivers#speed-limit>

Minibus Rules & Regulations: <https://www.gov.uk/driving-a-minibus>

RoSPA Minibus Driver Handbook: [Minibus Driver's Handbook \(carmichael-training.co.uk\)](#)

Key Contacts and Resources

- Arnold Clark Seafield Branch - 0131 561 7779
- Peffermill - 0131 667 7541
- Sports Union Office – 0131 650 2346 or eusubook@ed.ac.uk
- Arnold Clark Breakdown & Recovery Teams - 0800 074 5411 or 0141 332 2622.
- Guidance for arriving back in Edinburgh late at night: [Staying safe in Edinburgh](#)

Any questions or concerns should be directed to eusubook@ed.ac.uk