

**Conditions of Usage**Whilst we accept that accidents and breakdowns do occur,
the driver will be fined for any neglectful use which causes damage to the vehicle.

The two major instances of this neglect are\*:

1. Failing to turn off internal lights or external lights causing the battery to be drained meaning the vehicle cannot be started.
**Fine: £100**
2. Filling the vehicle with a fuel that is not Diesel, requiring the vehicle to be drained of all fuel and potential further repairs.
**Fine: £200

ALL our vehicles are DIESEL only.

Please remember:**

All drivers must meet the following to be covered by our insurance:

* Aged 21 or older
* Have a clean UK driving licence (i.e. No points from speeding offences)
* Have been driving for at least two years\*Please note this is not an exhaustive list of potential fines

Vehicle Driving Guide

2017/2018

**Things to consider for minibus drivers**

1. **The length of the vehicle;** Roughly speaking, buses are 2x longer than a standard car. This has three major effects:
* When taking a sharp corner, the back of the vehicle will come around and there is a high potential to clip the kerb (or the obstacle) – therefore one must take the corner wide and ‘feed’ the steering wheel round the corner (a minibus has a larger turning circle than a car).
* When pulling out into traffic from a roundabout or changing lanes on a motorway, remember you have a long vehicle and therefore have larger blind spots and require more of a gap in the traffic.
* When parking the vehicle, either in a bay or parallel, this is much more difficult and our recommendation would be for someone to step out the vehicle and assist with any tight gaps.
1. **The width of the vehicle;** As well as your general road positioning, there are two major effects of the increased width of the vehicle, which is generally 1.5x as wide as a standard car.
* When overtaking or avoiding obstacles such as parked cars on the side of the road, you will have to move the minibus further away from the obstacle than you are used to doing with a car. This can be a difficult distance to judge – always give yourself too much room – better safe than sorry.
* If on tight urban roads with parked cars - where it looks like two cars can just squeeze through - this generally means that a car coming one way and the minibus cannot both fit. If you are unsure, always wait for oncoming traffic to cease before moving into the road.
1. **The weight of the vehicle;** Due to the size of the vehicle, and the number of passengers in it, the weight of the vehicle is much greater than a car. This means:
* The minibus is much slower to brake than a car; it takes almost twice as long. You need to be aware of this when following traffic closely on a road or motorway, and also when approaching junctions, traffic lights and roundabouts.
* Our recommendation is to test the braking at the earliest opportunity when in the vehicle to get a feel for how responsive the brakes are. Remember that this will be affected by variables such as amount of passengers and the weather.
* The increased weight also means that the minibus is slower to accelerate. This needs to be remembered when pulling away at roundabouts and junctions in particular.
* You will have to wait for a larger gap in the traffic than normal as it takes a few seconds to accelerate and pull away. Always wait for a longer than necessary gap if you are unsure.

**Driver’s Information Leaflet**

**Contents:**

1. Driver eligibility
2. General Awareness
3. Fleet Manager test for new drivers
4. Booking a Union vehicle
5. Passenger List
6. Collecting and returning keys with drivers pack
7. Deposit
8. Mileage information
9. Diesel and Fuel/Barrier Cards
10. In case of an emergency/accident/incident
11. Insurance information
12. List of charges
13. Emergency contact information
14. Appendices
15. **Driver Eligibility**
* 21 years old (minimum)
* Been driving for at least 2 years
* UK driver’s license
* No points or pending points on their license
1. **General Awareness**

**Planning**

* Ensure to plan your route (using a Sat Nav, Google Maps or a Route Planner such as AA online planner) and allow time for heavy traffic.
* Complete all the relevant documents/forms before your journey- this is your responsibility!
* Ensure to have regular breaks every two hours- especially for long trips.
* Avoid driving more than four hours in total for one day. It is also useful to have a ‘driving assistant’ to help with navigation, passenger control and of changing the music!
* Consult the Highway Code for guidance on your obligations whilst driving.
* Be aware of the height of your vehicle, especially for car parks.
* Do not overload your vehicle.
* If attending a social event the night before driving, be mindful of drinking alcohol. Any alcohol in the system can potentially result in being close to the drink-drive limit the following morning.

 **Driving**

* Be mindful of weather conditions which may affect the vehicle you are driving- for example braking distances for minibuses (especially in wet conditions) are much longer than for a car.
* Take care when performing manoeuvres in the vehicle (if necessary, get another person to assist you).
* Ensure baggage is stored securely in the boot or under seats whilst driving
* You are responsible for reporting any accidents, incidents or near misses which occur whilst you are driving.

 **Passengers**

* Inform passengers of the emergency procedure (section 10).
* Ensure passengers use their seatbelt.
* Park so that passengers have safe exit and entry routes to the vehicle- footpaths are best!
* Ensure that passengers do not distract you or other road users whilst you are driving, for example by:
* Standing up whilst you drive
* Jumping on seats
* Shouting or singing loudly
* Throwing things
* Drinking alcohol or smoking
1. **Fleet Manager test for new drivers**

Anyone who wants to drive a Union vehicle must go out for a test with a Fleet Manager or member of the Student Activities (SA) team. Tests must be arranged via the Student Activities office. Please arrange for a test to be taken asap and at least 2 weeks prior to wanting to use a Union vehicle.

1. **Booking a Union vehicle**

To book a Union Vehicle you will need to fill out a Vehicle Booking Request From and then email it to or hand it in at the SA office s.hussain30@aston.ac.uk.

* Name of your society/club
* Which vehicle/s you would like to inquire about
* Dates and times you would like to use and return the vehicle
* Contact number
* Where you will be going
* What you will be doing

Please note that all queries will be dealt with on a first come first serve basis. The booking is only confirmed once you receive an email from the SA team so please do not assume you have a vehicle until you have heard from us.

\*A booking can only be made between 10am-5pm weekdays.

1. **Passenger List**

Please complete a passenger list which includes every person who will be travelling in the Union vehicle. This must be completed and submitted to the SA office via the Union website before keys can be collected.

The checklist is appendix 1.

1. **Collecting and returning key/s with the drivers pack**

Please arrange a time to collect the key/s with the drivers pack for the SA office between 10am-5pm weekdays. If you are returning the key/s outside of those hours please post the pack in the letterbox by B4 bar. You can then arrange to come to the SA office to collect your deposit should everything be in order.

The drivers pack should include the following:

* Key/s
* Mileage sheet
* Drivers’ information leaflet
* Fuel card & Barrier card
* Breakdown and Insurance information
* First Aid Kit
1. **Deposit**

A £20 deposit must be left with the Student Activities office when the key and drivers pack is collected. This deposit will be returned when the completed pack is checked and confirmation that all information has been completed. A rolling deposit will not be accepted, any money that is left with the SA office is for that specific hire and if it is not collected it will be considered surrendered and a new deposit will be required for the next trip.

1. **Mileage Information**

A mileage sheet will be included in the drivers pack for each trip. The total mileage should be completed for the start of the trip and the end of the trip. The total mileage for the vehicle should be a number over 10,000.

1. **Diesel and Fuel/Barrier Cards**

Each Union vehicle has a fuel card assigned to it with a PIN for use. The fuel card is included in the drivers pack. When at a fuel station please fill up the vehicle with diesel and use the fuel card at the cash desk. Please keep the receipt and return it in the drivers pack to the SA office.

\*All vehicles are **diesel only**.

If you fill the vehicle with petrol please **DO NOT DRIVE THE VEHICLE** and call the AA to come and drain the engine. If you drive it the vehicle will break down and you will need to call the AA. See point 9. for the number to call the AA through our insurers.

Please return the vehicle with at **least ¼ of the tank full** with fuel.

Each driver’s pack will include a barrier card for use on the Union barrier. When leaving the Union the barrier will automatically rise when the vehicle is within 1 metre of it. Upon returning to the Union please swipe the grey box on the silver intercom post to the right of the barrier; the red light will turn to green and the barrier will rise.

1. **In case of an accident/incident/damage**

In case you are involved in the following:

* Hit by another vehicle
* Hit another vehicle
* Collide with a stationary object
* Engine issues/overheating
* Tyre issues
* Brake issues
* Speeding/parking tickets
* Filled the vehicle with petrol
* Everything else

Please notify the Students Union Immediately

**If you have a serious injury, contact the relevant emergency services on 999**

Please call 08003891708. You will be connected to our insurers who will arrange for the AA to come

Please complete the accident/incident/damage form on the Union website: [www.aston.ac.uk/union](http://www.aston.ac.uk/union)/student-activities/accident-near-miss-reporting-form/ and email it to Richard Broome at r.broome@aston.ac.uk and Nadine Al-Kudcy at n.al-kudcy@aston.ac.uk

1. **Weather Warnings**

You are to check the weather warning with the Met Office before you start your journey. You will be informed by the SA office during normal office hours if a warning is issued by the Met Office.

If it is a **RED** warning under absolutely **NO** circumstances must you drive. If you are already out on a trip then you are to remain there in a safe location until the warning is lifted. The SU will cover the cost of any accommodation.

If it is an **AMBER** warning then you will be advised by the SA office as to whether it is safe for you to carry on with your trip or if it is best to cancel depending on the nature of the trip - this will be something that will be covered under the risk assessment.

If it is a **YELLOW** warning then again will be advised by the SA office as to whether it is safe for you to carry on with your trip or if it best to cancel depending on the nature of the trip – this will be something that will be covered under the risk assessment.

1. **Insurance information**

The insurance policy number is **Y005347FLT0117A**

Please quote this when you call the insurers.

1. **List of charges**

Minibus charge for SA Societies & Clubs:

75p per mile the first 100 miles

45p per mile after 100 miles

40p per mile after 200 miles

Car charge for SA Societies & Clubs:

50p per mile the first 100 miles

45p per mile after 100 miles

40p per mile after 200 miles

Loss of fuel or barrier card

1. **Emergency contact information**

**AA and insurance** – 08003891708

**Jake Graham** – Vice President Student Activities

union.vpsa@aston.ac.uk

0121 204 4857

**Richard Broome** - Advice & Membership Services Manager

r.broome@aston.ac.uk

0121 204 4848

**Nadine Al-Kudcy** – Student Activities Manager

n.al-kudcy @aston.ac.uk

0121 204 4819

**Lois Edwards** – Student Activities Assistant

Student.activities@aston.ac.uk

0121 204 5026

**Union Reception** – union.reception@aston.ac.uk

0121 204 4855

**University Security** – security@aston.ac.uk

0121 204 4803

***One thing to always remember when using a Union minibus; you are usually transporting a group of your friends or colleagues. It is important to give the vehicle the respect it needs as you are ultimately responsible for the safety of your passengers by the actions you take***

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| **Passenger & Driver Info Sheet** |
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| **Society/Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Name of Student** | **Year of Study 1/2/3/4/P/M/PhD** |
| DRIVER |   |
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| Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |