



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 self-drive vehicles and private hire coaches to support transport to official club activities.

Member safety is our top priority. We operate a strict transport procedure to authorise drivers and insure them when driving hire 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 – Checking Driver Eligibility

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

- Be aged 21 or over.
- Has held a full valid driving license for 2 or more years (UK, EU or licence from a ‘designated country’ subject to government regulations.
- Have received no more than 3 penalty points maximum.
- 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.

### Step 2 – Completing the Authorised Driver Process

When an individual meets the eligibility criteria to drive with the Sports Union, they must then complete the authorised driver process:

- Read and familiarise with the [Sports Union Driver Handbook](#).
- Complete the [Authorised Driver Registration Form](#)
- Send a clear photo of the front and back of the driving licence to [eusubook@ed.ac.uk](mailto:eusubook@ed.ac.uk).
- Complete an eye test then send a clear image of the certificate to [eusubook@ed.ac.uk](mailto:eusubook@ed.ac.uk). The eye test must have been completed within the last 24 months to be valid and it must be clear that the person is fit to drive.
- Complete the AA DriveTech ‘assess your risk’ section followed by all eLearning modules that have been assigned to the driver (drivers will receive an automatic registration email after completing the authorised driver form). Drivers **MUST** complete all eLearning modules assigned to them before being able to drive hire vehicles for their club. Drivers must also achieve a minimum 80% pass rate across all eLearning modules in order to be authorised.

Completing this process authorises a driver to drive self-drive hire cars (up to 6 passenger seats) and vans up to medium size category (B1) on behalf of their club.

### Step 3 – Vehicle Familiarisation Session & Practical Driving Assessment (Larger Vehicles Only)

Following the completion of the authorised driver process, drivers may wish to undertake the vehicle familiarisation session and minibus test assessment which, if successful, authorises the individual to drive larger hire vehicles for their club (9 seat minibuses, 12 seat minibuses and any C1 category vans).

The 30-minute vehicle familiarisation session is mandatory for individuals wishing to complete the minibus test. This sessions allows drivers to learn about vehicle controls, vehicle size and other key elements of larger vehicles. The minibus test assessment evaluates 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. Drivers will then have the opportunity to practice the techniques themselves – under supervision. The assessor may also ask drivers questions relating to the highway code. **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 by contacting [eusubook@ed.ac.uk](mailto:eusubook@ed.ac.uk).

Minibus assessments are available in either 9-seat or 12-seat vehicle tests. Please note the following regulations apply to those seeking to sit a minibus assessment with the Sports Union:

- To be able to take a minibus test you must have fully completed Steps 1-5 of the authorised driver process.
- University staff members and individuals who are paid for their services to clubs cannot take the 12-seat minibus test unless they already have a D1 on their licence. They can however take a 9-seat test and drive 9 seat vehicles if authorised.
- A UK licence must be held to take a 12-seat minibus test. EU holders cannot sit a 12-seat minibus.
- 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.
- An individual can attempt the assessment up to two times. If they fail twice, then they will not be able to sit a third time.
- Once an individual has passed the assessment they will be issued a university driver permit number.

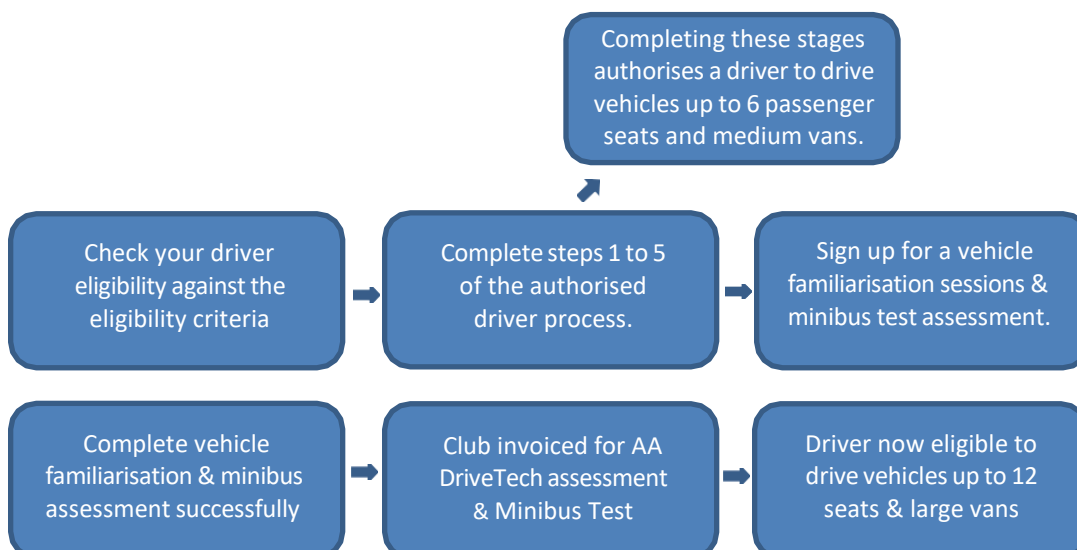
### The Costs of The Authorised Driver Process

The cost of the process per driver is broken down into two parts:

- AA DriveTech assessment - **£19.85**
- Sports Union Minibus Test Assessment - **£40** (Covers the cost of the vehicle hire for the minibus test and vehicle familiarisation session).

These per driver costs will be invoiced to the club after a driver has completed the relevant stages of the process.

### Summary of the Driver Authorisation Process



## 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 Car, Van & Minibus Hire

### 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. We are aware that booking requests cannot always be made so far in advance and so we will work closely with 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** to the Sports Union's [bookings account](#). Information given on this form must be correct 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 so please clearly specify dates and times of hire.
- Confirmation of this request will be sent to the general club email for your records.
- Once the request has been processed, the club and club treasurer email accounts, as well as the driver(s) emails, will receive a calendar invite containing the confirmation of the hire. Please accept this invitation to add the hire to the club's calendar.

***All bookings received will be processed so it is the club's responsibility to ensure it is familiar with hire costs. These can be found here: [Arnold Clark Hire Rates](#)***

### Cancellations

To cancel a booking, a request must come from the club email account to the Sports Union [bookings account](#). If a vehicle booking is cancelled by any club the following charges may be 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 where possible, ask that cancellation charges are 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 EUSU Office hours (Mon-Fri 08:30-16:30).

## Step 2 – Vehicle Insurance

Vehicle insurance will be booked for you by the Sports Union office automatically using the University's Motor Insurance. There will be no charge to clubs 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 Transport Coordinator. In the case of multiple drivers, please email confirmation of all driver names.

The names of drivers who are insured on each hire vehicle will appear within the calendar invite shared with the vehicle booking confirmation. It is the responsibility of the club to notify the Transport Coordinator of any changes to drivers they want to be insured on hire vehicles.

**It is illegal to drive without insurance.**

All passengers should be club members or at a minimum members of the Sports Union for insurance purposes.

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.

## Step 3 – Section 19 Permit (12 seat hire only)

For clubs who hire a 12-seat minibus, 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 on the dashboard.

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 Transport Coordinator.

## Step 4 – Vehicle & Key Collection and Pre-Hire Vehicle Check

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.

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

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

Peffermill can be contacted by calling 0131 667 7541.

It is however important that all booking confirmations are checked over so that drivers are fully aware of the collection and return point for the vehicle. At peak times, it is not always possible for Arnold Clark or Peffermill to have vehicles delivered there so please keep this in mind when booking vehicles at busy

periods, especially during knockout season and **always** check booking confirmations.

Following key collection, it is mandatory that the driver conducts a thorough pre-hire vehicle check via the [Pre-vehicle hire checklist](#). Any images of existing damage on the vehicle should be reported and uploaded as part of the vehicle check form.

If the driver is unsure or unhappy with any detail of the vehicle, they should immediately notify the Sports Union office on 0131 650 2346 and contact the Arnold Clark branch on 0131 561 7779. If the driver is unable to get through to the branch, the Arnold Clark Business Centre should be contacted on 0141 567 0561.

### **Step 5 – Vehicle & Key Return and Post-Hire Vehicle Check**

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 a final vehicle check has been completed via the [Post Vehicle Hire Checklist](#).

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.

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

### **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 to the Transport Coordinator as the Sports Union 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

### ***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 3<sup>rd</sup> party is involved, 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

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 submitted.

### **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](#).

### **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 themselves and all passengers . 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.
- Drivers should take regular breaks **every two hours**.
- Any one driver **should 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.
- 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.
- 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](mailto: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.

### ***Potential Sanctions***

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 drivers 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

## 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. 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 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.
- Once the request has been booked, both the club and club treasurer 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.
- The calendar invite will also contain a copy of the terms and conditions of the coach company. It is the responsibility of the club to review these terms and conditions. If a club is in breach of these terms and conditions, they will be liable for any costs or fees incurred.

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 costs for the trip. The Transport 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](#).

You can find coach hire price list here: [Ratho-Coaches-Rates-2024-25.pdf \(ed.ac.uk\)](#)

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

### 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 another 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.
- All passengers should be club members or at a minimum members of the Sports Union for insurance purposes.

### **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 is happy to support clubs that wish to consider alternative transport methods, such as train and other public transport options. The club would ultimately need to book this transport itself, but if you require assistance in researching options and costs, please contact the bookings email.

The Sports Union also books transport on behalf of teams competing in BUCS National League, Premier League, Championship, Vase and Trophy knockouts. Please see our [BUCS Transport Policy](#) for further information.

### **Section 6 – Before All Transport Booked via the Sports Union**

- 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.
- 
- Public transport provides an easy way for you to take advantage of cheaper, more 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.